

# PROFESSIONAL GROWTH AT RCCD

The Insider



# What is Professional Growth?

- A stipend opportunity offered by the district for confidential and classified staff employees who are looking to improve job skills and job performance.
- This a voluntary program for confidential and classified staff members who work (20) or more hours per week for at least (8) consecutive months per year.
- If you are a new employee, you do not have to wait until your probation has passed.

# Breaking Down Professional Growth

- Each unit member may earn a maximum of 7 achievement steps. Each achievement step will consist of 12 semester units.
- In order to obtain the maximum amount of achievement steps, 5 steps can be in professional growth and 2 steps must be work related.
- If you are taking courses that are quarter units, monthly or hourly. A conversion into semester units will be done.
- Courses can not be taken during work hours.
- Professional Growth Examples: Traditional College Courses, Independent Study, Certificate Programs, Etc.
- Work related units receive a stipend of \$75 (2 steps) and non work related units will receive \$50 (5 steps)



# Breaking Down Professional Growth (Continued)



- Stipends are carried with you for the length of your employment as a confidential or classified staff member.
- These stipends are paid out each month and are added to your pay check.
- If you promote to management or become a faculty member, stipend payments will end.


# How to Enroll


- Prior to the beginning of a semester an announcement from the Professional Growth Representative will go out to all RCCD employees via email.
- In the announcement it will state the upcoming semester, its start date, and the deadline to submit your documents.
- A tentative date to review all submissions with the committee will be included.
- Attached to that email will be the form that needs to be submitted to be considered.
- We have a strict deadline to submit your form and any additional supporting documents to the PG Representative (10) working days before the start of your class.



# Professional Growth Email Announcement

Classified/Confidential Employees - Professional Growth 4  

 Moore, Ndea  
To: rccd-all 👍 👎 ↩ ⋮ Fri 1/20/2023 11:43 AM

 PGFormCourseApproval UPD...  
881 KB

**Attention: Classified/Confidential Employees**

It's that time again!

Spring classes begin Monday, February 13, 2023 – for Riverside Community College District. If you would like to participate in the professional growth program, please complete the attached form and submit it to the Human Resources & Employee Relations office by **Thursday, February 2, 2023\***. If you are taking courses at another academic institution, please be sure to submit the form **10 working days prior to the start of the class**. To expedite the process, if you have a course description of the classes you intend to take, please attach it to your course approval request form. Please refer to Article XXIX-Professional Growth.

The form is attached for your convenience. Please send the form via email to Ndea.Moore@rccd.edu. This will ensure that we receive your information without the delay.

\*\*If you have submitted forms for review, the committee will be meeting **Thursday, January 26, 2023** - you will be notified shortly after via email.\*\* A future meeting date will be announced to review any new incoming submissions.

*Please post for those who do not have access to email.*

Good luck in your academic endeavors.

Thank you,

# Professional Growth Form

RIVERSIDE COMMUNITY COLLEGE DISTRICT

REQUEST FOR COURSE APPROVAL OF PROFESSIONAL GROWTH

Employee's Name \_\_\_\_\_ Current Position Title \_\_\_\_\_ Date \_\_\_\_\_

Complete Section(s): 1,2,3,4; or 1,5 when: Requesting Long Range Goal (Plan)  
 1,2,3,4 when: Requesting course(s) for Approval (Long Range Goal must be on file)

1. Long Range Goal: \_\_\_\_\_ On File: Yes  No   
 (Please Indicate)

**To receive credit, an employee is required to submit a request for professional growth at least ten (10) working days prior to the beginning of the class session(s).**

2. Course Approval Requested for:

<u>Code</u>	<u>Title</u>	<u>Units Qtr/Sem</u>	<u>Date Class Begins</u>	<u>Job Related Yes or No</u>
				Y <input type="checkbox"/> or N <input type="checkbox"/>
				Y <input type="checkbox"/> or N <input type="checkbox"/>
				Y <input type="checkbox"/> or N <input type="checkbox"/>
				Y <input type="checkbox"/> or N <input type="checkbox"/>
				Y <input type="checkbox"/> or N <input type="checkbox"/>
				Y <input type="checkbox"/> or N <input type="checkbox"/>
				Y <input type="checkbox"/> or N <input type="checkbox"/>

