

CLASSIFIED SUPERVISORY, MANAGEMENT, AND CONFIDENTIAL EDUCATIONAL INCENTIVE

The purpose of the Educational Incentive Policy shall be to improve the standards of service of the Classified Staff; to extend and constantly improve the standards of on-the-job performance of each Classified employee; and to encourage the employee to improve his/her relationship with students, instructors, other employees and the public.

The Educational Incentive Policy is not intended to restrict, in any way, the training and self-improvement efforts a Classified employee may undertake on his/her own initiative. However, such training shall be considered applicable to the Educational Incentive Policy only if it meets the standards as set forth in the Policy.

General Regulations

1. For the period January 1, 1995 to June 30, 1995, the Educational Incentive Policy shall provide for a one-range advancement on the appropriate salary schedule for each employee who completes the requirements of the Educational Incentive Program by completing the equivalent of twelve (12) semester units of college course work, and shall continue as long as the employee remains in the employment of the District.
- Effective July 1, 1999, the Educational Incentive Policy shall provide for a three-time, one-range advancement on the appropriate salary schedule for each employee who completes the requirements of the Educational Incentive Program by completing the equivalent of twelve (12) semester units of college course work, and shall continue as long as the employee remains in the employment of the District.
2. Effective September 1, 2002, credit under the Educational Incentive Program shall be granted only for activities which are job related, as determined by the guidelines established for Classified and Confidential Employees, for the first two one-range increases on the salary schedule. Credit shall be granted for activities which are job related or necessary to receive a degree for the third one-range increase on the salary schedule.
3. Any course for which credit for salary advancement has been granted under the Educational Incentive Program shall not be eligible to be used by the employee for tuition reimbursement as spelled out in the Tuition Reimbursement Policy.
4. All courses shall be taken outside of the employee's assigned work hours. However, if the desired class is not offered outside of the employee's assigned work hours, the Supervisor may approve the employee taking that class during his or her assigned work hours, and will adjust the employee's work hours accordingly.

Application Procedure

A "Classified Supervisory, Management and Confidential Application for Educational Incentive Program" Form may be obtained from the Human Resources Office.

2. The Form must be submitted to the Vice President for Human Resources and Legal Affairs for prior approval in order to receive credit for participation in an Educational Incentive Program.
3. If the Form is being used for course work, it must include a printed description/official copy of the adult school, college or university course outline/description, and any official documentation from the institution which identifies the course number, grading, units of work (quarter or semester), and any other material pertinent to the interpretation of the official transcript.
4. If the Form is being used for a workshop/seminar, it must include a printed description of the activity and include the number of scheduled days and/or hours.
5. The Vice President for Human Resources and Legal Affairs shall determine the timelines, application procedures and approval of the course work/activity which is "field related" in order for the employee to receive credit for participation in the Educational Incentive Program.
6. If the Vice President for Human Resources and Legal Affairs determines that the employee's proposed course work/activity is not "field related," the employee may appeal the decision to the Superintendent/President.

Course Work/Activity Credit

1. Course work/activities for which credit may be granted include, but are not limited to, college course work, workshops, conferences, seminars and college-sponsored in-service programs.
- For participation in approved activities for which units are not granted, the employee shall be granted one (1) unit of course work equivalency for each sixteen (16) hours of approved activity.
3. Credit may be granted to an employee who attends an in-service program during the employee's assigned work hours. The employee's immediate supervisor may adjust the employee's work hours to permit attendance at approved activities.
4. No credit shall be granted for attendance at activities for which the employee receives reimbursement from the District.

Completion of Course Work/Activity

1. After completion of twelve (12) units of approved credit course work or activity, the employee must submit a Request for Salary Advancement Form to the Director of Human Resources.
2. It is the employee's responsibility to verify to the District the successful completion of any course work (transcript/grade notice) or activity (attendance certificate or other proof of attendance) in order to be credited, and in a manner prescribed by the District.
3. Upon approval of the Vice President for Human Resources and Legal Affairs, the employee will be granted an increment effective the first day of the following month.