

The district promotes professional development of all employees through its support for the Flex/Professional Development Program, Career Incentive and Professional Advancement Programs, enrollment in classes, attendance at conferences, and professional memberships.

Professional Development Program

The mission of the Flex/Professional Development Program is to offer a comprehensive and systematic program of services and activities that will foster development of participants in the areas of staff, student, or instructional improvement. Workshop development, reflective of the vision of the faculty, is responsive to the needs of the faculty, administration, staff, and students and of the community at large.

Goals

The Flex/Professional Development Program at MiraCosta College aims to provide activities and services that enhance professional development of each participant.

An effective Flex/Professional Development Program not only leads to individual professional growth, but also promotes development of the academic community by helping faculty make meaningful connections with colleagues and by encouraging college service. Individual professional development goals, and institutional goals, such as collegiality throughout the college and communication between departments, are best achieved by a flex program characterized by a rich, diverse offering of workshops.

Flexible Calendar

In accordance with the Education Code, the district has authorized a flexible calendar to allow for a professional-development program. All regular (tenured) and contract (untentured) faculty are required to participate. Administrative staff and associate faculty are strongly encouraged to participate as their schedules will permit. The flexible calendar and professional development activities are required to be completed within a twelve-month period, July 1 through June 30.

- A. There will be ten flex days each fiscal year to contract for.
- B. Each year faculty members submit a report of completion that describes their professional-development activities.

- C. Any faculty member who fails to complete his or her full contractual obligation or completes only a portion of the contract is subject to loss of pay. (See Professional Development Program handbook for details.)

Options for group and individual activities and the specific procedures for carrying out the contract obligations are detailed in the Flexible Calendar and Professional Development Program handbook.

The superintendent/president shall provide for adequate reassigned time of not less than 40 percent of his or her load, and a summer stipend, to allow a full-time faculty member to serve as Coordinator for the Professional Development Program. The academic administrative secretary will have an adequate percentage of his or her total load assigned to work on the Professional Development Program on a twelve-month contract.

Duties and responsibilities of the coordinator and academic administrative secretary are detailed in the Professional Development Program handbook.

Annually, an evaluation and summary of the Professional Development Program shall be conducted and presented to the Academic Senate Council.

The Professional Development Program Coordinator shall recommend to the superintendent/president in-service training programs designed to improve the performance or maintain current levels of expertise of faculty members.

Career Incentive Program for Classified Employees

Program Overview

The Career Incentive Program is an award program through which classified employees can be compensated for voluntarily enhancing their value to the district.

Under the Career Incentive Program, effective July 1, 2004, full-time permanent classified employees were granted a monthly salary increase of \$100 upon verification of satisfactory completion of nine (9) units of approved coursework/activities within each five-year period. Employees who work less than full time receive a proportional increase based on the ratio of their employment to 40 hours. (For example: if an employee works 20 hours per week, they receive an increase of \$50 per month [50 percent of \$100].)

*This increase is an addition to the base salary; it does not change the original base salary. This is part of the annual earnings when referring to benefit-eligible salary.

- A. Each employee is limited to three (3) career-incentive award increases, regardless of when he/she began participation in the program. Only one program may be completed within each five-year period.

B. Eligibility

All permanent classified employees (employees who have passed the district's probation period and attained permanent employment status with the district shall be eligible to participate in the program. Permanency must be attained before the first day of semester/term of the beginning of the Career Incentive Program. Classified managers (see Board of Trustees Policy VI.D) and hourly/temporary

classified employees are not eligible for participation in the Career Incentive program.

C. Eligible Courses

Courses suitable for the Career Incentive Program must be related to the employee's current position or appropriate for the employee's declared career goal as defined below. Intended course work must be approved as meeting one of these two categories at the time of application. A Career Incentive Program may include both types of courses:

1. Job-related courses are those undertaken to acquire new or more advanced skills or knowledge beyond the skills or knowledge reasonably expected for entrance into the employee's current position and which shall be clearly useful in the current position.
2. Career-development courses are those courses undertaken to meet education requirements for another position existing or planned within the district and which the employee can realistically expect to achieve.

Examples of eligible courses include, but are not limited to community-services classes, college courses (credit/noncredit college courses, late-start classes, online classes, and/or open-entry/open-exit courses). Coursework required for or needed as preparation for the specific major and/or general education is to be completed prior to career-incentive credit being granted for electives.

