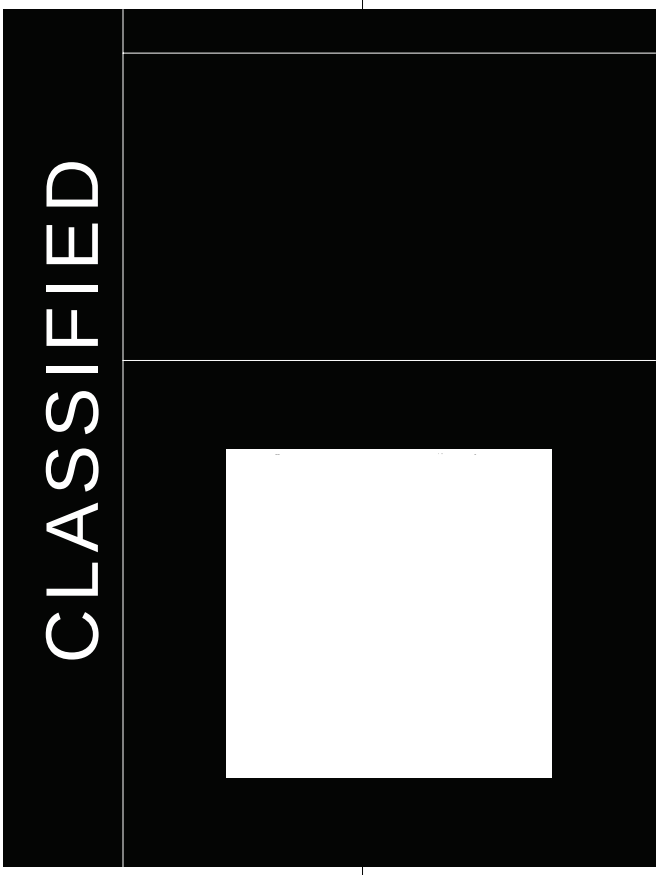
Section 9



3. Credit: Credit shall be given for these activities, which may be combined, on the following basis:

Total Hours of Attendance or Effort	Semester Unit Equivalents
15	½
30	1
45	1 ½
60	2

Participation in such activities must be certified in writing by appropriate officials on forms provided by Human Resource Services. Forms are available on the employee Intranet, Inside Sac-City!, under ISO – Process Management System, Click Here, Personnel Services, Forms, PSL-F002 Request for Prior Approval of Classified Professional Growth.

4. District-Sponsored Training Programs (Enhanced Professional Growth): Professional growth units may be acquired by attendance at district- and/or union-sponsored training programs with a credit of one (1) unit per sixteen (16) hours of training for programs that have been designated in writing by the district as an Enhanced Professional Growth (EPG) Program (also known as Fast Track).

5. Travel: Credit may be authorized for approved travel which can be demonstrated to have benefit and a direct relationship to the employee's current assignment at the rate of one (1) semester unit per each week of such travel to a maximum of three (3) semester units.

   Credit shall be authorized on the basis of one (1) semester unit per forty (40) hours of time and effort expended. Upon completion of the project, the employee must submit the project itself or a detailed description of the project, including time spent and the employee's evaluation of its worth. Credit cannot be authorized for work for this type which is performed during an employee's regular duty hours.

Approval Procedures

All requests for prior approval of professional growth credits for proposed courses, programs, travel, or special projects shall be submitted to the employee's unit administrator, or designee, for review and written approval. The employee shall have the right to appeal the decision of the unit administrator to the Chief Human Resource Officer or designee.

Approval by the Chief Human Resource Officer or designee prior to beginning any professional growth activities is required except for those activities listed in College, University, and District-Sponso.003trHis ewth activis42 n,

Restrictions on Professional Growth Credits

1. Job-Related Courses: Fifty percent (50%) of the professional growth credits (24 units) shall be directly related to the employee's duties as defined by job classification specifications and/or related to other district positions for which the employee seeks to qualify for transfer and/or promotion.
2. General Education Courses: Fifty percent (50%) of the professional growth credits (24 units) may be general education units which shall be certified as appropriate by the Chief Human Resource Officer or designee. Courses which are avocational, hobby type, or are taken for personal pleasure or amusement are not certifiable.
3. No On-Duty Credit: Professional growth credits cannot be given for courses or activities undertaken while an employee is required to be on duty.
4. Aides' Credit and Career Lattice: Subject to 17.6.1 of the SEIU Agreement, up to eighteen (18) college or university units earned by personnel by working in the Aide-Paraprofessional Unit can also be used as professional growth credits even if the units were used for movement on the career lattice. Thirty-three percent (33%) of the eligible units that had been used on the career lattice may, upon the movement by the employee to a classification not listed in Section 6.11.2 of the SEIU Agreement, be paid upon the employee assuming the duties of the new position. Any units remaining will be paid out subject to the yearly maximum established below under Salary Credit.
5. Credits During Employment: Only units completed after employment with the district may be considered for professional growth credit. Job related and general education units may be earned in any or 6.-.l dd on ngfter employment with the district

