



JETA

Job Enhancement Training Advisory

AFSCME / ATU / CSEA / EGTEAMS / NUHW / EGUSD

Elk Grove Unified School District

Job Enhancement Training Handbook for Classified Personnel

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Mission Statement of the Elk Grove Unified School District

Adopted by the Board of Education on June 18, 2001

**Elk Grove Unified School District
will provide a learning community that challenges
ALL students to realize their greatest potential.**

Core Values of the Elk Grove Unified School District

Outcomes for Students

- Achievement of Core Academic Skills
- Confident, Effective Thinkers and Problem Solvers
- Ethical Participants in Society

Commitments about How We Operate as an Organization

- Support Continuous Improvement of Instruction
- Build Strong Relationships
- Find Solutions

High Expectations for Learning for ALL Students and Staff

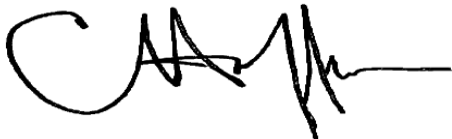
- Instructional Excellence
- Safe, Peaceful, and Healthy Environment
- Enriched Learning Atmosphere
- Collaboration with Diverse Communities and Families

Dear Colleagues,

Transforming the lives of our students to become lifelong learners requires us to make a pledge to engage in ongoing professional development. I hold the firm belief that “the only way kids can improve their performance is if we, the adults, get better and better at what we do by making a commitment to our learning and development.” The Elk Grove Unified School District offers all staff members numerous opportunities to grow and continue learning through professional development.

This handbook was developed by our colleagues to communicate relevant information about our professional development programs. I encourage you to take advantage of the many great courses the Elk Grove Unified School District has to offer. We stop growing when we stop learning. Let’s keep growing together.

Sincerely,

A handwritten signature in black ink, appearing to read 'CHRISTOPHER R. HOFFMAN', with a long horizontal line extending to the right.

*Christopher R. Hoffman
Superintendent*

TABLE OF CONTENTS

JOB ENHANCEMENT TRAINING ADVISORY (JETA)	1
PURPOSE OF THIS HANDBOOK	1
WHAT IS JOB ENHANCEMENT TRAINING?	1
WHO IS ELIGIBLE FOR JOB ENHANCEMENT TRAINING?	1
THE SALARY TRAINING CREDIT SYSTEM: AN OVERVIEW	2
CLASSIFIED PERSONNEL	2
SALARY CREDIT TIMELINES AND DEADLINES	2
PROFESSIONAL LEARNING OFFERED WITHIN THE DISTRICT	3
VIRTUAL / REMOTE TRAININGS	3
PRIOR APPROVAL OF COURSEWORK TAKEN OUTSIDE OF THE DISTRICT	3-4
TRAINING CLASSES	4
TRANSCRIPTS	5
COURSEWORK COMPLETION	5
INITIATING PROFESSIONAL LEARNING	5
BOOK STUDY PROPOSALS	5
APPEAL OF DECISIONS MADE BY CURRICULUM/PROFESSIONAL LEARNING	6
AFSCME CONTRACT LANGUAGE - PROFESSIONAL GROWTH	7
ATU CONTRACT LANGUAGE	8
CSEA CONTRACT LANGUAGE - PROFESSIONAL GROWTH	8-9
APPENDIX A: SALARY ADVANCEMENT PROCESS/NOTIFICATION	10
APPENDIX B: CLASSIFIED IN-SERVICE CREDIT FORM	11
APPENDIX C: APPEAL OF PROFESSIONAL LEARNING DECISION	12
PROFESSIONAL LEARNING HANDBOOK GLOSSARY	13-14

JOB ENHANCEMENT TRAINING ADVISORY (JETA)

JETA is a standing committee that meets to review current practices, consider new recommendations, and hear appeals of professional learning decisions (as needed).

