

1 **ARTICLE 25: PROFESSIONAL GROWTH PROGRAM**

2 25.1 Definition

3 Effective July 1, 2007 and for the duration of the agreement, the District shall  
4 provide funds in the amount of \$8,500 per fiscal year (July 1-June 30) for the  
5 purpose of educational reimbursement and/or pre-payment of allowable  
6 expenses for travel, lodging, registration fees, parking, and meals for appropriate  
7 conferences, seminars, workshops, institutes and conventions to result in  
8 professional growth for permanent unit employees. Tuition at a college or  
9 university is not an allowable pre-paid expense. Any unexpended funds at the  
10 close of the fiscal year shall remain in the Professional Growth account to  
11 augment the succeeding year's Professional Growth budget and verification of  
12 the amount of such funds will be provided to CSEA. The intent of this program is  
13 to provide permanent unit employees the means to:

- 14 a. gain new skills and broaden their opportunity for promotion as well as  
15 assist in the development of their skills and talents in relationship to their  
16 job duties through coursework taken at an accredited community college,  
17 college or university, or adult education program.
- 18 b. develop their skills and talents in relationship to their current job duties or  
19 within their job family through participation in conferences, seminars,  
20 workshops, institutes and conventions.

21 25.2 Pre-payment/Reimbursement

22 This program will enable unit employees to request and receive pre-payment for  
23 allowable expenses defined in 25.1 or be reimbursed for specific verified costs of  
24 tuition, fees, books, supplies, parking, meals, and other related expenses for  
25 Professional Growth activities which are approved by the Professional Growth  
26 Committee in accordance with the Professional Growth Program Guidelines and  
27 Procedures. Pre-payment/reimbursement of up to \$650 per person per fiscal  
28 year may be granted to each qualified employee who satisfactorily completes the  
29 approved training, submits required evidence of such completion and expenses.  
30 Reimbursement for credit classes which require the State-mandated tuition taken  
31 at Cerritos College shall not be counted against this \$650 limit. The employee  
32 must submit a request in advance of the completion of an activity and be  
33 approved by the Professional Growth Committee to receive funds. Those  
34 employees obtaining Professional Growth Committee approval prior to beginning  
35 their training shall be considered for reimbursement before anyone applying for  
36 funds after their training program has begun. Reimbursement for late  
37 applications will be funded before any proration occurs. Failure to satisfactorily  
38 complete an activity by a unit employee may result in the employee being denied  
39 reimbursement or in the case of pre-paid expenses, being required to reimburse  
40 the Professional Growth fund. If money is left in the fund at the end of the year,  
41 an employee may qualify for reimbursement of additional expenses incurred  
42 beyond the \$650 per person limit.

43 25.3 Eligibility

44 All unit employees who work an average of twenty (20) hours or more per week  
45 and a minimum of 195 working days between July 1 and June 30, including  
holidays, sick leave, vacation and other paid leaves of absence, irrespective of

1 the number of hours worked per day, shall be eligible for the maximum District  
2 contribution of \$650 on a pro rata basis. The proration shall be a function of the  
3 average hours worked per week of twenty (20) or more as it relates to forty (40)  
4 hours per week.

5 25.4 Professional Growth Committee

6 The Professional Growth Committee shall be composed of two (2)  
7 representatives selected by CSEA and two (2) representatives selected by the  
8 District and shall meet with the Director of Human Resources or designee, who  
9 shall act as the non-voting chairperson. The chairperson shall cast a vote only in  
10 the event of a "tie-vote."

11 It is the responsibility of the Committee to:

- 12 a. Review/revise the Professional Growth guidelines and procedures subject  
13 to approval by CSEA and the President/Superintendent and/or the Board  
14 of Trustees.
- 15 b. Meet on a monthly basis to approve/deny applications for Professional  
16 Growth funds, review the current Professional Growth Program budget,  
17 and review the Professional Growth Program Guidelines and Procedures  
18 as necessary.
- 19 c. At the end of the fiscal year, if money is left unspent, the Committee shall  
20 prorate the amount left among employees who have documented  
21 expenses beyond the \$650 per person limit.

22 25.5 Unit Employees' Responsibility

23 It is the responsibility of the unit employee to apply for professional growth and  
24 meet all guidelines and procedures as developed by the Professional Growth  
25 Committee, and to satisfactorily complete the activity.  
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