

**MT. SAN ANTONIO COLLEGE
PROFESSIONAL & ORGANIZATIONAL DEVELOPMENT**

**REQUEST FOR FACULTY PROFESSIONAL & ORGANIZATIONAL DEVELOPMENT
SALARY IMPROVEMENT CREDIT**

Instructions for completing "Request for Faculty Professional & Organizational Development Salary Improvement Credit" form.

This form requires two signatures: (1) the employee and (2) the Director of Professional & Organizational Development. Once both signatures have been obtained, it is up to the employee to submit this form to the Office of Human Resources. The employee is advised to keep a copy of the form for their records since no record is kept by Professional & Organizational Development.

The Office of Human Resources will place the credit form in the individuals personnel file for reference at such time that the employee applies for salary advancement.

Name: _____ Position Title: _____

Department: _____

Program: _____

Date of Program: _____ Hours Attended: _____

Employee's Signature: _____ Date: _____

Program Coordinator: _____ Date: _____

I verify that the above individual attended the program as stated.

Professional & Organizational Development: _____

* "Unit members may be granted salary schedule credit for completion of District-sponsored workshops. Participation in such workshops will be equated on the basis of sixteen (16) clock hours equaling one (1) semester unit of credit toward advancement on the salary schedule. The procedures and criteria for determining the eligibility of District-sponsored workshops to be accompanied by salary schedule credit and the eligibility of unit members to be granted such credit shall be developed and implemented by the Salary and Leaves Committee. Such workshops must be recommended for unit credit by Staff Development Committee and approved for credit by the Salary and Leaves Committee. Unit members desiring to receive salary credit for completion of District-sponsored workshops shall follow the established procedures for verifying satisfactory completion."

* Excerpt from Mt. SAC January 1, 2003-December 31, 2005 Unit Members Contract/Agreement, section A.8 under appendix A, pg. 107-108.