JETA members are broadly representative of district classified employees. Committee members shall include Association/Bargaining Unit Presidents or his/her designee, two members of the Curriculum and Professional Learning Department, and three members of the Human Resources Department.

JETA meets bi-annually in October and April.

PURPOSE OF THIS HANDBOOK

The Classified Job Enhancement Training Handbook for Elk Grove Unified School District classified staff is intended to:

- Inform classified staff about the District's philosophy and practices around professional learning and salary credit;
- Increase the ease with which staff navigates the salary credit system.

WHAT IS JOB ENHANCEMENT TRAINING?

Well-trained, well-motivated classified support staff contribute highly to the overall success of our students and are an integral part of everything we do in our district. The Curriculum and Professional Learning Department is committed to providing the necessary training and support to classified instructional staff, classified non-instructional staff, and classified administrators. We work collaboratively with all departments to ensure compliance with federal, state, and district-mandated training.

WHO IS ELIGIBLE FOR JOB ENHANCEMENT TRAINING?

All permanent and probationary classified employees may participate in job enhancement training. This includes employees in the following Associations or Bargaining Units:

- American Federation of State, County, and Municipal Employees (AFSCME)
- Amalgamated Transit Union (ATU)
- California School Employees Association (CSEA)
- Elk Grove Team for Education/Administrative Management and Support (EGTEAMS):
 - Administrative Support
 - Behavior Support Specialists
 - Confidential/Supervisory
 - Management
 - Mental Health Therapists
- National Union of Healthcare Workers (NUHW)

THE SALARY TRAINING CREDIT SYSTEM: AN OVERVIEW

Upon beginning employment with the school district, the Human Resources Department places a classified employee on a salary step* based upon parallel experience within the last seven years. After contracted hire date, classified employees have the opportunity to move through the salary training classes by engaging in approved professional learning. For each salary class gained, there is a commensurate salary increase. (See **Training Classes** on page 4 for more information. See the current **Classified Salary Schedules** on Elk Grove Unified School District's website under *Employment*.) Refer to Bargaining Unit contract language for refresher courses.

Professional learning activities that classified employees expect to apply toward salary credit must be approved by Curriculum/Professional Learning (CPL) staff in advance. CPL staff provides approval in two ways, as a presenter and/or a registered participant. Full attendance at any course is required in order to receive credit; partial credit will not be awarded.

*Salary steps are also commonly referred to as training classes.

CLASSIFIED PERSONNEL

"Regular" (contracted) as used in the phrase "regular (contracted) classified employee" or any similar phrase, refers to a classified employee who has probationary or permanent status.

Represented classified employees should refer to AFSCME, ATU, CSEA contracts for this policy area. Bargaining unit contracts may be accessed on the District's website or by clicking on the following link: <http://www.egusd.net/employees/union-contracts/>

SALARY CREDIT TIMELINES AND DEADLINES

The salary credit system operates on a July 1-June 30 annual calendar. Units/hours can be accrued all year long. There are two opportunities between June 15 and October 1 of a given year to receive salary advancement:

- October 2 – June 15
 - Any units/hours completed and submitted during this time period will be processed for pay advancement for the July 31st pay warrant.
- June 16 – October 1
 - Any units/hours completed and submitted during this time period will be processed for pay advancement for the November 30th pay warrant.

Once enough units/hours are accrued to advance to the next training class, that advancement becomes effective on the following July 1. If a classified employee accrues enough units/hours to advance to a new training class between June 16 and October 1 of any given year, s/he is eligible for a retroactive advancement and salary increase, dating to July 1 of that year. The **absolute deadline** for submission of completed units for advancement is October 1 by 4:30pm in the Human Resources Department. (If October 1 falls on a weekend, submission of completed units is due on the Friday before.) A Salary Advancement Notification (**Appendix A**) needs to be completed and submitted to Human Resources prior to the June 15 and/or October 1 deadlines. *[The "Salary Advancement Classified" form can be found in **Public Folders**→**Human Resources**→**Forms-Classified**.]* Employees who meet that deadline are then placed in the new training class. On November 30, they are issued a retroactive payment for their salary increase for the months of July through October. If the October 1 deadline is missed, the next opportunity for salary advancement is the following July.