No salary credit shall be granted until the employee has served three (3) full consecutive years in the district, although units may be earned immediately after employment. In determining total service, prior service of an employee who resigns and is reemployed within one (1) year shall be counted as consecutive.

1. Stockpiling of Units

Human Resource Services

Career Lattice for Home Visitor

ssified Employees

The information listed below sets forth the procedures and regulations governing placement and movement on the career lattice for Home Visitors and includes important time and unit limitations. These procedures will be added to the agreement between the district and SEIU, Local 1021, and subject to change through the negotiations process.

Who is Eligible?

All regular classified employees meeting the requirements listed below are eligible to be placed and move on the career lattice. Employees serving in substitute and/or temporary positions are not eligible to move on the career lattice and shall only be hired at the Home Visitor I level.

Classification and Training, Education, and Experience Requirements for Classes Included on the Career Lattice

The career lattice for Home Visitor, First 5 Home-Based Program

Placement on the Career Lattice

At the time of initial appointment to a regular position on the career lattice, Human Resource Services will evaluate an employee's educational training to determine proper class placement with the limitation that no employee may be placed higher than the Home Visitor I level. Employees who have completed thirty (30) units or more approved college units before the first day of required service shall be placed in the Home Visitor II classification.

When an employee is reassigned to a class on the career lattice, and the employee has been serving in a classification not on the career lattice which includes classroom duties and responsibilities (i.e., Instructional Assistant, Teacher Assistant Bilingual), the time served in the prior classification shall be considered for purposes of meeting experience requirements for the Home Visitor II level. All time served in a board-elected position shall be considered for this purpose.

Promotional Advancement on the Career Lattice

Twice annually, on September 1 and April 1, Human Resource Services will review employees' training and experience to determine eligibility for movement on the career lattice. The deadline for filing units and meeting experience requirements shall be October 1 for the changes which

Filing of Units

Copies of transcripts or official grade cards containing evidence of units earned should be filed no later than October 1 for changes retroactive to September and March 1 for changes in April; but in no case can units be considered which are not received by Human Resource Services by October 1 for changes which will be made retroactive to September 1 and March 1 for changes in April. Records filed will not be returned to the employee.

At the time of initial placement on the career lattice, employees have a maximum of sixty (60) days from their first day of required service in which to file units.

Salary Step Placement

An employee, upon initial appointment, shall be placed on the first step of the salary range of the classification to which they are appointed. Employees upon initial appointment may provide information to support placement above the first step. When an employee is reassigned to a classification on the career lattice or when an employee is promoted on the career lattice, his/her salary step placement shall be determined using one of the following rules:

- If eligible, the employee first shall be granted an earned increment on his/her previous range.
- If the previous salary, including increment adjustment, is below the first step in the new range, the employee shall be placed on the step which most closely approximates a five percent (5%) salary increase.
- If the previous salary, including increment adjustment, is found on the new range, the employee shall be placed one (1) step higher.
- If the previous salary, including increment adjustment, is in between steps on the new range, he/she shall be placed two (2) steps higher.

ad Start/Early Head Start Home-Based Pro

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The information listed below sets forth the procedures and regulations governing placement and movement on the career lattice for Home Visitors and includes important time and unit limitations. These procedures will be added to the agreement between the district and SEIU, Local 1021, and subject to change through the negotiations process.

Who is Eligible?

Placement on the Career Lattice

At the time of initial appointment to a regular position on the career lattice, Human Resource Services will evaluate an employee's educational training to determine proper class placement with the limitation that no employee may be placed higher than the Home Visitor I level. Employees who have completed thirty (30) units or more approved college units before the first day of required service shall be placed in the Home Visitor II classification.

When an employee is reassigned to a class on the career lattice, and the employee has been serving in a classification not on the career lattice which includes classroom duties and responsibilities (i.e., Instructional Assistant, Teacher Assistant Bilingual), the time served in the prior classification shall be considered for purposes of meeting experience requirements for the Home Visitor II level. All time served in a board-elected position shall be considered for this purpose.

