

## ARTICLE XXIII

### PROFESSIONAL GROWTH, PROFESSIONAL DEVELOPMENT AND TRAININGS

- 23.1 The Classified Employees' Professional Growth Program is designed to encourage classified employees to enhance their skills, to prepare for jobs in a changing workplace and to demonstrate the Board and Administration's commitment to education and the professional growth of all employees.
- 23.2 All classified employees within the District are eligible to participate.
- 23.3 All Professional Growth credits/units must have prior approval of the designated leader of Human Resources. The employee shall complete the Professional Growth Approval Form available in Human Resources.
- 23.4 Professional Growth credits/units shall be directly related to the employee's duties defined by:
- Present job description.
  - Job description of an appropriate promotional position within the Natomas Unified School District.
  - The development of personal awareness of human and social factors useful in the employee's area of responsibility.
- 23.5 All Professional Growth credits/units to be compensated must be earned during hours the employee is not in paid status for the District. Compensation will not be granted for hours or credits/units earned whenever the District covers the cost of attending the workshop/class. Applicable credits/units may be earned by the successful completion of the following:
- Courses taken at an accredited community college or four-year college or University.
  - Courses taken through the County Office of Education.

- Adult education courses, continuing education courses, vocational courses, or other courses offered by District-approved educational agencies.
- On-line courses.
- Other.

### 23.6 Current 182 Day Employees

Effective the 2022-23 school year, current 182-day employees in the following classifications will be reclassified as 183-day employees and will return to work 2 days prior to the first student instructional day for the purpose of sharing, disseminating and discussing information that pertains to the operation of the classified employee's current job position (in the areas of procedures and protocols; student behavior management training; health and safety training; technical training, as appropriate; other school or district business as assigned) and may include further professional development to enhance their current classification job skills. The additional day included in these employees' work year will be the day identified annually as a district-wide certificated staff development day. Because no students will be at school on that staff development day, this will be an additional opportunity for the employees to receive professional development that pertains to the operation of the classified employee's current job position, as well as opportunities for professional development to support the employee's desire to promote in NUSD, as scheduling allows.

- Campus Safety I, II
- Child Development Assistant/Child Development Assistant – Bilingual
- Food Service Assistant I, II
- Health Services Assistant I, II
- Instructional Assistant I, II, III
- Student Assistant

- Bus Drivers
- Bus Attendants
- Any new relevant classifications developed during negotiations.

### 23.6 Optional Trainings

To incentivize classified employee participation in optional district-designated trainings outside of their work hours, those who participate will be compensated at time and a half. These district-designated optional trainings will be appropriately indicated when advertised. (For the 2022-2023 and 2023-2024 school years, the 15 hours for 1% PD trainings identified in Article XIX - Salaries do not qualify.)

23.7 The District shall grant paid release time for up to five (5) unit members for the purpose of attending CSEAs Annual Paraeducator Conference. Interested unit members shall notify CSEA by the date that CSEA establishes each year. CSEA will conduct a lottery to determine the five (5) members who will attend the annual training, ensuring that no member attends more than one conference every three (3) years. In addition, no more than one member at a site will be selected each year, in order to support continued provision of required student services/district operations. The District will support CSEA in communicating the opportunity for the conference to bargaining unit members.

23.8 The District shall provide training for instructional assistants to acquire the necessary skills to support students in moderate/severe settings. This training shall be made available within sixty (60) days of classroom reassignment or new assignment.

23.9 Professional Growth credits/units will be awarded on a basis of fifteen clock hours per

credit/unit. Activities of less than fifteen hours may be accumulated within a 3 year period and added together to equal a unit.

23.10 Verification of credits/units earned for Professional Growth shall be submitted to the Human Resources Department. To be granted credit, a grade of “C” or better is required for graded classes. A “pass” is required in “pass/fail” graded classes. A certificate of completion is required for all other hours earned.

23.11 Upon satisfactory completion of the above, the employee will be compensated a one-time stipend of \$150.00 per credit/unit (15 hours) earned. The employee will be allowed to receive compensation of up to \$900.00 per year (six credits/units or 90 hours).

23.12 The District’s annual contribution to the Classified Employees Professional Growth Program will be \$3,000, to be distributed to qualifying employees on a first-come, first-serve basis. All final completion forms and certifications are to be submitted by May 30th for that current fiscal year allocation.