

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 PGAward 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: _____

	Approve/Points	Disapprove/Reason	Date
Immediate Supervisor _____	_____	_____	_____
Area Vice President _____	_____	_____	_____

Human Resource Action	
Date request received _____	Points Awarded _____
Verification of completion received _____	Previous Points _____
	Total Points _____
Appeal process _____	
Superintendent/President _____	Date: _____