

## 1.0 Staff Development Leaves Committee

- 1.1 A joint committee composed of members of the LRCEA, the LRSA and District management representatives shall administer the staff development leave policy of the Board of Trustees. Leadership from each unit may appoint up to one (1) representative from each of the four (4) colleges and the District Office from their respective constituencies to serve on the joint committee. Management representatives will be the Associate Vice Chancellor of Human Resources, the Training Specialist, the Director of Accounting Services, and a college management representative, or their designees.
- 1.2 The Joint Committee on Staff Development Leaves (JCSDL) will meet formally the first week in September and the first week in April to review applications and select candidates for recommendation to the Chancellor and the Board of Trustees. Subsequent meetings may be called at the discretion of a majority of the members. The final selection among recommended candidates shall rest with the Board of Trustees.

## 2.0 Staff Development Leaves

- 2.1 Staff development leaves will be granted each academic year to classified employees of the District assigned to the following classified units in the number designated, provided applicable and sufficient funding is available.

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| LRCEA | 3 or 1.25 FTE |
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| LRSA | 1 or 0.41 FTE |
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- 2.2 Funding sources are described in the appendices of the classified employee contracts.

## 3.0 Eligibility for Leave

- 3.1 Any employee who has a work assignment of at least seventy-five percent (75% FTE) of a full-time twelve (12) month assignment and has satisfactorily completed a sequence of seven (7) full-time equivalent (FTE) years of service with the District is eligible for a Staff Development Leave.
- 3.2 The leave program is intended to fully release the employee from all regular assignments and responsibilities. A partial reduction in workload is not permitted.
- 3.3 In addition, there must be seven (7) full-time equivalent (FTE) years of satisfactory service between leaves to one individual regardless of the length of the leave that was previously granted under these provisions (one (1) to five (5) months).

#### 4.0 Duration and Time of Leave

- 4.1 A staff Development Leave is available to an eligible member for a period from one (1) to five (5) months at eighty-five percent (85%) of the employee's regular pay during the approved leave period that is scheduled during the employee's regularly assigned work schedule.
- 4.2 Such leaves may be taken in one-quarter ( $\frac{1}{4}$ ) or one (1) semester increments. The minimum approved leave is one (1) month.

#### 5.0 Procedures

- 5.1 The application must receive the recommendation of the immediate supervisor and the appropriate administrator as well as the college president or the appropriate Vice Chancellor at the District office.
- 5.2 Applications for leaves must be submitted to the Associate Vice Chancellor of Human Resources on the Staff Development Leave form seven (7) months prior to the anticipated start of the requested leave to ensure consideration.
- 5.3 All portions of the Application for Staff Development Leave form must be completed or the application will be disqualified.

#### 6.0 Selection of Candidates

- 6.1 In order to be considered, applications must meet one (1) or more of the following qualifiers:
  - a) Retraining of applicant to allow for future new assignment in a needed area as determined by District priorities;
  - b) Studies, projects, or activities that provide the employee with opportunities to upgrade skills and knowledge for current or future assignments;
  - c) Complete uninterrupted studies which will benefit the employee, the District, other employees and students;
  - d) Other activities which will enhance the employee's knowledge and value to the District, other employees and to students.
- 6.2 Members of the JCSDL will score qualifying applications according to the following weighted criteria:
  - a) A clear delineation of the activities to be pursued: 1-3 points.
  - b) The statement of purpose and objectives: 1-5 points.
  - c) The impact of the training or studies on the employee, the District, other employees and to students: 1-10 points.

- d) The method of sharing the results of the activity with others, if appropriate: 1-2 points.
  - e) Neatness and completeness of application: 1-3 points.
- 6.3 Rankings will be determined from the composite rankings of the unit and management committee members reviewing the application. Applicants will be ranked by each reviewing committee member according to the highest number of points. The applicant with the highest points will be ranked number one (1), the next highest number two (2), etc. In the Event there is a tie between applicants on the final ranking, the most senior employee will be selected, provided all else is equal. Only the number of candidates allowed per unit per year (See Section 2.0) will be recommended to the Chancellor and the Board of Trustees, except that any unused leaves will be carried forward to the following academic year for use by the appropriate unit.
- 6.3.1 The composite rankings shall be computed by the Associate Vice Chancellor of Human Resources and individual committee member rankings shall remain confidential.
- 6.4 Should the Chancellor or his/her designee disagree with the committee's selection, the reasons shall be given in writing and forwarded to the JCSDL within two (2) weeks after submission. Any employee who is recommended for a leave by the JCSDL and is not recommended by the Chancellor shall have the right to appeal to the Board of Trustees.

