



Human Resources Informational Flyer #9

Professional Development Opportunities



Questions and Answers

- 1. What professional development opportunities are available for Los Rios Employees?**
The professional development opportunities available for Los Rios vary depending on the employee's collective bargaining unit or association affiliation. Please see the attached charts and review the collective bargaining agreements and/or district policies and regulations for additional information.

Los Rios Classified Employees Association

Service Employees International Union

Los Rios Supervisors Association

Confidential Employees

Managers

Professional Growth Opportunities

Los Rios Classified Employees Association *(back to top)*

Opportunity	Application Process	Eligibility	Obligation Following Leave	Compensation/ Reimbursement	Contract Reference
STAFF DEVELOPMENT					
Funds are allocated to each work location based upon the ratio of authorized unit FTE assigned to the work location to the total authorized unit FTE.	Unit members apply through their work location's established staff development process.	All unit members.		In accordance with the established procedures at the employee's work location.	16.1
STAFF DEVELOPMENT LEAVE					
The unit member can be released, for one to five months, from his/her duties in order to enhance his/her value to the District through further job-related education, the upgrading of skills or retraining for a different career path which is available at the District.	Unit member submits a completed Staff Development Leave form to the Associate Vice Chancellor, Human Resources, seven months prior to the anticipated start of the requested leave. The application must receive the recommendation of the immediate supervisor, appropriate administrator and the College President/appropriate Vice Chancellor (District Office employees).	Unit member who has a work assignment of at least 75% of a full-time, twelve-month assignment and has rendered at least seven consecutive years of service to the District. In addition, there must be seven full-time equivalent years of satisfactory service between leaves granted to one individual.	Unit member agrees to serve the District for a period of time equal to twice the period of the leave and is required to prepare a report. If the unit member uses their leave to attend classes, a transcript or appropriate documentation showing satisfactory attendance and successful completion of course work is also required.	Unit members shall receive 85% of their regular pay during the period of the leave as long as the leave period falls within the assigned or regular work period of the employee.	7.22 P-6371 R-6371
TUITION REIMBURSEMENT (CLASSES TAKEN WITHIN LOS RIOS)					
Unit members may enroll in any District college or outreach center and request reimbursement for their tuition and books. Classes must be taken outside the employee's scheduled work assignment and books must be purchased at a Los Rios bookstore.	Unit member completes "Reimbursement of Tuition" form upon completion of course(s). Original receipts and a grade report/transcript must accompany the request for reimbursement.	All unit members.		Unit members may request reimbursement up to \$800 per fiscal year.	16.2
TUITION REIMBURSEMENT (CLASSES TAKEN FROM ACCREDITED UNIVERSITY)					
Unit members may enroll in an accredited college and request reimbursement for tuition fees. Classes must be taken outside their scheduled work assignment; must be related to their current position, contribute toward potential promotional opportunities, and/or be required as part of their educational program; and must not be offered through one of the Los Rios colleges/outreach centers and/or is not offered sufficiently outside the employee's regular work schedule and within reasonable proximity to the employee's work location or residence to allow the employee to take the class without undue hardship.	Employee completes "Reimbursement of Tuition" form and receives prior approval from the college VPA (or appropriate Department Manager for DO/FM employees) and the Director, Human Resources.	All unit members.		Unit members may request reimbursement up to \$800 per fiscal year, not to exceed a lifetime maximum of \$1,600. Original receipts and grade reports must be submitted within three months of completing the class.	16.3

Opportunity	Application Process	Eligibility	Obligation Following Leave	Compensation/ Reimbursement	Contract Reference
FULL-TIME EDUCATIONAL LEAVE					
<p>Employees may request an unpaid full-time educational leave for a maximum length of one year. Employees may also participate in the Classified Staff Development Leave program. Both leaves (paid and unpaid) may be combined for a maximum length of one year.</p>	<p>College President/designee or Vice Chancellor/designee must determine that the leave is in the best interest of the College/District.</p>	<p>Permanent employees who have worked for the District for seven consecutive years.</p>	<p>Transcripts must be submitted at the end of the leave.</p>	<p>Unpaid Leave</p>	<p>8.7</p>
PART-TIME EDUCATIONAL LEAVE					
<p>Employees may request an unpaid part-time educational leave when the course or training sessions is related to the unit member's current position or would contribute toward potential promotional opportunities in the District. The employee and the supervisor can work out a schedule that will not adversely affect the department's work load.</p>	<p>Request must be approved by the supervisor, administrative officer, and College President (or Vice Chancellor for DO employees).</p>	<p>Permanent employees who have worked for the District for three consecutive years.</p>		<p>Unpaid Leave</p>	<p>8.8</p>

