College of the Siskiyous  
Professional Growth Award Program

Instructions

Approval for PGA credit must be received prior to beginning the activity.

- Employees should complete the “Request for Professional Growth Award Credit” available in the Human Resource Office.

- Request forms must receive the approval of the immediate supervisor. Supervisors must indicate the number of points that they are approving for this activity.

- The immediate supervisor then forwards the request to the Area Vice President for approval.

- After consideration by the Area Vice President, the form is sent to Human Resources.

- The employee will be sent a copy of the signed request form.

- If the request was denied, the employee may appeal the decision to the Superintendent/President who will make the final decision.

Summary of the Professional Growth Award Program

Employees and supervisors should read the entire PGA policy (available in Human Resources). This information summarizes the provisions that have been agreed upon in the CSEA contract.

- You may request PGA credit for activities that took place during non-work hours. If you have been given release time to attend an activity, you may not also receive a PG award for that activity. Both the employee and the supervisor are verifying that this is the case when they sign the request form.

- The employee is responsible for providing verification of completed activities to Human Resources. Awards will not be processed without this documentation.

- The PGA program specifies that a semester unit of coursework earns 6 PGA points. Quarter hours must be prorated. Sixty points are necessary for an award.

- A PG Award will be $475. An award will be given only once in a 12 month period. Employees may accumulate points throughout the year. As long as there is sufficient documentation of pre-approval and completion, awards will be processed on this time schedule. Documentation must be submitted prior to May 10 to be processed for the June payroll and November 10 for the December payroll.

- Please check with Human Resources if you have questions about the number of points you have earned.

A complete copy of the Professional Growth Award Program is available in Human Resources.

Assigning Points

Here are guidelines to use in determining PGA points available from different activities.

1 semester unit = 6 points  
1 quarter unit of earned coursework with a C or better = 4 points  
3 hours of workshop attendance or training = 1 point  
1 hours as an unpaid instructor = 1 point  
Elected office = 4 or 2 points  
Special projects = as assigned
College of the Siskiyous  
Request for Professional Growth Award Credit

Name _____________________________________________  Date ______________________

- I am requesting pre-approval of the following activities:

1. Coursework:  
   Course: ___________________________  
   Dates of course: ________________  
   College: ________________________  
   Units (Sem/Qtr): _____________

2. Attendance at workshop or in-service training.  
   Date Attended: ________________  
   Points Requested: _____________  
   Workshop: ________________________  
   Length of Workshop: _____________

3. Unpaid instructor of a special workshop.  
   Date of Activity: ________________  
   Points Requested: _____________  
   Workshop: ________________________  
   Length of Workshop: _____________

4. Service as an elected officer in a state, regional, or local organization.  
   Points Requested: _____________  
   Organization: ________________________  
   Elected role: ________________  
   Term Date: ________________

5. Special projects of significant benefit to the College.  
   Date/s of activity: ________________  
   Points Requested: _____________  
   Project Name: ________________________  
   Duration of project/hours: ________________

- Explain how this activity improves job related skills, provides an atmosphere of growth and vitality, or contributes to plans for pursuing on-going formal education (attach additional sheets if necessary).

________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________

I request Professional Growth Award credit for the above activity. This activity meets the conditions stated in the Professional Growth Award program.

Employee Signature ____________________________  Date: ____________

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<th>Disapprove/Reason</th>
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**Human Resource Action**

Date request received ____________________  
Points Awarded _________

Verification of completion received ____________________  
Previous Points ____________________

Total Points ____________________

Appeal process ____________________  
Superintendent/President ____________________  Date: ____________