



Newport-Mesa
Unified School District

PROFESSIONAL GROWTH FOR CLASSIFIED EMPLOYEES

Frequently Asked Questions

What is Professional Growth?

Professional growth is credit for classes or workshops that are taken on your own time (cannot use a vacation day) and with your own money and must be earned in activities which are related to the position currently occupied by the employee or for an occupational field within the district for which an employee is training. These credits turn into money for you!

Where can I find the Forms?

The Classified Professional Growth forms and information sheet can be found on our website at nmusd.us. Go to the Staff Page, in the middle section select Human Resources Forms. You will find the applications needed under **Professional Growth – Classified**.

- Course Approval Form: This form is for workshops or classes taken from NMUSD, OCDE, and individual classes taken at a college level. If taking a college course, complete a form for each course and attach a course description to each approval form.
- Degree Approval Form: This form is used for degree or certificate program approvals. In addition to completing the degree approval form, please include a program description that lists the courses to be taken, the course titles, and the units the course is worth (a course approval form also needs to be completed for each course, with a course description). Degree programs must be pre-approved by the committee.

What Pro-Growth Opportunities are available to me?

You can attend the pro-growth opportunities that are available after CSEA meetings; you can search for any workshops through NMUSD or OCDE that might be relatable to your job description; you can take a college course that applies to your position, or you can undergo a degree program. All of these options count toward professional growth. Please note courses and outside programs **must** be pre-approved. Once the course is completed, please send an unofficial transcript to Laura Garcia or Luz Gonzalez that

states the grade and units earned, or the certificate of completion that includes specific date, hours and times attended.

How Often does the Classified Pro-Growth Committee Meet?

The Classified Professional Growth Committee meets one time per month to review the applications. You will receive a copy of your approved application following the meeting.

Who is on the Professional Growth Committee?

The committee is made up of CSEA appointed employees. Your current committee consists of:

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|------------------|--|--------------|
| • Lin Aldrich | laldrich@nmusd.us | 949-515-6970 |
| • Amy Ching | aching@nmusd.us | 714-424-5025 |
| • Laura Garcia | lgarcia@nmusd.us | 714-424-8935 |
| • Luz Gonzalez | lgonzalez@nmusd.us | 714-424-7574 |
| • Troy Hall | thall@nmusd.us | 714-424-7965 |
| • Stuart Tedford | stedford@nmusd.us | 714-424-7529 |

How is Professional Growth Awarded?

Pro-Growth is awarded in two different ways:

- **Cumulative:** You must accrue 20 hours to equal one (1) professional growth point. One Semester unit (1) equals 20 hours of professional growth. These hours are cumulative and can be built on each year as long as you complete (and get approved) at least one hour of professional growth every year.
- **Reimbursement:** Text Book and Tuition Reimbursement is limited up to \$500 per year and shall be made only for those academic classes that were pre-approved. A receipt for courses and books is required. Grades and units must appear on an accredited college transcript.

How is Professional Growth Paid?

- **Cumulative** professional growth awards are paid once a year on each July 10 paycheck. You must accumulate 20 hours to equal one (1) professional growth point. You will receive \$20.00 per approved professional growth point (part time – four hours or less per day receive \$10.00). One (1) semester unit equals 20 hours of professional growth. These hours are cumulative and can be built on each year as long as you do at least one (1) hour of professional growth every year.
- **Reimbursements** are paid when courses are completed, grades are in (must be a “C” or higher), and all forms, receipts, etc. are turned in for processing.

IMPORTANT THINGS TO REMEMBER ABOUT PROFESSIONAL GROWTH:

- Professional Growth is on your own time and not during working hours. A vacation day cannot be used to take a course or attend a workshop.
- Professional Growth must be related to your current position or for a position within the district you are training for.
- Once you have 20 hours of approved professional growth, you will continue to receive a Professional Growth award on the July 10 paycheck as long as you complete (and get approved) at least one hour of professional growth each year.
- If you are working towards a degree and want your classes to count towards professional growth, you must get your degree program pre-approved by submitting the proper paperwork to the Professional Growth committee.