

# LA PUENTE VALLEY REGIONAL OCCUPATIONAL PROGRAM

## JOINT BOARD POLICIES

### III.

#### Administrative Regulations Covering Classified Employees

#### PROFESSIONAL GROWTH PROGRAM

First Reading 05-18-04  
Revised 06-13-05  
Revised 10-17-06

6206A AR

#### Procedure

Each participating classified staff member must submit a professional growth plan to their immediate supervisor who will serve as a professional growth advisor and will be available to assist in planning appropriate professional growth activities. Substitute and short-term employees are not eligible to participate in the professional growth and staff development programs.

Once a classified staff member has met with their supervisor and established a course of action for completing the fifteen (15) unit requirement, the "Professional Growth and Staff Development Approval Form" must be completed and signed by the employee and the supervisor. This form may include one or all of the activities planned. This form must then be submitted to the director of human resources for approval. Approval of the plan must be obtained from their immediate supervisor and the director of human resources prior to beginning professional growth activities. As plans change, new forms may be submitted for approval.

#### Verification for Professional Growth Credit

The professional growth stipend will not be approved until the director of human resources receives satisfactory official documentation.

Official transcripts and grade cards verifying a grade of "C" or better or credit for credit/no credit courses, will be acceptable for college credit units. Letters verifying vocational experience will be accepted if they are on official company letterhead and if they include a description of the duties and the specific number of hours worked. Conference, commercial class, or inservice training program attendance may be verified by submitting the official agenda and verification by the presenter of the hours of attendance. Certificates earned in the above, as well as industry-sponsored courses, ROP, or adult education courses, may also be used for verification if the certificate is supported by an official description explaining the requirements for the certificate.

Professional growth credit cannot be earned during La Puente Valley ROP scheduled assignments. Classes or workshops must be taken during non-duty time to be eligible for professional growth credit. Satisfactory verification must be provided for the hours of attendance in specific workshops as well as title and content (e.g., conference agenda).

Semester units must be earned in activities that will enable growth in knowledge and experience as it relates to the position. Credit will not be given for activities of a repetitious nature during subsequent school years. Credit will be given for coursework taken that is specifically related to the employee's work assignment or applicable towards a certificate program, high school diploma or college degree.