

ARTICLE XV - PROFESSIONAL GROWTH

15.1 Professional Growth

Professional growth is the continuous purposeful engagement in study and related activities designed to retain and extend the high standards of classified unit members.

15.2 Educational Incentive Program

15.2.1 A regular monthly classified unit member covered by this Agreement shall be granted a one-step increase on the first (1st) of the month following verification of satisfactory completion (grade of "C" or above) of twelve (12) semester units of credit from an accredited institution. Courses must have been enrolled in and credits must have been earned subsequent to the unit member's employment with the District. Official transcripts verifying a grade of "C" or above will be considered proof of satisfactory completion, in addition to the Educational Incentive Program Request for Salary Advancement Form, shall be provided by the eligible unit member and forwarded to the Office of Human Resources.

Units of credit obtained prior to promotion must be applied toward step movement within sixty (60) calendar days of effective promotion date. The unit member shall ensure that the Compensation department is aware of these additional credits within this sixty (60) day period.

15.2.2 In recognizing the importance of education, the District agrees that at the discretion of the appropriate manager, the workday may be adjusted to accommodate classified unit members to attend approved courses.