Professional Growth Opportunities

Service Employees International Union *(back to top)*

Opportunity	Application Process	Eligibility	Obligation Following Leave	Compensation/ Reimbursement	Contract Reference
TUITION REIMBURSEMENT (CLASSES TAKEN WITHIN LOS RIOS)					
Unit members may enroll in any District college or outreach center for up to 12 units per semester and request reimbursement for their tuition and books. Classes must be taken outside the employee's scheduled work assignment and books must be purchased at a Los Rios bookstore.	Following completion of coursework, employee completes "Reimbursement of Tuition" form. Original receipts and a grade report/transcript must accompany the request for reimbursement.	All unit members.		Unit members may request reimbursement up to \$500 per fiscal year.	16.2.1
TUITION REIMBURSEMENT (CLASSES TAKEN FROM ACCREDITED UNIVERSITY)					
Unit members may enroll in an accredited college and request reimbursement for their tuition fees. Classes must be taken outside the employee's scheduled work assignment; must be related to the unit member's current position or would benefit the District or would contribute toward potential promotional opportunities within the District; must not be offered through one of the Los Rios colleges.	Employee completes "Reimbursement of Tuition" form and receives prior approval from the college VPA (or appropriate Department Manager for DO/FM employees) and the Director, Human Resources.	All unit members.		Unit members may request reimbursement up to \$500 per fiscal year, not to exceed a lifetime maximum of \$1,000. Original receipts and grade reports must be submitted within three months of completing the class.	16.2.2
FULL-TIME EDUCATIONAL LEAVE					
Employees may request an unpaid full-time educational leave for a maximum length of one year.	College President/designee or Vice Chancellor/designee must determine that the leave is in the best interest of the College/District.	Permanent employees who have worked for the District for seven consecutive years.		Unpaid Leave	10.6
PART-TIME EDUCATIONAL LEAVE					
Employees may request an unpaid part-time educational leave when the course or training sessions is part of a program approved by the supervisor and administrative officer to improve the employee's performance in the position the employee holds. The employee and the supervisor can work out a schedule that will not adversely affect the department's work load.	Request must be approved by the supervisor, administrative officer, and College President (or Deputy Chancellor) for DO employees).	Employees who have worked for the District for three consecutive years.		Unpaid Leave	10.7