Salary schedules can be found on the Elk Grove Unified School District Website by clicking on the following link: <http://www.egusd.net/employment/>

PROFESSIONAL LEARNING OFFERED WITHIN THE DISTRICT

When an approved professional learning course is offered within the district by district-provided facilitators/presenters, there is no need to submit an External Credit Request. The classified employee must register in PL Essentials at least two days prior to the start date of the course. Directions on how to access PL Essentials and to register for a course can be found in the [Search-Register-Drop](#) section of the [Participant User Guide](#). For in-person trainings, the classified staff members must sign their name and complete all of the requested information legibly on the sign-in sheet provided at the in-district course. For remote trainings, the classified staff members must follow the directions for signing in given by the facilitator. These are the only methods of verifying attendance. Full attendance at any course is required in order to receive credit; partial credit will not be awarded. **If a participant fails to sign in, s/he will not receive salary credit/hourly rate pay.** Once the in-district course is complete, the instructor/facilitator submits the sign-in sheet. **Cross Track/Shared Contract staff attending a workshop during typical work hours/days must submit a copy of their official work calendar to the presenter showing that they are off-track to receive credit.** After review, CPL then posts the hours to classified employees' transcripts. Employees can view their official EGUSD transcript and advancement report at any time on the PL Essentials system.

If a classified employee wants to attend a professional learning course during their contract time and wants to receive credit, a "Classified In-service Credit Form" (**Appendix B**) must be completed and submitted to CPL prior to attending the course.

VIRTUAL / REMOTE TRAININGS

Attendance Expectations: It is expected that participants in a virtual/remote training will log into the training by the advertised start time of the training and will not log out until the advertised end time of the training. Participants who drop off a training because of internet issues must log back into the training and resume participation. **Missing more than ten minutes of a training will result in zero credit/compensation being earned.**

In-Class Expectations: It is expected that participants in a virtual/remote training will be active participants in the training with their video camera on. If it is noticed that a participant does not join in breakouts and/or has their video camera off without communicating to the presenter why their camera is off (broadband, privacy at location, etc.), that participant will be treated as "not present" for that training which will result in zero compensation being earned. Trainers will use the chat function to communicate with individuals. If communication is not reciprocated, the participant will be dropped from the training into the waiting room. Participants need to be in an environment that allows them to actively participate and clearly view the shared screen. Individuals driving a vehicle will not be allowed to continue in any virtual trainings.

PRIOR APPROVAL OF COURSEWORK TAKEN OUTSIDE OF THE DISTRICT

To receive salary credit for coursework taken outside of the district, Classified employees must submit an External Credit Request through PL Essentials at least **20 working days** before the course** begins to allow CPL sufficient time to approve or deny the request. **If a classified staff member works on a "cross-track calendar" or "shared contract," then a copy of the calendar MUST also be attached to verify that salary credit can be awarded.** Occasionally, classified employees learn of a course fewer than 20 working days before the commencement of the course. Classified staff may submit an External Credit Request and ask for a "rush" by attaching a note. CPL staff will do their best to accommodate the rush request; however, there are no guarantees. If a classified employee would like to be assured that an External Credit Request will be processed before the beginning of a course, it must be submitted 20 working days prior to the start of the course. If a classified employee submits an External Credit Request and has not received notification of acceptance/denial within 20 days, s/he should contact CPL via email or telephone to check on the status of the request. Instructions on how to submit an External Credit Request can be found in the [External Credit Request](#) section of the

[Participant User Guide.](#)

**The term “course” is used throughout the Classified Job Enhancement Training Handbook to refer to all professional learning activities: data analysis meetings, book studies, workshops, seminars, conferences, etc.

