

**Los Rios Community College District**  
**APPLICATION FOR CREDIT FOR SALARY SCHEDULE ADVANCEMENT**  
**FOR LOWER DIVISION UNITS, CONTINUING EDUCATION UNITS,**  
**AND NON-ACADEMIC ACTIVITIES**

**I. EMPLOYEE INFORMATION**

Name: \_\_\_\_\_ Empl ID \_\_\_\_\_

Area of Assignment: \_\_\_\_\_

Location: ☐ ARC ☐ CRC ☐ FLC ☐ SCC ☐ Other \_\_\_\_\_

**II. SALARY SCHEDULE ADVANCEMENT REQUEST**

Type of credit requested: *(Please check one area)*

☐ Lower Division or Continuing Education  
(Non-Graduate) Units

☐ Workshops/Seminars

☐ Business/Industrial Experience

☐ Travel

Number of units requested: \_\_\_\_\_

Course Number and Name, Workshop Name, or Other Description: \_\_\_\_\_

Dates and total amount of time to be spent: \_\_\_\_\_

On an attached sheet, please describe:

A. The activities to be undertaken.

B. The relevance to present or future assignment.

C. The contribution to your professional growth.

**III. COLLEGE APPROVAL**

Comments: \_\_\_\_\_

\_\_\_\_\_  
Immediate Supervisor Date

\_\_\_\_\_  
Appropriate Vice President Date

**IV. HUMAN RESOURCES INITIAL APPROVAL**

☐ I approve the activity described above for \_\_\_\_\_ units of credit for salary schedule advancement. Final credit will not be granted until appropriate verification of completion of the activity/project has been submitted.

☐ I disapprove the activity described above for unit credit for salary schedule advancement.

Reason: \_\_\_\_\_

\_\_\_\_\_  
Human Resources Administrator Date

**V. HUMAN RESOURCES FINAL APPROVAL**

I have received appropriate verification of completion of the above described project/activity and hereby grant \_\_\_\_\_ units for salary schedule advancement.

\_\_\_\_\_  
Human Resources Specialist Date

**CRITERIA FOR AWARDING CREDIT FOR SALARY SCHEDULE ADVANCEMENT FOR  
LOWER DIVISION ACADEMIC UNITS AND NON-ACADEMIC ACTIVITIES**

- 1.0 Faculty members are encouraged and expected to make continuous professional progress while members of the Los Rios staff.
- 2.0 Academic work completed at accredited colleges/universities, with the exception of lower division credits completed after the date of hire by Los Rios, shall be verified by submission of official transcripts from schools attended to the District Human Resource office.
- 3.0 The Director of Human Resources or designee shall be the approving authority for all non-academic professional growth activities and credit for lower division academic units **completed after the employee's date of hire** by Los Rios. The approving authority is to consider the following criteria and parameters.
  - 3.1 Prior approval by the Director of Human Resources or designee must be obtained for all non-academic professional growth activities and credit for lower division academic units **completed after the date of hire** at Los Rios.
  - 3.2 A unit of credit claimed for non-academic activities in the area of workshops, seminars, and travel shall in regard to time, preparation and study spent equate to the time, preparation and effort normally required to earn an academic unit of credit.
  - 3.3 No credit will be allowed for leadership of organization, publications, or any other activities not covered in the material below.
- 4.0 Lower Division Units
  - 4.1 To obtain prior approval of the Director of Human Resources, the faculty member's direct management supervisor must verify that the course work to be taken is relevant to present or contemplated future assignments by management.
  - 4.2 Up to six (6) semester credits may be allowed per semester. An exception to the semester credit limit may be allowed in those cases where the Director of Human Resources has approved with the instructor a retraining program to allow for a new assignment.
  - 4.3 Lower division courses to be claimed for units must be completed for credit with an average or better grade and be evidenced by an official college transcript.
- 5.0 Workshops/Seminars
  - 5.1 No credit for attendance and participation in workshops/seminars shall be allowed if the faculty member is paid (exclusive of expenses) for such activity by any source.
  - 5.2 Topics of workshops/seminar must be directly related to the subject areas or work assignment of the faculty member.
  - 5.3 The Director of Human Resources or designee may require verification data from the faculty member and/or his/her immediate supervisor.
  - 5.4 Before final credit is granted, the faculty member shall present to the Director of Human Resources a complete follow-up report indicating dates of attendance, hours of preparation, and achieved objectives.
  - 5.5 A maximum of two (2) credit units for workshops/seminars may be allowed in each school year and not more than four (4) total units over any six-year period.
  - 5.6 Faculty with a majority assignment in Careers/Technology (as determined by TOP codes) may participate in industry training (non-paid work) or certification or licensing activities specific to their industry as approved by the dean/ VPI based on 18 hours of work / training for each CE credit. A maximum of six (6) units per year is allowed effective July 1, 2005.
- 6.0 Travel
  - 6.1 No credit will be granted for travel activities which are financed in any part by the District.
  - 6.2 Applications for units related to travel must contain detailed itineraries with explanations as to how the activity relates to the applicant's professional assignment and how the travel will improve his/her ability to fulfill that assignment. The latter must be verified by the applicant's immediate supervisor.
  - 6.3 A maximum of three (3) credit units for travel may be allowed for each school year and not more than six (6) total units over any six-year period.
  - 6.4 Upon completion of the travel activity for which credit is being considered, a complete follow-up report will be submitted to the Director of Human Resources indicating specifically how the applicant's objectives were fulfilled.
- 7.0 Business/Industrial Employment Experience
  - 7.1 Business/industrial employment after original date of hire shall be acceptable for professional growth credit provided all of the following criteria are met:
    - 7.1.1 The employment is in a vocational or technical science field equal to or closely allied with the faculty member's assignment. (Examples: an automotive instructor employed as an automotive pollution inspector/researcher; a chemistry instructor employed as a research chemist.)
    - 7.1.2 The vocational or technical science field is one in which significant technological development has occurred in the last ten years.
    - 7.1.3 The employment experience is such that the faculty member will gain substantial knowledge or expertise in the new technology of that field.
    - 7.1.4 Employment experience shall be augmented by professional research and/or reading amounting to not less than 5% of the hours worked and used for the basis of units.
  - 7.2 It shall be the responsibility of the faculty member to provide documentation acceptable to his/her immediate supervisor outlining how the above criteria will be satisfied in the course of the employment for which credit is sought. In addition, prior approval of the Director of Human Resources or designee must be obtained.
  - 7.3 One professional growth unit will be awarded for each month of full-time (120 hours/month) employment not to exceed three (3) units for any one-employment experience. A maximum of six (6) units may be granted in any six-year period.