Professional Growth Opportunities

Los Rios Supervisors Association *(back to top)*

Opportunity	Application Process	Eligibility	Obligation Following Leave	Compensation/ Reimbursement	Contract Reference
SUPERVISOR'S STAFF DEVELOPMENT LEAVE PROGRAM					
Unit member is released from his/her duties in order to enhance his/her value to the District through further job-related education, upgrading of skills or retraining for a different career path available at the District. Staff Development Leave is available to an eligible LRSA member for a period from one to five months.	Unit member submits a completed Staff Development Leave form to the Associate Vice Chancellor, Human Resources, seven months prior to the anticipated start of the requested leave. The application must receive the recommendation of the immediate supervisor, the appropriate administrator, and the College President/Deputy Chancellor (DO employees).	Unit member who has a work assignment of at least 75% of a full-time, twelve-month assignment and has rendered at least seven consecutive years of service to the District. In addition, there must be seven full-time equivalent years of satisfactory service between leaves granted to one individual.	Employee agrees, in writing, to serve the District for a period of time equal to twice the period of the leave. Within two months of returning to work, the employee is required to submit a report to the LRSA Staff Development Leave Committee. The report should describe how the experience has helped the employee achieve their goal/objective.	Unit members shall receive 85% of their regular pay during the period of the leave as long as the leave period falls within the assigned or regular work period of the employee.	5.10 P-6371 R-6371
TUITION REIMBURSEMENT (CLASSES TAKEN WITHIN LOS RIOS)					
Unit members may enroll in any District college or outreach center and request reimbursement for their tuition and books. Flexible work schedules may be permitted with authorization of the immediate supervisor and administrator. Flexible schedule should not adversely affect the supervisor's professional responsibilities.	Upon completion of course-work, employee completes "Reimbursement of Tuition." Original receipts and a grade report/transcript must accompany the request for reimbursement.	All unit members.		Unit members may request reimbursement up to \$700 per fiscal year.	5.9.2
TUITION REIMBURSEMENT (CLASSES TAKEN FROM ACCREDITED UNIVERSITY)					
Unit members may enroll in an accredited college and request reimbursement for their tuition fees. The class should (1) relate to the unit member's current position or contribute toward potential promotional opportunities; (2) not adversely affect the supervisor's professional responsibilities; and (3) not be offered through one of the Los Rios colleges and/or outreach centers.	Employee completes "Reimbursement of Tuition" form and receives prior approval from the college VPA (or appropriate Department Manager for DO/FM employees) and the Director, Human Resources.	All unit members.		Unit members may request reimbursement up to \$1,000 per lifetime. Original receipts and a grade report/transcript must accompany the request for reimbursement.	5.9.3
PFE CLASSIFIED STAFF DEVELOPMENT FUNDS					
Once the above tuition reimbursement has been exhausted, unit members may request additional reimbursement subject to the conditions above. Funds may also be used for other job-related conferences and professional development activities.	For tuition reimbursement, unit member requests reimbursement in the same manner as above. For professional development activities, unit member completes District Travel Authorization with approval of immediate supervisor and VPA/AVC of Finance (who will confer with LRSA site representative).	All unit members.	Commitment of the unit member to remain employed with the District for a minimum of three years after the completion of the professional development activity.	Unit members may request reimbursement up to \$2,000 per lifetime after exhausting the \$1,000 limit above. Up to two professional development activities may be authorized per fiscal year	5.9.4

Opportunity	Application Process	Eligibility	Obligation Following Leave	Compensation/ Reimbursement	Contract Reference
FULL-TIME EDUCATIONAL LEAVE					
<p>Employees may request an unpaid full-time educational leave for a maximum length of one year. Employees may also participate in the Supervisor Staff Development Leave program. Both leaves (paid and unpaid) may be combined for a maximum length of one year.</p>	<p>College President/designee or Vice Chancellor/designee must determine that the leave is in the best interest of the College/District.</p>	<p>Permanent employees who have worked for the District for seven consecutive years.</p>		<p>Unpaid Leave</p>	<p>9.6</p>
PART-TIME EDUCATIONAL LEAVE					
<p>Employees may request an unpaid part-time educational leave when the course or training sessions is part of a program approved by the administrative officer to improve the unit member's performance in the position currently held.</p>	<p>Request must be approved by the supervisor, administrative officer, and College President (or Deputy Chancellor) for DO employees).</p>	<p>Permanent employees who have worked for the District for three consecutive years.</p>		<p>Unpaid Leave</p>	<p>9.7</p>

