



MERCED COLLEGE
Office of Human Resources

Staff Development Program Process
(Classified Professionals)

History: On April 4, 1978, the Merced College Board of Trustees approved the creation of a professional growth program for classified employees of Merced College. This program, known as the “Staff Development Program,” operates per Board Policy 4662 and under rules outlined in this directive. In order that equity for all classified employees may be maintained under the financial limits of the policy, some changes to the original program have become necessary and are included in this directive. It is the district’s intent that this is an incentive program to be or not used at the employee’s discretion, and it is in no way connected to the benefits, duties, privileges or burdens associated with the collective bargaining process, nor with contracts resulting from that process.

Philosophy: The Merced Community College District supports the improvement of job-related skills for employees within the classified service, both as a means of increasing professional value to the District and as an avenue for advancement to positions within the employee’s capability.

Definition: Staff development is an organized activity designed to improve performance of employees in the classified service and to provide training for employees to gain new skills and abilities, thus enhancing possibilities for growth and advancement. It is an award-type program offering a means by which employees can be compensated or rewarded for voluntarily improving their value to the District.

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Eligibility

All permanent classified employees, except part-time employees working less than 20 hours per week and classified management, are eligible to enter the Staff Development Program. Categorically-funded employees are eligible to participate in the program providing the project fund pays the stipend.

No credit will be given for activities for which the District has paid any expenses or provided paid work time. Classes taken during the normal working day must have the approval of the Superintendent/President, and arrangements to make up such time must be approved by the supervisor prior to starting coursework.

Criteria for Awards

Staff Development credits may be achieved through participation in any of the following categories of activity:

Coursework

- College and community college courses
- Adult education correspondence course
- Correspondence courses (accredited)
- Trade schools (including business colleges)

The above activities are creditable upon presentation of documentation verifying award of college credit in units based upon either semester or quarter hours.

Application to Participate

Prior to commencing growth activities, a program for staff development must be completed by the employee, outlining anticipated coursework, and submitted to the immediate supervisor for review. The supervisor, if he/she is recommending approval of the application, will forward the application to the appropriate administrator. This recommendation and subsequent reviews will be based solely upon the merits of each application, using criteria (job relatedness, value of training to District, etc.) in these guidelines. The administrator will forward approved applications to the Office of Human Resources. Disapproved applications will be returned to the employee by the appropriate supervisor or administrator.

Coursework

Credit may be earned by courses or certificates at universities, state colleges, community colleges, trade schools, adult schools or through an accredited correspondence school. Such coursework is to be limited to the following skill areas:

- Communication skills (speech, writing, English, bilingual ability, and other related skills)
- Interpersonal relations skills (management, psychology, humanities, sociology, and human relations)
- Skills of organizational operation in business
- Technical skills (shorthand, typing, data processing, carpentry, gardening, science, and mechanical skills)
- Courses leading to improvement in physical fitness

To receive credit, courses must be completed with a passing grade of "C" or better. Courses taken on a credit/no credit basis shall be allowable in those cases where the awarding school's catalog specifically defines such a grade as being equivalent to or above "C" in value. Grade transcripts for all coursework are required (See Chapter VI-Documentation). To permit evaluation of a program prior to release of semester grades, a grade report or a certificate of satisfactory completion signed by the instructor, will be accepted. The transcript, however, must be reviewed by the Office of Human Resources from the awarding school prior to payment of the stipend. July 10th is the deadline for submitting transcripts verifying the completion of your coursework, should you be eligible for an award in the current year. Otherwise you will not be qualified for an award until the following year.

Qualifying for the Staff Development Increments

Completion of twelve (12) credit hours qualifies an employee for a "Growth Award." This award consists of an annual amount payable as follows:

- 1st Program: \$350.00
- 2nd Program: \$250.00
- 3rd Program: \$150.00

Awards for completed staff development programs will commence in the July pay warrant and in subsequent working months of the employee.

Status of Programs in Progress

Programs which have been previously approved and have been completed as of January 24, 1983, shall receive credit at the stipend rates in existence at the time of completion of the program. "Completed" programs are defined as those for which documentation is on file in the Office of Human Resources as of January 24, 1983.

Programs which are approved and in progress as of January 24, 1983 may be completed under previous rules and will qualify for the stipend in effect as of the original date of approval of the program. "In progress" is defined as a program for which documentation can be provided by the employee showing attendance in classes listed on the declaration of intent.

