

## **ARTICLE 12: EDUCATIONAL INCENTIVE AND REIMBURSEMENT PROGRAM**

### **12.1 Educational Incentive**

Classified Administrators shall be eligible for educational incentive salary advancement.

### **12.2 General Regulations**

12.2.1 The Educational Incentive Program 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.

12.2.2 Credit under the Educational Incentive Program shall be granted only for activities which are job related, 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.

12.2.3 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 section.

12.2.4 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 or the employee may use vacation time.

### **12.3 Application Procedure**

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

12.3.2 The Form must be submitted to the Assistant Superintendent/Vice President, Human Resources for prior approval in order to receive credit for participation in an Educational Incentive Program.

12.3.3 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.

12.3.4 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 or the employee may use vacation time.

12.3.5 The Assistant Superintendent/Vice President, Human Resources 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.

12.3.6 If the Assistant Superintendent/Vice President, Human Resources determines that the employee's proposed course work/activity is not "field related," the employee may appeal the decision to the Superintendent/President.

#### **12.4 Course Work/Activity Credit**

12.4.1 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.

12.4.2 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.

12.4.3 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.

12.4.4 No credit shall be granted for attendance at activities for which the employee receives reimbursement from the District.

#### **12.5 Completion of Course Work/Activity**

12.5.1 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.

- 12.5.2 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.
- 12.5.3 Upon approval of the Assistant Superintendent/Vice President, Human Resources the employee will be granted an increment effective the first day of the following month.

## **12.6 Tuition Reimbursement**

- 12.6.1 Classified and Academic Administrators are eligible for tuition reimbursement upon completion of courses that are field-related at accredited colleges and universities.
- 12.6.2 All courses shall be taken outside the employee's assigned work hours and the employee may be granted a total of one thousand two hundred dollars (\$1,200) toward tuition or course fees.
- 12.6.3 Employees shall apply in advance of commencement of course work on "Supervisory, Management and Confidential Application for Tuition Reimbursement" form and reimbursement may only be received for those courses which meet the criteria established for credit.
- 12.6.4 Tuition reimbursement will be paid upon verification of successful completion of course work with a grade 'C' or better.
- 12.6.5 Any course for which tuition reimbursement has been granted shall not be eligible to be used by the employee for credit for salary advancement under the Educational Incentive Program.

## **12.7 Fee Waiver/Reimbursement for Credit Classes**

Classified and academic administrators will be permitted to take credit classes at any campus in the District with enrollment fees waived. Employees shall be reimbursed at twenty-five dollars (\$25) per unit for fees or book expenses for job related courses taken outside the Southwestern Community College District at an accredited institution of higher education. Reimbursement will be made upon successful completion ("C" grade or better or equivalent). This course work must be approved for job relatedness by the immediate supervisor. Courses taken under this provision are not eligible for credit under the Education Incentive Program.

**12.8 Educational Incentive Program for Academic Administrators**

The Educational Incentive Program for Academic Administrators shall provide for a one-time 2.5% salary increase to the Academic Administrator's salary schedule placement, for each employee who completes the requirements of the program.

12.8.1 To receive this educational incentive, a unit member must complete twelve (12) semester units of graduate level coursework from a regionally accredited institution, including extension courses that are specified as upper division and/or post baccalaureate degree courses. The coursework must pertain to education, organizational development, leadership and/or management, or other graduate level coursework that could reasonably be considered as job related and/or meets the needs of the College.

12.8.2 To receive credit for participating in the educational incentive activity, the Unit Member must receive prior approval from the area Assistant Superintendent/Vice President. Reasonably related coursework qualification will be determined through discussions with the administrator and the area Assistant Superintendent/Vice President, with the area Assistant Superintendent/Vice President retaining the final course qualification approval. The decision of the area Assistant Superintendent/Vice President regarding whether or not the proposed coursework qualifies for the program shall not be grievable under the provisions of this agreement. This 2.5% increase shall continue as long as the employee remains in the employment of the district within the SCCDAA bargaining unit. Only courses completed following appointment as an academic administrator may be applied under this provision.