Professional Growth Opportunities

Confidential Employees *(back to top)*

Opportunity	Application Process	Eligibility	Obligation Following Leave	Compensation/ Reimbursement	Contract Reference
SHORT-TERM PROFESSIONAL GROWTH LEAVE					
Upon recommendation of the Chancellor, the Board may grant a paid leave of up to 50 working days. Leave is to benefit the District and enhance the management abilities of the employee.	Leave to be requested through the appropriate administrative channels. The supervisor and College President/Chancellor shall attach their recommendation.	All unit members.		Employee will receive regular rate of pay.	P-9236 R-9236
TUITION REIMBURSEMENT (CLASSES TAKEN WITHIN LOS RIOS)					
Unit members may enroll in any District college or outreach center and request reimbursement for their tuition and books. Classes must be taken outside the scheduled work assignment and books must be purchased from a Los Rios bookstore.	Following completion of coursework, employee completes "Reimbursement of Tuition." Original receipts and a grade report/transcript must accompany the request for reimbursement.	All unit members.		Unit members may request reimbursement consistent with the dollar limits negotiated for LRCEA members.	R-9236 (5.1)
TUITION REIMBURSEMENT (CLASSES TAKEN FROM ACCREDITED UNIVERSITY)					
Unit members may enroll in an accredited college and request reimbursement for their tuition fees. Classes (1) must be approved in advance; (2) must be taken outside the employee's scheduled work assignment and not interfere with his/her regular work schedule; (3) must be related to the unit member's current position or contribute toward potential promotional opportunities; and (4) must not be offered through one of the Los Rios colleges/outreach centers.	Employee completes "Reimbursement of Tuition" form and receives prior approval from the College President (or appropriate Department Manager for DO/FM employees) and the Associate Vice Chancellor of Human Resources.			Unit members may request reimbursement consistent with the dollar limits negotiated for LRCEA members. Original receipts and grade reports must be submitted within three months of completing the class.	R-9236 (5.2)
LONG-TERM PROFESSIONAL GROWTH LEAVE					
Leave may be granted for purposes which will benefit the District and enhance the abilities of the employee (i.e., study, temporary employment as part of a training program, educational improvement, research, or other activity necessary to respond to changing educational conditions and student needs. Generally, leave will be granted for not less than one semester and not more than three semesters.	Written request must be submitted through the appropriate administrative channels. The supervisor and College President/Chancellor shall attach their recommendation. Requests must be submitted by March for leaves beginning during the next fiscal year.	All unit members.	If salary is granted, a service agreement (per Ed Code 87770) with the district must be signed.	Employee may be granted up to one-half salary.	P-9327 (4.0) R-9237

Professional Growth Opportunities Managers *(back to top)*

Opportunity	Application Process	Eligibility	Obligation Following Leave	Compensation/ Reimbursement	Contract Reference
SHORT-TERM PROFESSIONAL GROWTH LEAVE					
Upon recommendation of the Chancellor, the Board may grant a paid leave of up to 50 working days. Leave will benefit the District and enhance the management abilities of the employee.	Leave to be requested through the appropriate administrative channels. The supervisor and College President/Chancellor shall attach their recommendation.	All unit members.		Employee will receive regular rate of pay.	P-9236 R-9236
LONG-TERM PROFESSIONAL GROWTH LEAVE					
Leave may be granted for purposes which will benefit the District and enhance the abilities of the employee (i.e., study, training program, educational improvement, research, or other activity necessary to respond to changing educational conditions and student needs. Generally, leave will be granted for not less than one semester and not more than two consecutive semesters.	Written request must be submitted through the appropriate administrative channels. The supervisor and College President/Chancellor shall attach their recommendation. Requests must be submitted by March for leaves beginning during the next fiscal year.	All unit members.	Employee shall sign an agreement to repay the District a proportionate amount of the compensation received during the leave if the employee chooses to leave District employment less than one year following completion of the year.	Employee may be granted full compensation for one semester or one-half salary for one year.	P-9327 R-9237
TUITION REIMBURSEMENT (CLASSES TAKEN FROM ACCREDITED UNIVERSITY)					
Managers may enroll in an accredited college and request reimbursement for their tuition fees. Classes (1) must be approved in advance; (2) must relate to his/her current assignment and contribute toward potential promotional opportunities; (3) be taken outside the scheduled work assignment and not interfere with his/her regular work schedule; and (4) must not be offered through one of the Los Rios colleges/outreach centers.	Manager completes "Reimbursement of Tuition" form and receives prior approval from the College President (or appropriate Vice Chancellor for DO/FM employees) and the Associate Vice Chancellor of Human Resources.	All unit members.		Managers may request reimbursement of tuition fees up to \$1,000 per fiscal year, not to exceed a lifetime maximum of \$3,000. Appropriate receipts and grade report/transcript must be submitted within three months of the complete the course(s).	P-9236 (4.0)