3. Institution at which course work will be completed: \_\_\_\_\_

4. Course(s) will be attempted in: (Please do not plan for more than one year at a time)  
 Fall 202\_\_ Winter 202\_\_ Spring 202\_\_ Summer Session 202\_\_

Are course(s) going to be taken during District's work time: Yes  No

5. Other Professional Growth Activity (If you plan a professional growth activity other than course work, please attach a separate sheet detailing that activity.)

**HUMAN RESOURCES & EMPLOYEE RELATIONS USE ONLY**

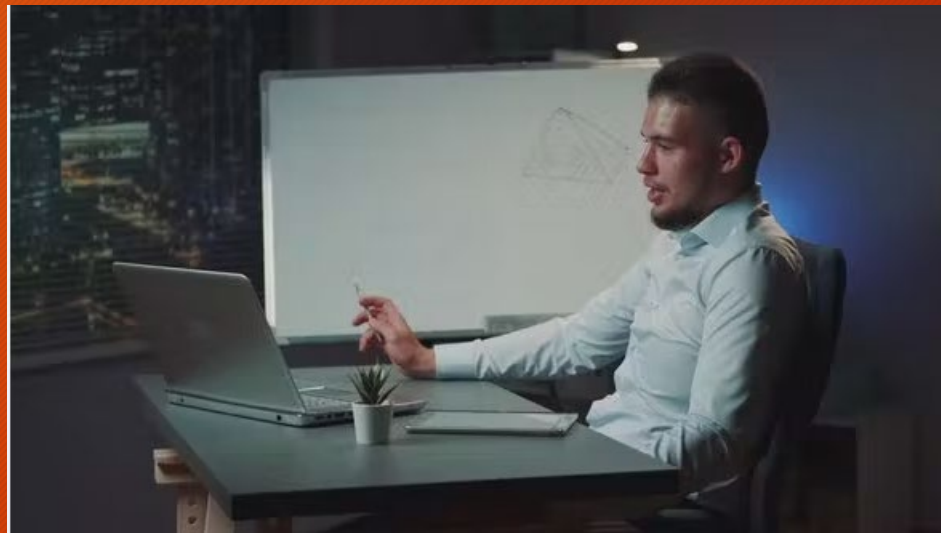
Date Received: \_\_\_\_\_

APPROVED  NOT APPROVED

Total job related quarter/semester units approved: \_\_\_\_\_  
 8.50 x 11.00 in job related quarter/semester units approved: \_\_\_\_\_

# How to Submit

- Once the form is complete, email form to the PG Representative.
- Attach any documents you feel may support the information on your submission (course or degree description, written statements, website links, etc.)





# What Happens After Submission

- Once document is received, your submitted form will be reviewed by the PG Representative to ensure all sections are filled out correctly.
- You will receive an email acknowledging your submission.



# Committee Review

- Committee review meetings typically are scheduled a few weeks before the start of a semester.
- During a Professional Growth Committee meeting all submissions for the upcoming semester are reviewed.
- **Areas reviewed:** College or Institution, Courses, Units, and Program.
- In certain situations, more research will be done to give the committee a better understanding of what the course entails and if it is relevant to the Professional Growth Program.
- **The committee make up:** Chancellor or designee, 3 appointed representatives by the Chapter President, 1 representative from the Confidential unit, and a Chair from Classified.
- The committee has the right to approve or deny a submission for PG.



# What Happens After 12 Units Are Obtained

- After you have completed 12 semester units you will complete and submit a “Professional Growth Step Increase” form to the Professional Growth Representative.
- Verification of course work completion is needed along with the submission of form.
- Either unopened official transcripts can be submitted or date transcripts were requested must be present.
- Each academic year employees may request two sets of official transcripts from the Districts transcript office without any cost to the employee.

