

**ARTICLE 9: PROFESSIONAL GROWTH AND DEVELOPMENT PLAN**

**9.1 GOAL**

**9.1.1** To promote individual development of unit members, recognizing that each person must continue to grow professionally in order to achieve success and security in his/her position.

**9.2 ADMINISTRATION**

**9.2.1** Forms - The unit member wishing to take courses for salary advancement shall use the District form (Appendix F) submitting it to his/her administrator and then forwarding to HRD for final approval.

**9.2.2** If approval is denied, it may be appealed through a Professional Growth Committee consisting of the following: One (1) administrator, President of the Temecula Valley Educator's Association, one (1) elementary unit member, one (1) middle school unit member and one (1) high school unit member.

**9.2.3** A majority vote of the unit members (2 out of 3) will carry with the administration.

**9.2.4** The committee will meet as necessary after school.

**9.3 DESCRIPTION OF THE PROGRAM**

**9.3.1** Courses taken for salary advancement shall be college work taken from an accredited institution. A grade of C or higher, or its equivalent (Pass), must be earned for course work to count toward salary advancement.

**9.3.2** Courses taken for salary advancement must relate to the education of the students of the District, recognizing that expanding a unit member's area of expertise will benefit the student body. Courses taken may include:

**9.3.2.1 Content Areas** - should include all subjects taught in the District or being considered for inclusion in the District curriculum.

**9.3.2.2 Enrichment Areas** - should include courses in subject areas taught within the District as enrichment and/or elective classes, or subjects that could be considered for future curriculum enrichment.

**9.3.2.3 Methodological Areas** - should include courses in teaching techniques, motivation, classroom management, school and District administration, etc.

**9.3.2.4 Effective Areas Of Interpersonal Relations** - of students and faculty, pupil growth and development, staff communication, problem solving, decision making, etc.

**9.3.2.5** Six (6) of the required fifteen (15) units needed for column advancement must be taken from the following course content areas: Reading Strategies, Math, Technology, CLAD/SDAIE/BCLAD, Writing (Writing Strategies), Teaching Special Needs Students, Classroom Management and content specific to teaching assignment.

**9.3.3** Prior approval from the site level administrator shall be obtained for all units, which apply to advancement.

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**9.3.4** The official date of eligibility for salary increase shall be the date verified transcripts or official grade reports are received by the Human Resources Development Office. These documents shall determine college course unit verification.

A certificated employee who qualifies for a salary increase shall be paid the increased salary no later than three (3) pay periods or three (3) months, whichever is longer, after the employee files proper documentation required for the salary increase. Interest will be applied per Ed. Code 45048 if the District does not meet payment timelines.

**9.3.5** In the event that doubt as to the acceptability of a particular course arises, approval from the Human Resources Development Office should be obtained prior to class enrollment.

**9.3.6** Employees may, but are not required to, submit a request for approval of an entire program; i.e., a master's program, or a program for a particular credential. The request must list and have approved each course in the program. Any changes in the program courses must be resubmitted for approval to the Human Resources Development Office.

**9.4 LONGEVITY**

**9.4.1** Column F of the Certificated Salary Schedule shall include longevity steps for unit members upon completion of fifteen (15), eighteen (18), twenty-one (21), and twenty-four (24) years of full-time teaching. Such members shall be granted longevity increments at the beginning of their sixteen (16), nineteen (19), twenty-two (22), and twenty-five (25) years of credentialed experience and providing they meet the following criteria:

**9.4.1.1** A minimum of 50% of years of experience (that is, the completion of eight (8), nine-and-a-half (9.5), eleven (11), and twelve-and-a-half (12.5) years respectively) shall have been earned in the Temecula Valley Unified School District or its predecessor District: Temecula Union School District or the Elsinore Union High School District.

**9.4.1.2** The minimum years of TVUSD service outlined in Section 9.4.1.1 shall not be applicable for Speech and Language Pathologists.

**9.4.2** Unit members shall complete Longevity form H-1 to receive their longevity step at Step 16, Step 19, Step 22, and Step 25 (when applicable).

**9.4.2.1** The District shall send out a reminder notification to all unit members on step/column F13-F22 by March 1<sup>st</sup> each school year. The purpose of the notification is to inform unit members of their potential eligibility for longevity. This notification will include the member's hire date and the criteria necessary to qualify and apply for longevity as listed in Section 9.4.2.

Every effort will be made by the District to notify all unit members on step/column F13-F22, however it is ultimately the unit member's responsibility to monitor his/her longevity progress. The process described in Section 9.4.2.1 is non-grievable.

**9.4.2.2** A certificated employee who qualifies for longevity advancement shall be paid the increased salary not later than three (3) pay periods

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or three (3) months, whichever is longer, after the employee files proper documentation required for the salary increase. Interest will be applied per Ed. Code 45048 if the District does not meet payment timelines.

- 9.4.3** Longevity/professional growth increments between Step 16 and Step 22 shall be compensated at the rate of 4.85% above the previous step. Step 16, then, shall be F/13 + 4.85%, Step 19 shall be Step 16 + 4.85%, Step 22 shall be Step 19 + 4.85%, and Step 25 shall be Step 22 + 5.55%.

With exception of Appendix B-9, any reference to Column F in Article 9: Professional Growth and Development Plan, will be amended to reflect Column D.