

It shall be the policy of the Board of Trustees to recognize "staff development" as a continuous, systematic effort to improve administrative support of the district through staff involvement in activities that upgrade the skills, knowledge and ability of the administrative support staff.

The full-time Confidential employees of the District reaffirm that continued professional development enables Confidential employees to provide updated and effective support to administrators and staff in an educational environment. The Confidential employees recognize that professional development is a joint responsibility of each individual in conjunction with his/her manager or supervisor.

Any person who has earned growth incentive points and transfers or is promoted into a new District position before completing the nine points required for increment shall be allowed to carry over all points earned into the new position, other than Management. (See District policy and procedures regarding growth incentive points.)

Professional growth increments can be earned during each two years of service. Nine points are necessary for each award (see District policy and procedures).

A maximum of five growth increment steps may be earned.

A professional growth increment will be awarded after a Confidential employee has completed nine points of approved study.

Two years must elapse from the date that an increment is granted before

Only those classes taken in excess of the minimum required to maintain an employee's position may be credited toward growth incentive points.

summer. The earned incentive amount will be included in each subsequent paycheck of the employee during his or her employment with the District.

Effective July 1, 2018, a professional growth increment award based on completion and approval of the above requirements shall be \$45.00 per month. Awards will be included

in the first January 31 or the first July 31 paycheck (whichever occurs first) following completion of the requirements of the activity, and submission of proof of completion to the Associate Vice Chancellor of Human Resources. This amount will be included in each subsequent paycheck of the employee during his or her employment with the District.

A regular Confidential employee, upon receipt of any of the following while employed by the District, shall receive the specified cash award:

- a. Completion of a GED/High School diploma: One-time cash award of \$100.
- b. Completion of an AA or AS degree: One-time cash award of \$250.
- c. Completion of a Baccalaureate degree: One-time cash award of \$500.
- d. Completion of a Master's degree: One-time cash award of \$1,000.
- e. Completion of a Doctoral degree: One-time cash award of \$2,000.