

APPLICATION FOR PROFESSIONAL GROWTH AWARD (UNIT A)

Date of Application

Name: _____ Social Security # _____ Date of Hire: _____

Position: _____ Department: _____ Campus: _____ Ext. # _____

1. College, Adult Education, or Trade School courses (see #1 on reverse Side)

Institution	Course Title	Units (Specify Quarter or Semester)	Hours
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
Total Hours			_____

2. District In-Service Workshops (see #2 on reverse side)

Workshop	Date of Workshop	Hours
_____	_____	_____
_____	_____	_____
Total Hours		_____

3. Conferences, Seminars, and Workshops (see #3 on reverse side)

Organization	Office	Activity	Date of Activity	Hours
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
Total Hours				_____

4. Leadership activities in professional associations or community service organizations (see #4 on reverse side)

Organization	Office	Activity	Date of Activity	Hours
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
Total Hours				_____

5. Committee Work (see #5 on reverse side)

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

6. Physical Fitness Activities (see #6 on reverse side)

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

For use of Professional Growth Review Panel Only

	Completed	Carryover Hours
Section 1	_____	_____
Section 2	_____	_____
Section 3	_____	_____
Section 4	_____	_____
Section 5	_____	_____
Section 6	_____	_____
Previous Award Carryover	_____	_____
Total Hours	_____	_____
Carryover for next Award	_____	_____

Professional Growth Review Panel Signature: _____
 Approved by: _____ Denied by: _____

Date: _____ Reason for Denial: _____ Effective Date of Award _____

Employee Eligibility and Qualifications for Professional Growth Award:

15. An employee must have completed at least one year of employment with the District and have achieved permanent status.
16. 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.
17. A minimum of two years in paid status must have occurred since the last award.

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.
 1. 1 quarter unit = 12 hours
 2. 1 semester unit = 18 hours
- 7 Attendance and participation in the District in-service workshops related to the work of the District. Maximum of fifty (50) hours per award.
- 8 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.
1. A maximum of seventy-two (72) hours for Physical Education credits per award.
2. For staff development leaves commencing after June 30, 1988, 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.
3. 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 Committee must obtain written recommendation from the Supervising Manager that such activity is directly job-related.
 9. Carryover points may be applied to a maximum of 50% of any one award.

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