

## **Personnel - Confidential & Supervisory**

### **Administrative Rules and Procedures**

#### **4215 Career Advancement Awards Program**

##### **1. Eligibility and Approval Activities**

All members of the classified service who have achieved permanent status are eligible to initiate a Career Advancement Awards Program. However, receipt of the increment award is limited to employees who have been for at least one year on the highest step of their classification on the Classified Salary Schedule. Eighteen (18) quarter units of credit, or the equivalent as determined by the Career Advancement Awards Program Committee, must be successfully completed. An "Option Program" may also be selected which requires nine (9) quarter units of credit, or equivalent, and provides half the increment award. Once selected, a program cannot be changed in unit value. Units of credit, or the equivalent hours of training and study, shall be granted for approved activities which are completed outside the employee's paid workweek and in the following categories:

- a. approved courses clearly related to job performance or career advancement in this District and offered by an accredited educational institution;
- b. special training projects to develop particular skills and knowledge of significant value to the District.

The approval of a program does not constitute any commitment by the District to advancement to a higher classification.

##### **2. Awards**

Effective January 1, 1987, upon being certified as completing a Career Advancement Awards Program, a confidential employee will be granted a permanent increment, as authorized by Board action. A pro-rata amount shall be paid for eligible confidential employees serving on less than a full-time basis. From time to time, the Board of Trustees may authorize the Career Advancement Awards Program increment to be awarded.

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An employee may not earn an award more often than once in any three-year period. However, there is no time limit on the amount of time taken to complete a program.

A maximum of four such permanent increment awards may be earned during a person's tenure with the District.

#### **3. The Career Advancement Awards Program Committee**

##### **a. Membership**

The committee shall consist of seven members. Five shall be permanent members of the classified service, with one each nominated from and elected by the permanent members of each of the following job family groupings: (1) Bookstore and Learning Resources Center; (2) Clerical-Secretarial-Fiscal; (3) Management Information Service and Technical-Paraprofessional; (4) Maintenance and Operations; and (5) Supervisory and Related. A sixth member shall be a full-time counselor, with the administrator or member of the academic staff appointed by the Chancellor. The Director of Personnel shall conduct the necessary elections and provide assistance to the committee. Two of the classified members of the first committee shall serve for a period of two years. Thereafter, the term for all classified members shall be three years. Classified member vacancies shall be filled by election. The counselor and administrative or academic staff member shall serve at the pleasure of the Chancellor. The chairman of the committee shall be elected by the committee for a term of two years, not to exceed two successive terms.

##### **b. Duties of the Committee**

- 1) Receive each application for a Career Advancement Awards Program and approve or disapprove, subject to review and personal interview with the applicant.

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- 2) Review transcripts and other written documentation and certify the completion of each program with passing grades or credits.
  
- 3) Submit recommendations to the Chancellor for payment of Career Advancement Awards Programs.
  
- 4) Develop necessary forms, instructions and procedures.
  
- 5) Determine equivalent credit for activities other than regular accredited courses.
  
- 6) Submit an annual report to the Chancellor indicating actions of the committee.

#### **c. Meetings of the Committee**

The committee shall meet on the call of the chairman following receipt of an application or of a request to approve completion of a program.

#### **4. Evaluation of Credit**

- a. Credit will be granted only for approved courses or other activities completed outside the staff member's paid workweek.
  
- b. Official transcripts including passing grades or other comparable written documentation of non-course work will be required before certifying completion of a program.
  
- c. No more than one quarter unit of credit will be granted for every twelve (12) hours of formal class instruction or thirty-six (36) hours of laboratory or other activities.
  
- d. Courses may not be repeated for credit.

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- e. An employee cannot carry over excess units or credits earned during one award period to another.

#### **5. Application Procedures**

Any eligible staff member may initiate a Career Advancement Awards Program by completing the official application form. The employee's immediate supervisor and responsible administrator will add comments to the application. The application will then be returned to

the applicant who will file it with the Career Advancement Awards Program Committee. It is the responsibility of the staff member to submit the application and receive advance approval from the Committee before entering upon a program.

#### **6. Completion Procedures**

Following completion of an approved program, the staff member shall send a narrative statement of completion to the committee. This statement shall indicate the courses and other activities completed with passing grades or credits, with dates and transcripts or other written documentation attached. It shall be the basis for approval or disapproval, and it shall be certified, if completed by the committee.

#### **7. Award Effective Date**

The effective date of each Career Advancement Awards Program shall be on the first day of the second month immediately following completion of the program as certified by the committee to the Chancellor.

#### **8. Annual Report to the Board of Trustees**

The Chancellor shall make an annual report to the Board of Trustees summarizing the operations and activities of the Career Advancement Awards Program.