

### **Educational Incentive Program for Classified Bargaining Unit, Confidential, Classified Managers/Supervisors**

The purpose of this program shall be to enhance 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 their relationships with students, instructors, other employees, and the public.

This Educational Incentive Program is not intended to restrict in any way the training and self-improvement efforts a classified employee may undertake on their own initiative. However, such training shall be considered applicable to the Educational Incentive Program only if it meets the standards as set forth in the program.

#### **I. ELIGIBILITY**

All CSEA Bargaining Unit, Confidential Employees and Classified Managers/Supervisors of the District are eligible for this program.

#### **II. GENERAL REGULATIONS**

- A. The Educational Incentive Program shall provide for a maximum of three (3), one-time, one-range increases (twelve (12) units per range) on the employee's salary schedule for each eligible employee who completes the requirement of the Educational Incentive Program.
- B. To fulfill the requirements of the Educational Incentive Program, participants must complete the equivalent of twelve (12) semester units of college course work.
- C. For participants in approved activities for which units are not granted, an employee shall be granted one (1) unit of course work equivalency for each sixteen (16) hours of approved activities.
- D. Activities for which credit may be granted include, but need not be limited to, college course work, workshops, conferences, seminars and college-sponsored, in-service programs.
- E. To receive credit for participation in an educational activity, the participant must receive prior approval from their immediate supervisor(as applicable), area Vice President (as applicable), and the Human Resources Office.
- F. Credit under the Educational Incentive Program shall be granted only for

activities, which are job- related, as determined by the Director of Human Resources. The decision of the Director of Human Resources regarding whether or not the proposed program is job-related shall not be grievable under the provisions of the Bargaining Unit Contract if applicable.

### III. JOB RELATED CRITERIA

Course work, seminars, conferences, and workshops will be deemed related to the employee's current work assignment or job family falling under the following criteria:

- A. Allows employee to gain new skills to broaden knowledge in their current job and broaden the opportunity for promotion within the presently assigned job family.
- B. The following course areas are considered related to all classified work assignments:
  - ◆ Communication Skills (i.e., Speech, Writing, English, and other related skills)
  - ◆ First Aid Courses
  - ◆ Any foreign language, including ASL, if applicable to their work area
  - ◆ Health and Wellness: Managing stress & anxiety, meditation, mental awareness, emotional intelligence, emotional wellbeing, cultural competence, and ethnic diversity.
  - ◆ Health & Physical Fitness, and Mental Health coursework will be limited to three (3) units (Only 3 units out of the 36 will be allowed under P.E.)
  - ◆ Courses designed to develop inter-personal relationship skills, selected from such disciplines as Leadership, Management, Supervision, Psychology, Sociology, Organizational Leadership, Conflict Resolution, Restorative Practices, etc.
  - ◆ Any District sponsored Staff Development workshop or activity will qualify for this program as long as it is on the employee's own time.
  - ◆ Classified Bargaining Unit employees may submit coursework applicable towards a degree at the time of their third one-range increase. Degree courses are defined by the State of California and WSC Accreditation and

can be used for the associate degree requirements.

- C. If the Director of Human Resource determines that the employee's proposed program is not job related, the employee may appeal this decision to the Classified Employee/Employer Relations Committee (EERC). The full committee membership shall consider the appeal and by a majority vote of the committee, overturn the decision of the Director of Human Resources.
- D. No credit shall be granted to an employee who attends an in-service program during the employee's assigned work hours. The immediate supervisor may adjust the employee's work hours to permit attendance at approved activities.
- E. No credit shall be granted for attendance at activities for which the Bargaining Unit member receives reimbursement from the District.

#### IV. APPLICATION PROCEDURE

- A. Employee must obtain full approval of coursework or activity a minimum of two (2) weeks prior to the start of the course or activity. Any request filed with less than two (2) weeks' notice will be approved at the discretion of the Human Resources Office and this decision will not be grievable.
- B. Applications for workshops, seminars, etc. must include a description of the class/activity and include the number of scheduled days and/or hours.
- C. It is the employee's responsibility to verify to the District the successful completion of any activity, which is to be credited within the Educational Incentive Program. An official copy of the adult school, college, or university transcript and any official documents from the institution which identifies the course number system, grading, and the units of work (such as quarter or semester units), and any other material pertinent to the interpretation of the official transcripts must be submitted to the Human Resources Office.

For other activities, workshops, or seminars, attendance certificates or other proof of attendance must be submitted to the Human Resources Office.

#### V. SALARY ADVANCEMENT PROCEDURE

- A. After completion of the twelve (12) units of approved credit course work or activities, the employee must submit a Request for Salary Advancement Form to the Human Resources Office. After this form and the required verification of units (transcripts, grade notices, attendance certificates, etc.) are received in the

Human Resources Office, the employee will be granted the one-range increment effective the 1<sup>st</sup> of the following month.

**ADOPTED BY THE GOVERNING  
BOARD: AUGUST 6, 1987.**

**Revised 07.24.2024**