

16.7 Staff Development

The California School Employees Association Chapter 407 shall appoint a Classified Staff Development Committee from among the Classified employees at the beginning of each Fall semester. There shall be a minimum of five seats on the Classified Staff Development Committee. The committee shall meet on an as needed basis.

A. Clarification of Purpose: Staff Development funds are intended to support training and/or educational opportunities for staff, which shall enhance job performances, as well as services for the students, the District and the community, by doing the following:

1. Develop leadership skills;
2. Support ladders of progression;
3. Develop technological skills and capacity;
4. Improve on-the-job performance

16.7.1 Duties of the Classified Staff Development Committee will consist of reviewing all classified employee applications for funds; the initial assessment of the importance and viability of the proposed use of staff development funds; notification of all applicants regarding the status of their applications in a timely manner; and making a recommendation to the Vice President of Human Resources and Employee Relations as to the use of classified staff development funds. The Vice President will then make a determination on each of the Committee's recommendations. The Vice President's determination will then be communicated to the committee chair and the unit member who has filed the application. The Vice President's determination will be final. The unit member will be responsible for processing all necessary paperwork to be forwarded to the Business department.

16.7.2 There will be a maximum of \$10,500 per fiscal year allocated to classified staff development. Those funds not used by CSEA bargaining unit members in a given year shall roll into the next year provided that the maximum amount of this fund does not exceed twice the maximum annual allotment. Budget information shall be available to all committees at all times. The Chair of the committee will keep its members fully apprised of the funds, both spent and available.

16.7.3 This article and the funds allocated pursuant to it shall not supplant or replace the routine District and departmental training budget and/or resources.

16.8 Tuition Free classes for children, spouses, or domestic partners of bargaining unit members: The District agrees to provide up to 240 units per year of tuition free (books and student fees are not included) classes to children, spouses or domestic partners of bargaining unit members. Children must be between the ages of 17 and 24 and must be birth, adopted or step children of the bargaining unit member. Children, spouses, or domestic partners of a bargaining unit member must maintain academic progress or equivalent in all courses taken to be eligible to take another tuition free class in a subsequent semester pursuant to this section. If 240 units are not used in any given academic year, the remaining units will not be rolled over or made available in subsequent academic years. To ensure that this provision is administered fairly, students who are eligible to participate must submit a request **forty-five (45) days prior to the start of the term, session, or late start class** to CSEA who shall establish a policy and procedure to select and assign the units to students. CSEA will forward the list of students who will receive tuition free classes to the Vice President of Student Success at least **thirty (30) days prior to the start of the term, session, or late start class**. Any unused units (of the 240 units) may be used in the following Summer session. As a condition of receiving tuition free classes pursuant to this provision, students who are eligible to receive financial aid must first apply for it through federal and/or state financial aid. Financial aid and scholarship awards will be applied first prior to receiving the tuition free classes.