In recognition of the district's commitment to wellness, physical-activity classes will be allowed at the rate of one physical activity course per Career Incentive Program (i.e., dance, physical education). Similarly, due to the district's commitment to maintaining currency with technology, course repeats of CIS classes (as allowed per the college catalog) may not occur within the same Career Incentive Program.

Career-incentive credit will be granted for workshops and seminars at a rate of one-quarter unit per four (4) hours, one-third unit per six (6) hours, and one-half unit per full eight (8) hours of workshop attendance, with a maximum of four (4) units for each Career Incentive program. Satisfactory completion shall mean completion of courses with a grade of C, CR, or better.

D. Ineligible Courses

Training in operating systems and software applications that are part of the minimum qualifications for an employee's current position is not eligible for a Career Incentive Program. This would include upgrades such as from Windows 98 to Windows XP. Please see information regarding Administrative Procedure IV.C-04 for the enrollment fee reimbursement program.

Conferences, workshops, seminars, and other types of in-service training (such as PeopleSoft) for which the employee is paid or which is provided for by the district on or off campus and work-experience education are not eligible for the Career Incentive Program.

E. Application Process

Employees who wish to participate in the Career Incentive Program must complete and submit an application form, with their supervisor's signature, to Human Resources before a course begins and according to the timeline below:

1. July 1 for fall semester course work/activities occurring August 1 to December 31.
2. December 1 for spring semester course work/activities occurring January 1 to May 31.
3. May 1 for summer semester course work/activities occurring June 1 to July 31.

To apply for workshop/seminar or conference credit, the completed application must be submitted to the committee with a brochure or flyer from the workshop/seminar. Applications must be submitted for approval three (3) weeks prior to the date it begins. Exceptions are subject to the discretion of the committee on a case-by-case basis.

All applications shall include the school(s), course numbers, titles, and number of units of the courses to be taken, as well as a brief written justification of why each course is job-related or career development, and how the completed course work will benefit the District. With every application, participants must also submit official transcripts of all course work taken previously to avoid any duplication.

(*Additionally, if the course(s) is/are career development, an Educational Plan of required coursework developed in consultation with a college counselor must be submitted with the application.) This plan shall explain how the employee intends to achieve the stated career goal/position's objective. The employee may be required by the committee to submit further verification of the appropriateness of planned course work.

F. Program Guidelines

Nine (9) semester units or 14 quarter units of college course work, or 30 units of high school coursework must be completed within a five-year period. Once a five-year program has begun, the program's five-year timeframe continues whether or not the approved course(s) taken are completed or dropped by the participant. Any changes to an existing approved program (e.g., adding or dropping courses, changing goals) must be resubmitted to the Career Incentive Committee for approval. If the program is completed early within the five-year period, the participant must notify Director, Human Resources, so that the Career Incentive compensation can commence.

The five-year period shall begin on the date specified by the employee in the application. No courses will be approved retroactively except for workshops/seminars announced by the seminar's institution/company after the application deadline.

Participation in the Career Incentive Program must be on the employee's own time and at his/her own expense. No salary credit will be given for course work taken on district paid time or at the direction of the district.

An employee desiring to enroll in classes/workshops/seminars during working hours must follow these procedures:

1. Discuss with supervisor the course(s) desired and arrange for absence from duty for the time required to attend class(es).
2. Make arrangements to have the duty station covered during the period of absence, if necessary, and have arrangements approved by the supervisor.
3. Arrange to make up time lost within the same work week.
4. Direct a memorandum to Human Resources setting forth the approved changes in the work schedule and the beginning and ending dates thereof. The supervisor's approval shall accompany the employee's memorandum; both shall be placed in the employee's personnel file.

If an employee changes positions at MiraCosta College, the employee will not need to wait for completion of the new position's one-year probation in order to participate within the Career Incentive Program. Career-incentive compensation shall remain a permanent part of any non-management employee's salary regardless of a change in classification resulting from change in position, Y-rating, voluntary demotion, transfer, or classification review.

Career-incentive compensation will discontinue for employees promoted to management positions, as well as their eligibility to participate in new Career Incentive Program.

G. Program Completion

Upon completion of the Career Incentive program, the employee shall immediately give written notification to the Director, Human Resources and submit an official transcript verifying satisfactory completion of each course taken as part of the Career Incentive Program as soon as it is available. After the workshop/seminar is completed, evidence of attendance (i.e., receipt for registration, etc.) must be submitted within sixty (60) days.