CLASSIFIED STAFF MEMBERS ARE GRANTED ONE LATE PRIOR APPROVAL EXEMPTION OR LATE SUBMISSION OF COURSE COMPLETION IN A SEVEN-YEAR PERIOD.

If a classified employee takes a course(s) without first submitting an External Credit Request through PL Essentials and wishes to apply it/them toward salary credit, s/he may submit an External Credit Request during or after the course(s). Late External Credit Request submissions will only be considered for courses taken within three (3) years of the date the External Credit Request is received by the CPL office. No more than 12 units (in one submission) may be approved after the fact if an External Credit Request(s) was not submitted prior to taking a course. Approval will be reviewed consistent with the course approval process, and the employee will receive notification of acceptance/denial after the review has been completed. If the course(s) is/are denied, which is a risk since Coursework Prior Approval was not secured, no salary credit will be awarded. CPL staff will track an individual’s record of this exemption, and it will be granted once every seven (7) years, beginning on the date of the first exemption requested. For example, regardless of years of service, if a classified employee first takes advantage of this exemption on November 18, 2020, s/he would be allowed another exemption on or after November 18, 2027.

In order to determine whether a course is approved or denied, CPL staff reviews the External Credit Request and considers two related factors: the course description provided by the employee and the employee’s rationale for how the course will relate to his/her District assignment or if the course is needed to attain a higher degree (GED, AA, BA).

TRAINING CLASSES

The district values professional learning for the potential it holds to help students excel and for the professional fulfillment it provides. The district recognizes employees’ professional learning achievements by awarding salary credit. Hours and units earned before employment with the district are considered for placement within a training class.

Professional learning may be measured in hours*, semester units, quarter units, or continuing education units:

Units-Hours Equivalencies

Type of Unit	Equivalent Course Hours
Semester	15
Quarter	10
Continuing Education	10

*In instances where the credit earned for a course is advertised in both Units and in Total Hours, the credit an employee earns will be the Units that are indicated for the specific course, not the Total Hours.

Hours Needed to Advance

Bargaining Unit	Hours / Units
AFSCME / ATU / CSEA	90 hours (or 6 units)
NUHW	225 hours (or 15 units)

TRANSCRIPTS

The District maintains a transcript of professional learning activities for each classified employee. These transcripts list each professional learning course completed by the employee and the number of units/hours credited. Employees can view their official EGUSD transcript and advancement report at any time on the PL Essentials system. Instructions are available in the [Participant User Guide](#). Once credit has been posted to a transcript, no changes in **compensation type** can be made. Changes to units/hours credited on official transcripts can be made up to a maximum of three years after the posted date of the course.

COURSEWORK COMPLETION

All coursework must be completed within 18 months from the date of approval. Once coursework is complete, attach proof of completion to your approved External Credit Request for the course in the PL Essentials system **within 18 months from the date of CPL approval**. Human Resources will review your submitted proof of completion and post the completed course to your official transcript.

INITIATING PROFESSIONAL LEARNING

The district recognizes that the most effective professional learning courses are job-embedded and designed and implemented by the facilitator or participants who will engage in them. Professional learning communities that gather to analyze and discuss data, plan instruction, read professional literature, or otherwise provide for local learning needs are encouraged.

To initiate a professional learning course, staff must submit a Course Proposal in the PL Essentials system. For instructions, see [Propose a Course and Section](#) on the [Professional Learning website](#). Proposals must be submitted 15 working days before the beginning of the first session of the professional learning course. Curriculum/ Professional Learning staff will review all proposals and, if approved, will send an approval memo via email that includes additional instructions to the course proposer. For proposals that are not approved, or should CPL have further questions, CPL will phone or send an email to the course proposer or listed course contact. If the proposer disagrees with CPL's finding that a proposal is not approved, s/he may appeal the decision. (See **Appeal Process** in **Appendix C** for more information.)