Programs for which a declaration of intent is on file as of January 24, 1983, but for which the applicant has not enrolled, shall be returned to the employee for re-submittal under the revised guidelines.

All regular employees working on a twelve-month assignment basis shall receive the full amount of the stipend. Those employees working on a ten- or eleven-month assignment basis, or working less than eight (8) hours per day, shall receive the award pro-rated according to individually assigned current work schedules.

An employee may not earn an award more often than once in any two- year period, and may apply a maximum of twelve (12) units within any two-year period. A seven (7) year time limit is permitted for the accumulation of the twelve (12) units. Programs may not be taken concurrently, i.e., one program must be completed prior to commencement of a new one. To avoid loss of units to the applicant, excess in credits to one program may be carried forward to another program with the knowledge and approval of the supervisor. A written notification of these actions must be made to the Office of Human Resources.

The maximum number of growth awards any employee may receive under this program shall be three (3).

Pre-approval of credit is required through the use of the declaration of intent form.

Documentation

It is the responsibility of the employee to maintain his/her own files of grade reports, transcripts, or other acceptable documentation of work completed. When the employee has completed the required 12 units, all records are to be forwarded to the Office of Human Resources for review and certification.

Voluntary Participation

District policy is that participation in the Staff Development Awards Program is entirely voluntary on the part of any eligible employee, and participation shall not be a requirement towards attaining any of the rights, benefits, or burdens accruing to bargaining unit employees under their master contract.



MERCED COLLEGE
Office of Human Resources

Staff Development Program
Request for Approval of Classified Employees

Employee's Name

Employee #

Area/Dept.

Employee's Position

I have reviewed the attached *Staff Development Program Declaration of Intent* and it is:

Immediate Supervisor

Date

Approved _____

Not Approved _____

Office of Human Resources

Date

Approved _____

Not Approved _____

Area Vice President

Date

Approved _____

Not Approved _____

Vice President, Human Resources

Date

Approved _____

Not Approved _____



MERCED COLLEGE
Office of Human Resources
Staff Development Program – Declaration of Intent

I am submitting my application for recognition to enter a program for staff development credit and outlining my plans to complete 12 units.

My staff development period will begin on _____ and end approximately on _____.
(date) (date)

Attached is the outlined plan that I would like to undertake. I understand that all courses and /or training must be completed accordingly:

(Check one)

- ☐ Outside my paid working time OR
- ☐ Adjust my work schedule (form attached)

Term of Employment (Check one)

- ☐ 10 months per year _____ hours per week
- ☐ 11 months per year _____ hours per week
- ☐ 12 months per year _____ hours per week

Job Classification: _____

Department: _____

Employee Signature

Date

NOTE: This Declaration of Intent must be submitted and approved **prior** to starting any coursework for staff development credit.



MERCED COLLEGE
Office of Human Resources

Permission to Take College Courses During Working Hours

Employee's Name

Employee #

Area/Dept.

I hereby request permission to enroll in the following college courses at _____
which are held during my regularly scheduled work day. (Name of Enrolled Institution)

Course No.	Units	Course Title	Class Hour	Day	Semester

My current work week schedule is (indicate starting and ending times):

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

Revised Work Week:

	Start and End Times	Total Hours	Subtract Lunch	Subtract Classes	Hours Worked
Sunday					
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
Total Hours					

Approval of such a request will be contingent upon the following conditions:

- The course will improve the employee's service to the District.
- The work load in a particular area will not be adversely affected.
- Approval of the request must be received from the immediate supervisor and the next level responsible administrator (e.g., Dean, VP). If approval is denied, the request may be appealed to the next level responsible administrator (e.g., Dean, VP, Superintendent/President). Denial of the appeal is final.
- Limited to one course per term
- Requests must be submitted at least thirty (30) days prior to start of course.

I have reviewed the request and recommend approval for the employee's work week change.

Employee

Date

Immediate Supervisor/Manager

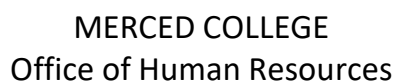
Date

Area Vice President

Date

Vice President, Human Resources

Date



Name

Classification

Date

[illegible]

1.5 quarter units = 1 semester unit