The participating employee shall receive an increase of \$100 per month. The increase shall become effective the first pay period following the end of the five-year period or, if the employee completes the program in less than five years, the increase will become effective on the January 1, June 1, or August 1 following completion. This increase is an addition to the base salary; it does not change the original base salary. This is part of the annual earnings when referring to benefit-eligible salary. Employees who work less than full-time will receive a proportional increase based on the ratio of their employment to forty hours.

Employees who began an approved nine-unit Career Incentive Program prior to July 1, 1987, received a salary increase equal to five (5) percent of their monthly

salary at the time they completed the nine units of approved course work. Future compensation associated with this Career Incentive Program will remain at the initial dollar amount unless the employee's working hours change. In this event, the dollar amount will be proportionately decreased or increased. (See example in the above paragraph.)

Employees who have completed approved nine-unit Career Incentive Programs prior to June 30, 1987, will continue to be paid the dollar amount of the career-incentive salary increase(s) applicable to their FY88 salary, or \$100, whichever is greater.

Effective July 1, 2004, the amount of the stipend was increased from \$75 to \$100 per month. All other provisions shall remain unchanged unless indicated above.

Professional Advancement for Faculty

Faculty members should constantly be striving to improve their academic competence. To implement the board's policy that advancement on the salary schedule will be by acquisition of approved subject-matter units, the following principles for evaluating courses for salary-schedule advancement are established:

- A. **Recognized Objectives:** An instructor should have a recognized objective that would lead toward either improvement in his/her discipline or area of service; a masters' or doctoral degree in area of service; or meeting minimum qualifications in an additional discipline or area of service.
- B. **Classification of Disciplines:** Disciplines should be construed liberally to allow a faculty member to broaden his or her intellectual background. The suggested fields are as follows: humanities; natural sciences and mathematics; social sciences; health, physical education and recreation; business education; vocational and technical education; counselor, librarian, student services; and professional courses providing preparation for administration, supervision, or designated services.
- C. **Exceptions to Listed Teaching Fields:** Whenever it is necessary for an instructor to cross subject field areas to improve his or her background, this will be permitted. For example, advancement in psychology often depends upon increased competence in mathematics. A psychology instructor, therefore, would be permitted to take courses in statistics to improve his or her competence in psychology.

Instructors may be granted credit on the salary schedule for a maximum of eight units of lower division work relevant to their area of service when taken at accredited colleges or universities. For instance, a language teacher may want to better understand his/her own language by taking courses in a foreign language that he or she has not have previously studied. This type of course is usually offered only on a lower-division level.

Enrollment in Classes and Tuition and Fees Reimbursement for Full-Time Faculty and Classified Staff

The following guidelines and criteria shall be followed in providing reimbursement to employees for enrollment fees paid for courses completed to further their professional development.

- A. All permanent (one who has successfully completed a one-year probationary period) classified employees shall be eligible to participate in the program.
- B. All full-time faculty members are eligible to participate in the program.
- C. Priority consideration shall be given for approving courses using the following criteria:
 1. Courses related to the current and/or projected duties of employment, including courses in Spanish, computer applications, first aid, and CPR.
 2. General and basic education courses (i.e., English, math, introduction to sociology, general psychology, etc.).
 3. Other credit courses not related specifically to professional development.
 - a. Course work must be taken at MiraCosta College unless the course is required for maintaining or upgrading skills for current position and is not offered at MiraCosta College within the twelve (12) month period for which the employee is requesting enrollment-fee reimbursement. In such a case, enrollment-fee reimbursement will be limited to the cost of equivalent units at MiraCosta College, within the allowable limit.
 - b. No course will be considered for reimbursement if its content is part of the minimum requirements for the current position.
 - c. An employee must receive a minimum of a "C" grade or equivalent to receive reimbursement. If letter grades are not given for a course, a copy of the certificate indicating successful course completion or a letter of satisfactory completion signed by the instructor is required.
 - d. In order for a class to be considered for enrollment-fee reimbursement it must be scheduled during a time other than the employee's regularly scheduled work hours. If the class is offered only during the employee's work hours, the supervisor may approve a temporary work schedule change, which allows the employee to be off-duty during the class hours and to make up the time missed during the same week.
 - e. Faculty members may not apply for enrollment-fee reimbursement for courses scheduled during times that they are scheduled to teach a class or have other specific work assignments.

