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The classified staff represents an integral part of the District's ability to serve our community; hence, facilitating the commitment to continued growth, professionally and personally, of each individual unit member ultimately enhances the District's institutional mission to effectively promote higher education.

Opportunities shall be any activity that partially or primarily prepares a unit member for improved performance in present or future roles in higher education constituting achievement of the institutional development mission.

The program applies to all permanent members of the bargaining unit. The central feature of this program will be to provide work related opportunities to upgrade individual unit member skills through a variety of credit and non-credit coursework, projects, workshops, or other related activities and/or complete college level certificates or degrees.

18.1

All permanent unit members who have served a minimum of one year with a satisfactory performance appraisal shall be eligible to participate in the Growth Incentive Program.

18.1.1 A unit member who has earned growth incentive points and transfers or promotes into a new position in the District, and remains within a unit that has a comparable growth incentive program, before completing the nine (9) points required for an increment shall be allowed to carry over all points earned into the new position.

18.1.2 Professional growth increments can be earned during each two (2) years of service. Nine (9) points are necessary for each award.

18.1.3 A maximum of five (5) growth increment steps may be earned.

18.2

18.2.1 A professional growth increment will be awarded after a unit member has completed nine (9) points of approved study.

18.2.2 Two (2) years must elapse from the date an increment is granted before a unit member is eligible for the next increment, during which time the unit member must complete an additional nine (9) points.

18.2.3 If unit member acquires units in excess of the nine (9) points, two (2) may be carried over to the next two year award period.

A three-unit semester college course = 3 growth incentive points
A two-unit semester college course = 2 growth incentive points
A one-unit semester college course = 1 growth incentive point
A three-unit quarter college course = 2 growth incentive points
A two-unit quarter college course = 1.33 growth incentive points
A one-unit quarter college course = .66 growth incentive points

18.3.1 Only those courses completed with a grade "C" or higher are eligible for growth incentive points.

18.3.2 Points shall be awarded for job-related non-credit college courses, adult educational/vocational training and professional workshops/seminars/classes as follows: each four (4) hours of in-class time will entitle unit members to one-quarter (.25) point. Hours from two (2) or more classes/seminars/workshops may be combined to accumulate points.

18.3.3 Only those classes taken in excess of the minimum required to maintain a unit member's position may be credited toward growth incentive points.

18.4

18.4.1 Unit members wishing to obtain Growth Incentive credit must comply with the following procedure:

18.4.1.1 Complete Growth Incentive application form at least ten (10) days prior to the beginning of the course. The form shall be completed and signed by the applicant and submitted to 2eto

submission of proof of completion to the Associate Vice Chancellor of Human Resources. The amount will be included in each subsequent paycheck of the unit member during employment with the District.

18.5.2 Educational Awards

Effective October 1, 2014, a permanent unit member, upon receipt of any of the following while employed by the District, shall receive the specified cash award:

A permanent unit member who completes a GED/High School diploma will receive a one-time cash award of \$100.00.

A permanent unit member who completes an AA or AS degree will receive a one-time cash award of \$250.00.

A permanent unit member who completes a Baccalaureate degree will receive a one-time cash award of \$500.00.

A permanent unit member who completes a Master's degree will receive a one-time cash award of \$1,000.00.

A permanent unit member who completes a Doctoral degree will receive