If a professional learning facilitator is eligible for compensation, i.e., is off contract or submits an "In-service Credit Form," s/he can choose to earn the salary credit hours that participants earn as well as hours for developing the professional learning. Facilitators can earn one hour for development for every hour that they facilitate or present. For example, for a four-hour workshop series, the facilitator would earn eight hours: four hours for participation and four hours for development. Development hours are only awarded the first time a workshop is presented.

BOOK STUDY PROPOSALS

Book studies can be powerful vehicles for professional learning in both the certificated and classified work environments. Elk Grove Unified School District encourages employees to participate in collaborative study of non-fiction books that has direct application to professional duties. The ultimate goal of the book study is to increase staff members' knowledge, in whatever professional capacity the EGUSD employee serves, to support and promote the district vision — every student, learning in every classroom, in every subject, every day. [Book Study Guidelines](#) can be found on the Professional Learning Opportunities website.

APPEAL OF DECISION MADE BY CURRICULUM/PROFESSIONAL LEARNING

Directors in CPL have the authority to approve or disapprove External Credit Requests and Site-based, District-wide, and Book Study Professional Learning Proposals; however, if a classified employee disagrees with a director's decision, s/he may appeal the decision to the Job Enhancement Training Advisory (JETA). This process entails submitting an appeal form to CPL that provides an overview of the situation and the rationale for appeal. (See **Appendix C** for the **Appeal** form.) The classified employee may support his/her appeal by attending the JETA meeting where the director's decision will be discussed. The JETA will then recommend to the Deputy Superintendent of Education Services and Schools that the decision be upheld or rescinded. Upon review, the decision of the Deputy Superintendent is final. (See **Appendix C** for more information.)

8.2 Schedule Structure

- 8.2.2 The classified salary schedule will provide for four (4) training class increments of 3% each. Each training class increment will require the completion of the equivalent of six (6) semester units of college credit or fifteen (15) clock hours of instruction per unit (90 hours total). Credits may be earned in a variety of ways.
- a. Adult school, community college, other accredited school, college, or university courses which are pre-approved by the immediate supervisor and by appropriate District administrator.
 - b. Special workshops offered by the District for specific purposes, enrollment preapproved by the immediate supervisor and appropriate District administrator.
 - c. Inservice courses designed and offered by the District, enrollment by invitation or by application with pre-approval of immediate supervisor and appropriate District administrator; and
 - d. Workshops, inservice programs, conferences, etc. offered by private firms, other public agencies, or trade unions; enrollment for salary credit by application and pre-approval by immediate supervisor and appropriate District administrator.

10.1 Professional Growth

- 10.1.1 It is the policy of the Board of Education to aid and encourage in any way possible the growth of employees in knowledge and skills pertaining to their jobs and to provide opportunities in the form of workshops, etc., for such growth.
- a. The District agrees to form a balanced committee with AFSCME to address the professional growth training needs of AFSCME unit members.
 - b. The District agrees to identify its training concerns and share them with community colleges, adult schools, and other accredited institutions to assist AFSCME in meeting the career development of unit members.
 - c. The District agrees to work with AFSCME to increase the number of workshops and seminars for classified employees, including day, evening, and weekend classes at area community colleges, adult schools, and other accredited institutions.
 - d. The District will initiate a program of initial and recurring training for managers in evaluation and discipline of classified employees.
- 10.1.2 Classified employees may be expected to attend a reasonable number of in-service training meetings, workshops, etc. Hours earned will be reflected as in-service credit, as negotiated, if participation is outside the scheduled work day.
- 10.1.3 Purposeful staff meetings develop growth cohesiveness by promoting growth through group communication. Meetings should be held regularly. Through such meetings, the classified staff is given an opportunity to receive and understand administration procedures, to become familiar with the aims and purposes of the philosophy of the schools for the continuing improvement of all school operations and facilities.

