

MEMORANDUM OF UNDERSTANDING
Between
Coast Community College District and
Coast Federation of Classified Employees (CFCE)

Professional Growth Leave Application

This Agreement is between the Coast Community College District (“District”) and the Coast Federation of Classified Employees (“CFCE”) Local 4794, herein referred to as “Parties”.

The Parties agree that the enclosed Professional Growth Leave Application will be adopted per Article 18.5 (E), Application Procedure, in the *Agreement Between the District and the CFCE*.

The Parties further agree that any employee who wishes to apply for professional growth leave will submit a completed Professional Growth Leave Application to their immediate supervisor in order to be considered for such a leave.



John Tortarolo
Interim Vice Chancellor of Human Resources

12/7/17


Date



Connie Marten
Chief Negotiator, CFCE

12/7/17

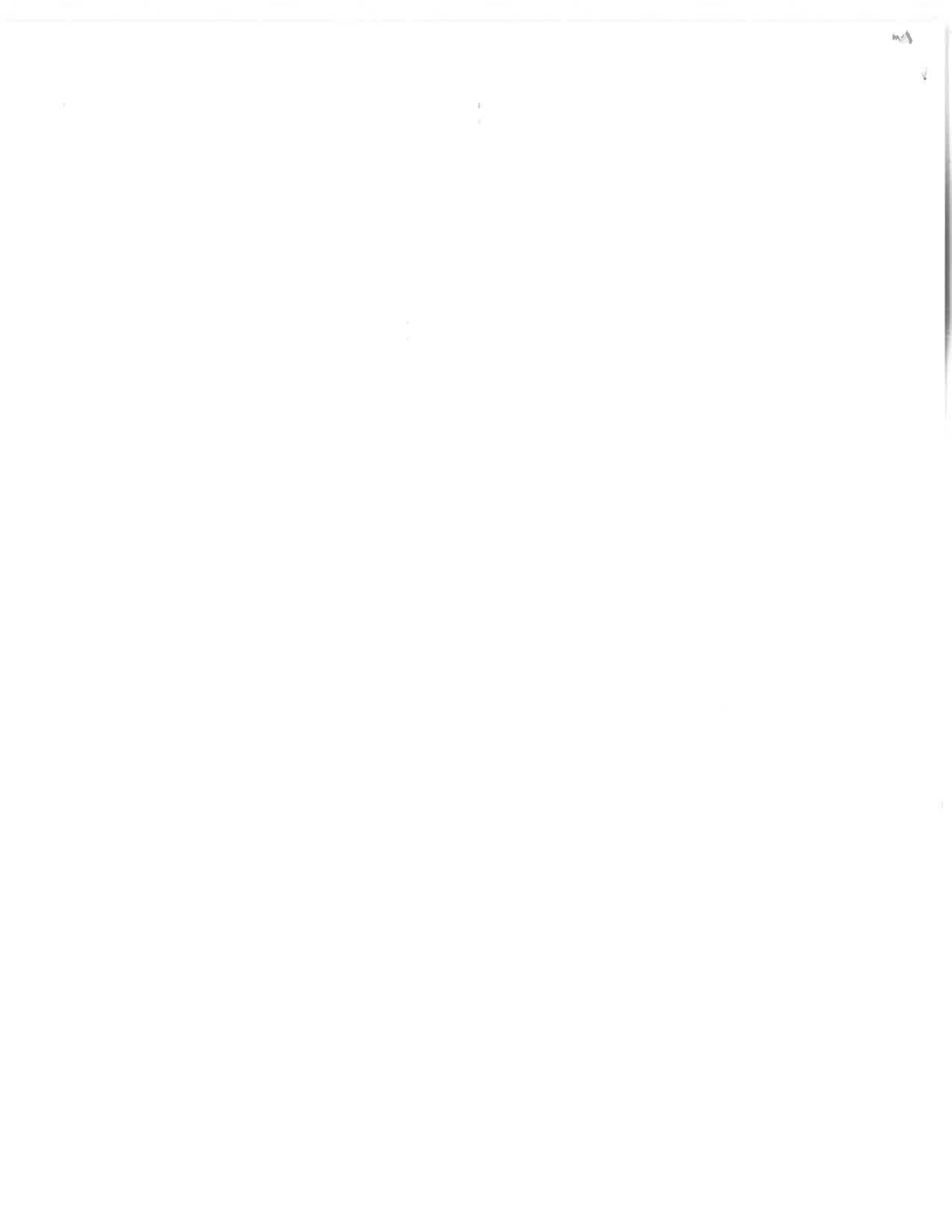
Date



David Grant
President, Board of Trustees

12/14/17

Date





**Coast Community College District &
Coast Federation of Classified Employees**

Professional Growth Leave Application

Name: _____ **Date:** _____

Location: _____ **Extension:** _____

Current Job Title and Pay Range: _____ **Hours Worked Per Week:** _____

Please attach additional pages if more space is needed.

All professional growth leaves will be used to pursue appropriate activities which enable staff members to enhance their expertise, build upon goals and objectives they have undertaken relative to their work, develop new competencies or to pursue revitalization activities/skills in order to address changing or expanding career goals consistent with the goals and objectives of the college and the District. Classified employees may concurrently apply for professional development funds.

1. Please provide a detailed statement of the nature of the requested leave and how this leave will enhance your expertise, goals relative to your work, and these align with the goals and objectives of the District.

2. Have you applied for the Professional Growth Leave before? Yes No
If Yes, provide approximate date:

Requirements Upon Completion of Professional Growth Leave.

Within one (1) month following the completion of the professional growth leave, the employee shall provide the Vice Chancellor of Human Resources or designee with the following:

1. A brief summary of the leave noting adherence or deviation from the original proposal;
2. Documentation of the program, including but not limited to transcripts, certifications, etc., if applicable;
3. An evaluation of the success of the leave as it relates to the stated objectives;
4. A description of the personal benefits resulting from the leave;
5. A commitment to share the knowledge/skill obtained during the leave including any of the following mechanisms: Professional growth newsletter or workshop; Department, division, college meeting, project or committee.

Professional Growth Leave shall provide a maximum of one (1) fully paid calendar month. Please provide the date range requested. To: _____ From: _____

Approval Process Timeline

Applications must be submitted to the immediate supervisor for review no later than the following dates in order to be considered for leave prior to the next submission deadline. Generally, a six (6) month review period between the time of application and the approved leave period.

Approval Process Timeline			
Application Submission	Submission to VCHR	Applicant Notification	Leave Period
December 31	January 15	March 31	July - December
June 30	July 15	September	January - June

I agree to the terms and conditions of Article 18.5 (Professional Growth Leave) and as outlined within this form.

Employee Signature:

Date:

Name:

Supervisor Name:

Date:

Name:

Approved **Denied (reason for denial must be provided below:**