## 7.0 Reporting Requirements

- 7.1 All employees who receive a staff development leave under these provisions, must prepare a report describing the activity and explaining how the experience has helped them achieve the goal and objective originally proposed in the request for leave. The report should also include a plan for sharing information with colleagues or students, if appropriate.
- 7.2 If the employee attended school/college during the leave, he/she shall also submit a transcript or other appropriate documentation showing satisfactory attendance and successful completion of the course work as soon as reasonably possible. A grade point average of less than 2.0 for all of the courses taken under the provisions of this leave is subject to a seventy-five percent (75%) payback of the total salary and benefit costs, including health benefit premiums, which were incurred by the District during the leave period and shall be owed to the District by the employee.
- 7.3 The report must be submitted to the Associate Vice Chancellor of Human Resources within two (2) months after the employee returns to regular duties. Failure to submit a report and transcripts (if applicable) within the required timelines will result in the employee being required to repay all or a portion of the salary and benefits paid during the period of leave.

- 7.4 The JCSDL will review the reports submitted by employees returning from a Staff Development Leave and shall recommend approval or disapproval of the report to the college president or Vice Chancellor. Upon approval, the report shall be transmitted to the Chancellor.
- 7.5 If the JCSDL determines that the report fails to meet the requirements set forth in Section 7.1 above, the report will be returned to the employee for revision. The committee will inform the employee in writing the reasons for rejection of the report and what additional information is expected. The employee will be allowed twenty-five (25) working days to complete the report and resubmit it to the Associate Vice Chancellor of Human Resources.
- 7.6 Failure to complete the report and resubmit it and/or disapproval by the JCSDL of the final report is subject to a seventy-five percent (75%) payback of the total salary and benefit costs, including health benefit premiums, incurred by the District during the leave period and shall be owed to the District by the employee.

## 8.0 Penalties for Non-Compliance

- 8.1 If the required employment/service or other terms of the service agreement are not fulfilled, the employee shall be required to repay to the District the cost of salary and benefits, including health benefit premiums which were provided to the employee during the period of the leave. If the employee completes a portion of the required service, a ratio shall be calculated based upon the amount of unserved time/service bears to the total required service period. Such ratio shall be applied to the total salary and benefit costs incurred by District during the leave period and shall be owed to the District by the employee.
- 8.2 If the employee becomes seriously ill and cannot continue the activity, the staff development leave will be converted to allowable sick leave at the commencement of the illness. The employee will not be required to repay the partial leave provided a verification of illness, signed by a physician, with dates and diagnosis is submitted to the Associate Vice Chancellor of Human Resources.

## 9.0 Salary and Benefits

- 9.1 District shall provide eighty-five percent (85%) of the employee's regular pay during the period of leave as long as the leave period falls within the assigned or regular work period of the employee. Monthly salary payments to the employee shall be provided in the same manner, but at the reduced amount. The employee shall also receive the same level of health benefits or the District contribution amount towards medical, dental and long-term disability coverage that is provided during the employee's regular assignment when actively employed.
- 9.2 The leave shall be considered as service time with the District for salary schedule purposes provided that all requirements of the leave are fulfilled.

- 9.3 During the period of the leave, the employee shall earn eighty-five percent (85%) of the normal credit for sick leave. Vacation days shall not be earned during the period of the leave. Accrued sick leave may not be used to extend the leave period.

## 10.0 Retirement Service Credit

- 10.1 Employees shall receive eighty-five percent (85%) of their regular credit for service credited with Public Employees Retirement System (PERS). Employees may, however, arrange to make a contribution to PERS to ensure full service credit for the period of the leave as provided by PERS regulations.

## 11.0 Tuition Reimbursement

- 11.1 A limited amount of funding has been set aside to provide tuition reimbursement for successful candidates who were granted a long-term staff development leave under this regulation for the purpose of attending a college or university. Depending on availability, reimbursement may be for full or partial tuition charged during the period of the leave up to a maximum of three thousand dollars (\$3,000). To be considered for this benefit, the employee must provide the official transcript, a receipt from the college or university validating payment, and must have a 2.0 grade point average for the classes taken during this leave period. This benefit will cease when limited funds are exhausted.

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LRCCD

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