ATU Contract Language

**ARTICLE 22
WAGES**

22.4 Growth in Job Skills

22.401 It is the policy of the Board of Education to aid and encourage in any way possible the growth of employees in knowledge and skills appertaining to their several jobs and to provide opportunities in the form of workshops for such growth.

22.401.1 Classified employees may be expected to attend a reasonable number of in-service training meetings, workshops, etc. Hours earned will be reflected as in-service credit as negotiated. Such meetings, etc. will be held for the most part during working hours but on occasion it may be necessary to hold such on employee's personal time.

CSEA CONTRACT LANGUAGE

**ARTICLE 18
PROFESSIONAL GROWTH**

18.1 It is the policy of the Board of Education to aid and encourage in any way possible the growth of employees in the knowledge and skills pertaining to their jobs and to provide opportunities in the form of workshops for such growth.

- a. The District agrees to form a balanced committee with CSEA to address the professional growth training needs for CSEA unit members.
- b. The District agrees to identify its training concerns and share them with community colleges to assist CSEA in meeting the career development of unit members.
- c. The District agrees to work with CSEA to increase the number of workshops and seminars for classified employees including day, evening, and weekend classes at community colleges.

18.2 The CSEA salary schedule will provide for five (5) experience step increments. The coursework must be submitted and approved (Prior Approval Form Appendix B) fifteen (20) working days before coursework begins. Credit may be earned as follows:

- a. Adult school, community college, college, or university courses which are pre-approved by the immediate supervisor and by the appropriate District administrator.
- b. Special workshops offered by the District for specific purposes, enrollment pre-approved by the immediate supervisor and appropriate District administrator.
- c. In-service courses designed and offered by the District, enrollment by invitation or by application with pre-approval of immediate supervisor and appropriate District administrator. Coursework must apply to benchmarks, standards, or actual duties of the bargaining unit member or serve to prepare the bargaining unit member for promotional opportunities within the District; and
- d. Workshops, in-service programs, conferences, etc. offered by private firms, other public agencies, or trade unions, enrollment for salary credit by application and pre-approval by immediate supervisor and appropriate District Administrator.
- e. Bargaining unit members may attend refresher training when necessary, provided that such training shall not occur more than one time per school year except as determined by the District. Refresher training means retraining on specific topics in which the bargaining unit member has already received training. The training must be approved by the primary administrator or administrator's designee.

- 18.3 Advancement to Training Class Levels is based upon units/credits earned after hire date.
- 18.4 Training class changes (step increments) will be made at the beginning of each school year (July 1) and will be based on evidence of completion of the required units or hours of in-service training (transcripts, certificates of completion, or other acceptable documents) and evidence of prior approval as required.
- 18.5 Evidence of completion documents must be submitted to Human Resources by October 1; the new salary will be retroactive to July 1, or to the start date of the work agreement, and be implemented no later than the December 1 payroll.
- 18.6 Units may be approved for training class credit for two (2) basic purposes:
 - a. Development or improvement of skills which relate directly to the current position or classification; or
 - b. Preparation for promotion to another position or job classification within the District. In such cases, supervisors will approve for salary credit only those units which have relevance for both the current position and the target position.
- 18.7 An employee may receive no more than one (1) training class change per year.
- 18.8 Bargaining unit members may be expected to attend a reasonable number of in-service training meetings, workshops, etc. Hours earned will be reflected as in-service credit, as negotiated, if participation is outside the scheduled work day.
- 18.9 Bargaining unit members may be required to attend staff meetings. A bargaining unit member who is required to attend a staff meeting will be compensated at his/her appropriate rate of pay. Purposeful staff meetings develop growth cohesiveness by promoting growth through group communication. Meetings should be held regularly. Through such meetings, the bargaining unit member is given an opportunity to receive and understand administration procedures, to become familiar with the aims and purposes of the philosophy of the schools for the continuing improvement of all school operations and facilities.
- 18.10 The District and CSEA agree to form a committee composed of dual representation to explore ways in which their shared interest in training can be implemented and coordinated.