- f. No course will be considered for enrollment–fee reimbursement if it is to be used by the employee for salary enhancement (professional development or career incentive), during flex time, or for courses taken during sabbatical leaves.
- g. Courses or seminars mandated and paid for by the district are not eligible for enrollment fee reimbursement, nor may any employee apply for enrollment–fee reimbursement for courses s/he may wish to substitute for the mandated ones.
- h. It is the responsibility of the employee to apply for enrollment–fee reimbursement and then to verify completion of coursework with an official transcript or the instructor’s signature prior to June 30 of the year in which the course was taken.
- i. Applications for enrollment–fee reimbursement must be received prior to the start of the semester in which the class is to be taken. If the class approved is canceled and the employee must substitute a class, s/he must request and receive approval for substitution before the end of the second week of the semester.
- j. Approval bodies for enrollment–fee reimbursement are the Classified Career Incentive Committee and the Academic Employees’ Professional Advancement Committee.
- k. Completed approval forms must be forwarded to the Director of Human Resources. Upon completion of coursework, verification of satisfactory completion of class (i.e., transcripts) and a purchase request must be sent to the Director of Human Resources before enrollment–fee reimbursement occurs.
- l. The Director of Human Resources will sign the purchase request and forward it to Accounts Payable when verification is complete.

In addition, faculty members may request tuition reimbursement for courses taken outside the district in lieu of departmental and staff development professional travel reimbursement.

Professional Development Allowance for Full-Time Faculty

In addition to travel funds provided through the Professional Development Program and other sources, the District shall provide an annual allowance of \$600 per full-time faculty member per year to reimburse expenses associated with professional development. This allowance may be applied to professional travel or tuition reimbursement, subject to the following provisions:

- A. The department to which the greatest percentage of each full-time regular faculty member is charged shall be allocated \$600 per faculty member annually.

- B. Any unexpended funds from a given fiscal year may be rolled over to the following fiscal year. Any amount unused after two years shall be returned to the Professional Development Program.
- C. Funds may be transferred to another full-time faculty member within the same department for professional travel or tuition reimbursement.

Professional Development – Academic and Classified Administrators

Academic and classified administrators are encouraged to participate in professional-development opportunities on and off campus that will enhance their value to the district. Resource allocation for professional development of academic and classified administrators will be determined by the district through a "meet and confer" with each employee group's representatives.

Classified Staff Development

The Classified Senate negotiates staff development funds through the meet-and-confer process and usually via salary agreements on behalf of permanent employees. Staff-development funds are purposed for the enrichment of classified employees through job enrichment and professional growth. The funds are managed by the Classified Senate according to established guidelines and procedures.

Attendance at Conferences, Seminars, In-Service Training, Workshops, Meetings, and Visits to Other Schools for Full-Time Faculty and Classified Staff

The superintendent/president shall recommend attendance by faculty and classified staff members at conferences, seminars and workshops. The board shall pay actual and necessary expenses within budgetary limitations and may authorize an advance of registration fees. (See Board Policy/Administrative Procedure 7400–Travel.)

Voluntary attendance at conferences, seminars, and workshops may be authorized with no loss of pay and with or without partial reimbursement of expenses.

Participation in in-service training, exclusive of career incentive programs that occurs on or off campus and at the direction of the employee's supervisor or the superintendent/president shall not result in a loss of pay or the necessity of making up for time lost.

The superintendent/president is authorized to direct the travel of employees to meetings or to visit other schools and colleges for the discussion or observation of any school matter relating to the duties of the employee or any question of interest to the district. The board shall pay the actual and necessary expenses on the basis of a schedule for reimbursement within budgetary limitations.

Memberships in Professional Organizations for Full-Time Faculty and Classified Staff

MiraCosta employees are encouraged to join professional organizations that help them remain current and/or strengthen their skills in their discipline or area of responsibility. The district will pay fifty percent (50%) of the cost of professional organization dues up to a maximum of \$100 per employee per year. The superintendent/president or

appropriate vice president will determine whether an organization meets the requirements of this policy for a specific employee.

Reimbursement Request Procedure

The Business and Administrative Services provides a form for employees who request approval of reimbursement for fifty percent (50%) of the cost of professional organization dues, with such reimbursement not to exceed \$100 per year per employee. The form shall include space for specifying how the membership benefits the employee's services to the district.

Employees requesting reimbursement will submit the form to the appropriate vice president for approval, together with receipt(s) or other documentation that dues have been paid. Dues paid via payroll deduction will be deemed to have been paid at the conclusion of the deduction period.