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- If eligible, the employee first shall be granted an earned increment on his/her previous range.
- If the previous salary, including increment adjustment, is below the first step in the new range, the employee shall be placed on the step which most closely approximates a five percent (5%) salary increase.
- If the previous salary, including increment adjustment, is found on the new range, the employee shall be placed one (1) step higher.
- If the previous salary, including increment adjustment, is in between steps on the new range, he/she shall be placed two (2) steps higher.

Human Resource Services

Career Lattice for Instructional Aide

Classified Employees

The information listed below sets forth the procedures and regulations governing placement and movement on the career lattice for Instructional Aides and includes important time and unit limitations. These procedures will be reviewed in the agreement between the District and

Classification and Training, Education and Experience Req

quirements for Classes

Included on the Career Lattice

Teacher Candidate Program

For an employee to be eligible for the Teacher Candidate classification, the employee must meet the following conditions:

- The employee must have served as Teacher Associate for the preceding two (2) years at least 75% of the days schools were in session, grades K-12.
- The employee must have completed a minimum of 120 acceptable college units as defined in Types of Units Accepted.
- The employee must show proof of current enrollment in subjects leading to a bachelor's degree and/or teaching credential, in an institution which awards a bachelor's degree and teaching credential.
- An employee may hold the position of Teacher Candidate for not more than six (6) school semesters or three (3) consecutive years. An employee with the title Teacher Candidate shall revert to the position of Teacher Associate at the end of said six (6) school semesters or three (3) years if not assigned to another classified or certificated position before that time limitation expires.
- If an employee does not serve the district, after completion of their term as Teacher Candidate, for half (1/2) the actual time served as Teacher Candidate, he/she shall refund to the district an amount calculated to be the difference between the Teacher Associate and Teacher Candidate salaries.
- An employee may be designated as Teacher Candidate for only one three-year period term /MCID 28 B

Teacher Candidate salaries.

When an employee is reassigned to a class on the career lattice, and the employee has been serving in a classification not on the career lattice which includes classroom duties and responsibilities (i.e., School Community Liaison, Teacher Assistant Bilingual), the time served in the prior classification shall be considered for purposes of meeting experience requirements for the Instructional Assistant II level. All time served in a board-elected position shall be considered for this purpose.

Promotional Advancement on the Career Lattice

Twice annually, on September 1 and April 1, Human Resource Services will review employees' training and experience to determine eligibility for movement on the career lattice. The deadline for filing units and meeting experience requirements shall be October 1 for the changes which will be made retroactive to September 1, and the deadline for filing units and meeting experience requirements shall be March 1 for the changes in April. Employees who meet training and experience requirements shall be reassigned to the next higher step on the career lattice effective September 1 for the September changes and April 1 for the April

At the time of initial placement on the career lattice, employees have a maximum of sixty (60) days from their first day of required service in which to file units.

Salary Step Placement

An employee, upon initial appointment, shall be placed on the first step of the salary range of the classification to which they are appointed. Employees upon initial appointment may provide information to support placement above the first step. Wheng/Td(e)TjEMC /P <</MCID 0 >>BDC 0.754 g

Human Resource Services

Career Lattice for School Community Liaison

Classified Emplo

ements for Classes Included on the Career Lattice

The career lattice for School Community Liaisons includes the following classifications:

Job Title	Training Requirements	Experience Requirements
School Community Liaison I	Pass the SCUSD Parapro-fessional Proficiency Exam	None
School Community Liaison II	Pass the SCUSD Parapro-fessional Proficiency Exam Plus 30 College Units	None
School Community Liaison III	60 College Units	Served 75% of the School Year as a School Community Liaison II
School Community Liaison IV	90 College Units	Served 75% of the School Year as a School Community Liaison III

When an employee is reassigned to a class on the career lattice, and the employee has been serving in a classification not on the career lattice which includes classroom duties and responsibilities (i.e., Instructional Assistant, Teacher Assistant Bilingual), the time served in the prior classification shall be considered for purposes of meeting experience requirements for the School Community Liaison II level. All time served in a board-elected position shall be considered for this purpose.

Promotional Advancement on the Career Lattice

At the time of initial placement on the career lattice, employees have a maximum of sixty (60) days from their first day of required service in which to file units.

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Human Resource Services

Request for PRIOR Approval of Classified Professional Growth

Name	Social Security Number	Date (m/d/yy)

School or Office **Work Number**