



# PALO VERDE COLLEGE

WHERE KNOWLEDGE TAKES ROOT AND OPPORTUNITY GROWS

## Request for CSEA Professional Growth Funds

Please only use one form per semester/Quarter.

Semester/Quarter dependent upon University Attending.

Name: \_\_\_\_\_ Fiscal year: \_\_\_\_\_

College/ University Attending: \_\_\_\_\_

Total Units Requested: \_\_\_\_\_ Semester: \_\_\_\_\_ Quarter: \_\_\_\_\_

Attach a copy of the following: Educational Plan; Proof of Enrollment; Copy of Grades (“C” or better).

1. **Proposed credit courses.** Include course number and title, number of units (6 unit maximum), description, institution, and proposed session(s) of enrollment.


2. **Application to personal and professional development.** Describe how these courses relate to your organizational assignment or list the education goal you are pursuing.

--

3. I will ( ) will not ( ) request release time. (If you choose to take release time you are not eligible for professional growth funds. Refer to contract language.).
4. Are you receiving OR have you applied for, OR will you apply for any scholarships or grants from any institution for this term?  
 No \_\_\_\_\_  
 Yes \_\_\_\_\_ If yes, at what institution? \_\_\_\_\_  
 Name of College or University

**Prior to payment of Professional Growth funds (per CSEA contract) from Palo Verde College, I hereby state that I will furnish documentation as proof of successful completion of course(s).**

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
 (Employee)

Approved: \_\_\_\_\_ Date: \_\_\_\_\_  
 (Supervisor)

Approved: \_\_\_\_\_ Date: \_\_\_\_\_  
 (Superintendent/President)

---

**CSEA USE ONLY**

Total Units Approved: \_\_\_\_\_ Total Cost: \_\_\_\_\_ \$200 Sem./\$140 Qtr.  
**Not to exceed 6 Quarter or Semester Units**

Committee Approval: \_\_\_\_\_ Date: \_\_\_\_\_  
 Committee Approval: \_\_\_\_\_ Date: \_\_\_\_\_  
 Committee Approval: \_\_\_\_\_ Date: \_\_\_\_\_  
 Committee Approval: \_\_\_\_\_ Date: \_\_\_\_\_

---

**BUSINESS OFFICE USE**

Budget Approval \_\_\_\_\_ Date: \_\_\_\_\_  
 Paid Amount: \_\_\_\_\_ Claim # \_\_\_\_\_  
 Paid By: \_\_\_\_\_ Mailed/Delivered: \_\_\_\_\_

# CSEA Contract

## Section 3.2. Professional Growth Compensation

- a. A one-time payment of \$200.00 per semester unit or \$140.00 per quarter unit will be paid regular classified employees upon completion of courses not offered at Palo Verde College. Such courses must be part of a program of professional advancement approved by the immediate 2018-2021 Palo Verde College – CSEA Classified Collective Bargaining Agreement 13 supervisor and the Superintendent/President. A one-time payment of \$100.00 per semester unit will be paid to regular classified employees who take courses on their own time at Palo Verde College as part of a program of professional advancement approved by the immediate supervisor and Superintendent/President. The program must be approved at least one month prior to enrolling in the courses and the professional advancement process should become part of the yearly performance appraisal conferences. Unit members seeking professional certifications (i.e. Cisco, Microsoft, or other extensive professional certifications pertaining to professional advancement) with approval of the immediate supervisor and Superintendent/President may access Professional Growth compensation covered under this section.
- b. There shall be a \$8,000 maximum annual District contribution toward payment of professional growth programs for the benefit of unit members, including the cost of release time (based upon the unit members' hourly rate of pay) to participate in such programs during duty hours. Payment of professional growth is based upon full-time unit members receiving 100% of the professional growth rate, limited to six (6) units per semester and pro-rated for permanent part-time unit members based on the number of hours worked per week, limited to three (3) units per semester. If a unit member receives any monies from another source (i.e., staff development, financial aid, grants, etc.) the person shall not be entitled to receive district professional growth funds. Any unused portion of the annual District contribution of professional growth will be carried over to the following fiscal year and every fiscal year thereafter. Upon written request from CSEA, an annual summary of the account status will be submitted to the CSEA Executive Board. In addition, classified employees are eligible to use staff development funds beyond the amount of this agreement by application to the Staff Development Committee.
- c. A unit member will receive up to three hours of release time per week when such unit member must take a course to receive an A.A./A.S. degree at the end of the term and the course is not taught during the unit 2018-2021 Palo Verde College – CSEA Classified Collective Bargaining Agreement 14 member's non-working hours. If a unit member elects to receive release time during their normal working hours, they shall not be entitled to additional compensation as stated in Item A.
- d. Any number of courses may be taken during an employee's non-duty time. An employee may be excused from duty to take one approved course or class a semester with the approval of the immediate supervisor as part of a professional growth plan under paragraphs a, b, or c above. Alternate coverage for the position shall be arranged. No professional growth plan will be required if the released time involves a short seminar or conference that is connected to job performance.