# Request Professional Growth Step Increase Form

RIVERSIDE COMMUNITY COLLEGE DISTRICT  
REQUEST PROFESSIONAL GROWTH STEP INCREASE

Employee's Name	Current Position Title	Date
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Complete Section(s): 1,2,3 when: Requesting a Professional Growth Achievement Step  
(Official transcripts must be provided to Human Resources to obtain a step increase)

1. Request for Professional Growth Achievement Step # . (Un-opened official transcripts must be attached or date transcripts were requested must be present (see #3)).
2. List all courses taken to achieve this Professional Growth Achievement Step. (These courses must have been approved in advance, and not taken prior to approval):

<i>Code</i>	<i>Title</i>	<i>Units</i>

3. Un-opened official transcripts attached: Yes  No   
 Official transcripts requested from (Institution):   
 Date of Request:

Comments:

**FOR DIVERSITY & HUMAN RESOURCES USE ONLY**

Complete:  Step:  \* Incomplete   
 \*  
 Sent to Chancellor/Designee for Approval on: \* Reason:   
 \*   
 \*



# After Request is Made

- Once the request form and official transcripts are received, information will be verified by the PG Representative.
- Your original form will come back to you with the bottom portion completed.
- If request is not approved, the reason will be indicated below.
- For all approved request, you will be notified via email and step increase will be submitted to the Board of Trustees for approval and effective the month following board approval.

# After Request is Made (Continued)

## FOR DIVERSITY & HUMAN RESOURCES USE ONLY

Complete:  Step:

\*  
\*  
\*  
\*  
\*

Incomplete

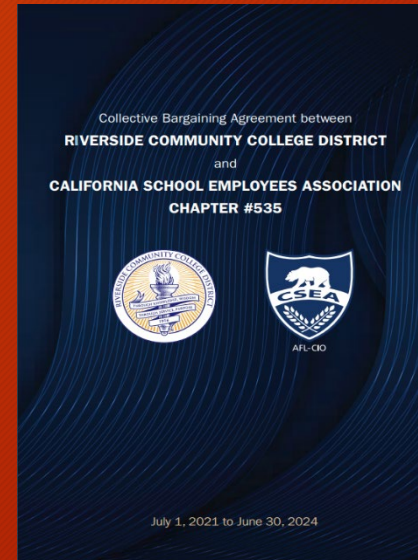
Sent to Chancellor/Designee for Approval on:

Reason:



# Additional Information

- If you are looking for additional information regarding Professional Growth, please refer to the RCCD “California School Employees Association” Collective Bargaining Agreement Handbook, Article XXIX (29).
- Between the pages of 64-69 is where you will find all information pertaining to Professional Growth.



# Collective Bargaining Agreement for RCCD





# University Partnership Programs

- Bradman University- Riverside Campus: Offers scholarships\* to Riverside Community College District's students, employees, employees' spouses, and dependents, for new student enrollments. The scholarship amount remains fixed based on the time of initial enrollment.
- California Baptist University- Online: Employees can qualify for up to a 30% discount based upon their semester attendance.
- National University: Transfer Students/Alumni and Employees. The tuition discount is 15%.
- University of Redlands (School of Business and School of Education): RCCD employees, spouses and domestic partners of employees shall receive a tuition discount of 15%
- RCCD: Employees, spouses, and domestic partners of employees shall receive a tuition discount of 10% for the School of Continuing Studies programs delivered on-site at RCCD facilities.

# Audience Questions

- How many days before the start of your course do you need to submit your Professional Growth course request form?
- Name one of the members that participates on the Professional Growth committee.
- True or False: It is okay to submit “Request for Course Work Approval” form 2 months in advance.



# Questions

- Did anyone have questions regarding the information that was presented today?



# Thank You!

N'dea Moore

Human Resources Generalist

Professional Growth  
Representative

(951)222-8859