



## Santa Barbara County Education Office

4400 Cathedral Oaks Road, P.O. Box 6307, Santa Barbara, California 93160-6307  
(805) 964-4711 • FAX: (805) 964-4713 • Direct Dial: 964-4710 plus extension

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### **THE DORENE MCCRACKEN CLASSIFIED PROFESSIONAL GROWTH PROGRAM**

The Dorene McCracken Classified Professional Growth Program for permanent classified employees is a program designed to improve the performance of employees in the classified service, and to provide incentives for training to increase job-related skills and abilities in order to enhance employee contributions to the goals of Service and Leadership of the County Education Office.

This program is named to honor Dorene McCracken, who began working at the County Education Office as a high school graduate in 1963 in the classification of "steno-clerk". Through her commitment, dedication, hard work, and numerous professional growth activities, Dorene worked her way up through many job classifications and was selected for the position of Classified Personnel Director in 1979, a position she held for the next 20 years until her untimely death on June 23, 1999.

#### **PURPOSE**

It is the intent of this program to encourage and monetarily reward members of the classified staff with compensation for continued growth and development in their positions. This professional growth must be designed to directly benefit the services and programs provided by the Santa Barbara County Education Office.

#### **ELIGIBILITY**

All regular permanent classified employees shall be eligible to participate in the Professional Growth Program. The term "regular permanent classified employee" excludes the following types of employees:

1. Management employees
2. Probationary employees
3. Substitute, temporary, or short-term employees
4. Full-time students employed part-time
5. Apprentices or interns
6. Professional experts employed on a contract basis

## PROFESSIONAL GROWTH COMMITTEE

A Professional Growth Committee shall be formed for the purpose of evaluating activities for professional growth credit. The criteria of job-relatedness will be used by the Committee in recommending approval of activities for each applicant. Recommendations of the Professional Growth Committee shall be submitted to the County Superintendent of Schools for approval.

## PROFESSIONAL GROWTH CREDITS

Employees who have accrued fifteen (15) approved points will be granted a professional growth increment award. Upon accruing an additional fifteen (15) approved points, a second and final professional growth increment award will be granted. Points will be granted as specified in this section:

### **Educational Credit**

1. One (1) point per semester unit for Committee approved accredited college, junior college, trade school, or adult education classes.
2. When semester unit credit is not specified, fifteen (15) hours of class time shall equal one (1) point; seven (7) hours shall equal one-half ( $\frac{1}{2}$ ) point; four (4) hours shall equal one-third ( $\frac{1}{3}$ ) point.
3. Courses taken from accredited correspondence schools will be accepted and prorated according to semester hours of credit allowed for the course.
4. No employee shall receive credit for classes or other activities attended during his/her regularly assigned work shift if s/he is being paid for his/her regular services.

### **Organized Job-Related Workshops**

1. Prorated point credit will be granted for approved job-related workshop attendance, based on one (1) point for each fifteen (15) hours of verified attendance.
2. No credit shall be allowed for workshops attended during the regular work shift if the employee is being paid for his/her regular services.

### **Job-Related Conferences**

1. Prorated point credit will be granted for approved job-related conferences, based on one (1) point for each fifteen (15) hours of attendance.
2. No credit shall be granted if expenses are paid by the County Education Office.

### QUALIFICATIONS FOR PROFESSIONAL GROWTH INCREMENT

The following procedures must be followed to qualify for a professional growth increment:

1. No credit may be allowed for activities commenced prior to January 1, 1992.
2. The employee shall submit to the Human Resources Office an "Application to Participate in Professional Growth Program" form, listing the courses and/or activities for which approval is requested.
3. Request forms should be submitted prior to the beginning of the course or activity. Credit may be granted after a course or activity has been completed without prior approval at the discretion of the Committee.
4. Verification of completion of professional growth activities must be presented to the Human Resources Office. Official transcripts must be submitted for college course credit. For adult education classes or workshops, the instructor's signature verifying attendance will be accepted.
5. A first and second professional growth increment will be granted after the employee has accrued fifteen (15) verified points per increment.
6. The professional growth increment will be effective on the first day of the month following receipt in the Human Resources Office of verification of approved completion of the requirements.
7. Any points earned beyond the points necessary to earn an increment may be carried over toward the next increment.

### MEMBERSHIP AND PROCEDURES OF PROFESSIONAL GROWTH COMMITTEE

1. The Committee will be composed of the Assistant Superintendent, Human Resources, the Assistant Superintendent or designee of the program in which the applicant is working, plus one additional management employee designated by the County Superintendent of Schools, and two classified employees of the County Education Office.
2. The Committee will meet as often as necessary in order to review applications for professional growth credit, but no more often than once each month.

PROFESSIONAL GROWTH INCREMENT AWARDS

The following awards shall be made to classified employees who have met the requirements:

1. Upon attainment of fifteen (15) approved points:  
Three hundred dollars (\$300.00) per year in addition to the employee's regular salary;
2. Upon attainment of an additional fifteen (15) approved points:  
An additional three hundred dollars (\$300.00) per year.

Permanent employees working on a part-time basis will receive the above awards prorated in relation to a full working day of eight (8) hours.

Any employee receiving a professional growth increment award, who is promoted into a position designated as management, shall cease to receive the award as of the effective date of the promotion.

REIMBURSEMENT FOR INSTRUCTIONAL MATERIALS

At the time an employee qualifies for a professional growth increment award, s/he may submit receipts for educational materials purchased in connection with activities completed in qualifying for the increment, and may be reimbursed for such purchases in an amount not to exceed one hundred fifty dollars (\$150.00).

IT IS THE RESPONSIBILITY OF THE EMPLOYEE TO SUBMIT APPLICATIONS, VERIFY COMPLETION OF APPROVED ACTIVITIES, AND MEET ALL REQUIREMENTS OF THIS PROGRAM.



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***THE DORENE McCracken CLASSIFIED EMPLOYEE  
PROFESSIONAL GROWTH PROGRAM***

**VERIFICATION OF COURSE/WORKSHOP COMPLETION**

Name of Applicant \_\_\_\_\_ Dept. \_\_\_\_\_

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***COLLEGE/UNIVERSITY COURSEWORK or ADULT EDUCATION COURSE:***

Title of Course \_\_\_\_\_

Institution \_\_\_\_\_

Location \_\_\_\_\_ No. of Hours Attended \_\_\_\_\_

- *For college/university coursework, official transcripts or grade reports must be submitted.*
- *For Adult Education classes, please have instructor sign here verifying attendance and satisfactory completion of the course.*

\_\_\_\_\_

Date

\_\_\_\_\_

Signature of Instructor

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***WORKSHOP/CONFERENCE:***

Title of Workshop or Conference \_\_\_\_\_

Location \_\_\_\_\_ Date \_\_\_\_\_

No. of Hours Attended \_\_\_\_\_

- *Please have workshop/conference director sign here verifying attendance.*

\_\_\_\_\_

Date

\_\_\_\_\_

Signature of Director