

JOB UPGRADING PROCEDURES

Eligible Activities

Job upgrading activities shall include college courses, work experience, seminars, conferences and attainment of professional licenses and/or certificates not requiring college course work. To be eligible for salary increases, the activity must be related to the staff member's field of assignment. College courses not specifically relating to the employee's field of assignment but which are a part of a degree program shall be eligible.

Job upgrading activities taken during contract days, including in-service days, are not eligible unless the work-time missed is re-scheduled as mutually agreed upon by the employee and the supervisor. Other remunerations (work experience, salaries and wages, scholarships, staff waivers and paid conference expenses) will not affect eligibility.

Work experience hours may be eligible either as an employee of the company or as an independent contractor.

Application

Requests for participating in job upgrading shall be submitted by employees to their respective supervisor using the Job Upgrading Request Form and if applicable, the Job Upgrading Through Work Experience Form. The supervisor shall consider the request and make a final determination for approval within one week of submission. All job upgrading activities must be approved by the immediate supervisor and appropriate Vice President. Requesting approval prior to the start of the activity is suggested to ensure eligibility of the activity. The employee is responsible for submitting the approved forms to the Human Resources Office. These forms will be placed in the employee's personnel file.

Appeal Process

If the request is denied, the applicant may appeal the decision to the Job Upgrading Committee. The committee's role is to provide consistency and fairness in the application of job upgrading procedures on a campus-wide basis. The Job Upgrading Committee's membership shall include the current presidents of each employee group, an administrator, and the Director of Human Resources who shall chair the committee. If any president is unavailable to serve on the committee, the prior year's president may serve as an alternate. The committee shall schedule a hearing on each appeal. The applicant and the supervisor present testimony to the committee to substantiate their position. The committee may ask other staff to provide relevant information to assist the committee in making a recommendation. The committee shall provide its recommendation to the College President within one week of the hearing.

Any circumstances not covered by this policy and procedure may be considered by the Job Upgrading Committee or by the appropriate administrative channels of the division.

Salary Increments

Upon satisfactory completion of the approved job upgrading activity, salary increments shall be made to the employee's base salary. Salary increments shall be made at the beginning of the employee's contract year and/or in January of that contract year. Salary increments shall be based upon a rate established by the Board of Governors through annual negotiations.

	Minimum Requirements
College courses:	
Bachelor's level courses and below	3 credit hrs
Master's level courses and above	3 credit hrs
Work Experience	120 hours
Seminars and Conference	60 contact hrs
Continuing Education Units	60 units
Professional Certification and/or license	equivalency of 60 contact hours

To be eligible for job upgrading, college courses must be from an accredited college or university.

For each 480 hours of work experience, three (3) college credit hours of job related course work must be earned before additional work experience will be eligible. Work experience hours shall be accumulated in a minimum of 40-hour blocks (1 work week).

Job upgrading activities may be combined in order to meet the minimum hours for a salary increment. Twenty (20) seminar hours or forty (40) work experience hours equal one college credit hour.

Validation

Verification of satisfactory completion of job upgrading activities is the responsibility of the employee. Acceptable evidence of satisfactory completion shall include:

College courses:	a grade of "C" or above as evidence on an original grade sheet or official transcript
Work experience:	a performance rating of "average" or better as evidenced on the Employer's Evaluation of Participant Form
Seminar/Conference:	certificate of completion stating contact hours of participation or Job Upgrading Confirmation Form
Continuing Ed Units:	certificate of completion state CEU's
Certificate/License:	copy of official license/certificate from licensing or certifying entity

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