

## PROFESSIONAL GROWTH AWARD APPLICATION

### Employee Eligibility and Qualifications for Professional Growth Award:

1. An employee must have completed at least one year of employment with the District and have achieved permanent status.
2. An eligible employee must complete a minimum of 200 hours of credited activity, 100 hours of which must have been completed since the last award. Carryover points may be applied to a maximum of 50% of any one award.
3. A minimum of two (2) years in paid status must have occurred since the last award.
4. No more than two hundred (200) hours may be applied towards an award for activities undertaken during a staff development leave. No carryover points will be allowed for these activities. No premium points will be allowed for activities while on staff development leave.

### Schedule of Hours and Limitations:

1. Completion of college, adult education, or trade school courses. The calculation of hours will be based on the published regulations as they appear in the catalog or schedule of classes. Where such hours are not formally stated, the following method shall apply to all units for courses.
  - a. 1 quarter unit = 12 hours
  - b. 1 semester unit = 18 hours
2. Attendance and participation in District in-service workshops related to the work of the District. **Maximum of fifty (50) hours per award.**
3. Participation in educational activities, such as seminars, conferences, conventions, institutes, and lectures offered by colleges, adult schools, professional associations, and community organizations. **Maximum of fifty (50) hours per award.**
4. Participation in a leadership role in professional associations and community service organizations. **Maximum of fifty (50) hours per award.** No carryover points will be allowed for these activities.
5. Participation in District related committee work. **Maximum of fifty (50) hours per award.** No carryover points will be allowed for these activities.
6. Participation in Physical Fitness activities. **A maximum of seventy-two (72) hours per award.**
7. Premium points will be awarded for courses, seminars, and workshops taken or attended on other than assigned time or released time and that are directly related to the

employee's job. The employee must complete and attach the Application for Professional Growth Premium Points (Appendix G).

8. Carryover points may be applied to a maximum of 50% of any one award.

## PROFESSIONAL GROWTH AWARD APPLICATION

Date Submitted \_\_\_\_\_

Name: \_\_\_\_\_ CWID: \_\_\_\_\_ Hire Date: \_\_\_\_\_

Position: \_\_\_\_\_ Department: \_\_\_\_\_ Campus: \_\_\_\_\_

**1. College, Adult Education, or Trade School Courses**

Institution	Course Title	Units (Specify Quarter or Semester)	Hours
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
<b>Total Hours</b>			_____

**2. District In-Service Workshops**

Workshop	Date of Workshop	Hours
_____	_____	_____
_____	_____	_____
_____	_____	_____
<b>Total Hours</b>		_____

**3. Conferences, Seminars, and Workshops**

Organization	Activity	Date of Activity	Hours
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
<b>Total Hours</b>			_____

**4. Leadership activities in professional associations or community service organizations**

Organization	Activity	Date of Activity	Hours
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
<b>Total Hours</b>			_____

**5. District Committee Work**

Professional Organization	Date of Activity	Hours
_____	_____	_____
_____	_____	_____
_____	_____	_____
	Total Hours	_____

**6. Physical Fitness Activities**

Institution/Organization	Date of Activity	Hours
_____	_____	_____
_____	_____	_____
_____	_____	_____
	Total Hours	_____

**For use of Professional Growth Review Panel Only**

Completed

Section 1	_____
Section 2	_____
Section 3	_____
Section 4	_____
Section 5	_____
Section 6	_____
Premium Points	_____
Previous Award Carryover	_____
Total Hours	_____
Carryover for next award	_____

Professional Growth Review Panel Signature:

Approved \_\_\_\_\_ Date \_\_\_\_\_

Denied \_\_\_\_\_ Reason for Denial \_\_\_\_\_

Effective Date of Award \_\_\_\_\_