Appendix A



SALARY ADVANCEMENT PROCESS

CLASSIFIED EMPLOYEES

In order to ensure your coursework salary advancement for the upcoming school year, you must complete the process as outlined below:

- 1. Submit an External Credit Request in PL Essentials for pre-approval. This must be done at least 20 days prior to the start of class.
- 2. Your Administrator and Curriculum/Professional Learning will approval the course in PL Essentials.
- 3. After completion, upload proof of completion (official grade report, transcript or certificate of completion) in PL Essentials and submit the External item for credit.
- 4. Please complete and submit this form to **Human Resources no later than June 15th *if you have the necessary units to advance on the salary schedule for the upcoming school year.*** If this deadline is missed, there is a **second and final deadline of Oct 1st** to submit your class advance paperwork for the Nov 30th payroll. ***Forms received after October 1st will not be processed for salary advancement until the next school year. (Please refer to your union contract for details.)***

If you have any questions please contact Human Resources, Position Control

SALARY ADVANCEMENT NOTIFICATION

This is to verify I have the necessary units/hours to advance on the salary scale.

Complete the following information:

Name _____

Employee ID # _____ Job Title _____

School Site or Department _____

Effective Date – July 1, _____ (upcoming school year)

PLEASE RETURN TO HUMAN RESOURCES

1st deadline: June 15th
2nd deadline: October 1st

Appendix B



**EGUSD PROFESSIONAL LEARNING OPPORTUNITIES
CLASSIFIED IN-SERVICE CREDIT FORM**

This form must be submitted to the Curriculum Professional Learning Office no later than the start date of the workshop. Employees will **ONLY** receive in-service credit for salary advancement for workshops held during contracted work hours if they use Vacation/CTO hours, **AND** the vacation/CTO hours can be verified in the district absence tracking system.

EMPLOYEE NAME: _____ EIN _____

WORK TELEPHONE: _____ DEPARTMENT/SCHOOL: _____

Your Regular Work Hours: FROM: _____ TO: _____ Hours Worked Per Day _____

Your Regular Work Days: M T W TH F TRACK: _____

Course Title: _____

PL Essentials Number: _____ Course Day/Date/Time: _____

I will be using (please check one)

- Vacation Hours for the training time:**
I understand that I must document the use of vacation hours on the "Monthly Absence Report" in order to receive in-service credit.
- Compensatory Time (CTO) Hours for the training time:**
I understand that I must document the use of CTO hours on the "Monthly Absence Report" in order to receive in-service credit.

Employee Signature

Date

Principal/Director Vacation/CTO Approval: I certify that documentation has been/will be submitted to Human Resources for this employee:

- verifying his/her use of **Vacation hours** in order to receive in-service credit for the workshop listed above
- verifying his/her use of **CTO hours** in order to receive in-service credit for the workshop listed above

Principal/Director Signature

Date

OFFICE USE ONLY: Verified in QSS: V/CTO Initial: _____ Date:

APPEAL OF PROFESSIONAL LEARNING DECISION

Date: _____

Name: _____

EIN: _____

Site: _____

Assignment: _____

1. This is an appeal of a:

- Coursework External Credit Request
- Workshop Proposal
- Book Study Proposal
- Independent Study Course
- Other: _____

Please attach copies of any paperwork that you have submitted and/or that has been returned to you regarding this matter.

2. Please provide a brief explanation of the decision you are appealing and why you are appealing it (include your response on a separate page if necessary.)

This appeal will be considered at the next meeting of the Job Enhancement Training Advisory. You will be contacted via district email within 10 working days and notified of the date and time of that meeting in the event you wish to attend.

Appeal Process

Directors in the Curriculum/Professional Learning Department (CPL) have the authority to approve or disapprove External Credit Requests and Site-based, District-wide, and Book Study Professional Learning Proposals, and other decisions involving salary credit. If a classified staff member disagrees with a director's decision, s/he may appeal the decision to the Job Enhancement Training Advisory (JETA). This process entails submitting this appeal form to CPL, providing an overview of the situation and a rationale for appeal. CPL staff will place the appeal on the next agenda of the JETA, and alert the classified staff member of the time and place of the meeting. The classified staff member may support his/her appeal by attending the JETA meeting where the director's decision will be discussed. The JETA will then recommend to the Deputy Superintendent of Education Services and Schools that the decision be upheld or rescinded. Upon review, the decision of the Deputy Superintendent is final.

PROFESSIONAL LEARNING HANDBOOK GLOSSARY

Appeal - a formal request for a review of a decision rendered by the Curriculum/Professional Learning Department regarding the denial of a classified employee's External Credit Request, course proposal, book study proposal, independent study course, or related professional learning event.

Contract Time - the work period for which classified employees are responsible for working and for which they are paid. This work period is defined by a certain number of hours per day and a certain number of days per year. The specific contract time for each type of classified employee covered under this handbook is listed in the respective Association/Bargaining unit contract.

Double-dipping - the non-permissible act of receiving two kinds of awards for one professional learning activity. For example, an employee cannot receive wages for the day and salary training credit for the same activity. However, if a classified employee attends a professional learning event during off-contract time that is paid for by the school or district, s/he may still receive salary training credit.

Employee Identification Number (EIN) – Individual employee number given at the start of employment.

External Credit Request - the EGUSD online submission through PL Essentials that classified employees must complete in order to apply hours from a non-District-sponsored professional learning event to salary advancement. External Credits Requests must be approved by the Curriculum/Professional Learning Department before a classified employee begins the professional learning event. In order to receive approval in a timely manner, these requests must be received by CPL at least 20 working days in advance of the event. Professional learning completed before or without submitting an External Credit Request is not eligible for salary advancement. An exemption to this rule is granted every seven (7) years to each employee.

Job Enhancement Training Advisory (JETA) - a standing committee that meets to review current practices, consider new recommendations, and hear appeals of professional learning decisions, as needed.

JETA members are broadly representative of district classified employees. Committee members shall include Association/Bargaining Unit Presidents or his/her designee, two members of the Curriculum and Professional Learning Department, and three members of the Human Resources Department.

JETA meets bi-annually in October and April.

PL Essentials – Online Professional Learning system facilitating proposals of and registrations for district-sponsored courses, submissions of External Credit Requests, and providing staff transcripts and advancement reports.

Professional Learning - As defined by EGUSD, professional learning is an event or series of events in which classified employees gain new knowledge that supports them in addressing the standards for their profession. Additionally, for salary credit purposes, the amount of this new learning must be roughly commensurate with the number of hours granted.

Regular Classified Employee - “Regular” as used in the phrase “regular classified employee” or any similar phrase, refers to a classified employee who has probationary or permanent status.

Salary Credit - the recognition awarded to classified employees for completing approved professional learning activities. Upon completion required units/hours, a classified employee advances one salary step or training class, and each step represents a commensurate advance in salary.

Salary Step (also called *training class*) - the category to which classified employees are assigned based on the number of approved college units and professional learning units/hours they have completed. The salary step or training class is used to determine a classified employee’s salary. Each training class step provides greater salary advancement than the previous one.

Training Class (also called *salary step*) - the category to which classified employees are assigned based on the number of approved college units and professional learning units/hours they have completed. The salary step or training class is used to determine a classified employee’s salary. Each training class step provides greater salary advancement than the previous one.

Transcript - a report maintained by Curriculum and Professional Learning and Human Resources of a record of an individual employee, listing completed professional learning coursework accepted by the District for salary training credits.

Unit - the measurement used by most institutes of higher education to quantify professional learning. Semester, quarter, or continuing education units are all accepted by EGUSD, and their equivalencies are as follows:

Units-Hours Equivalencies

Type of unit	Equivalent Hours
Semester	15
Quarter	10
Continuing Education	10