

**Coast Community College District**  
**BOARD POLICY**  
Chapter 5c  
Confidential Employees Personnel Policies

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**BP 7862 Coast Community College District Confidential Employees Professional Development Program**

**I. HISTORICAL BACKGROUND**

In 1965, the Legislature recognized the principles of professional growth for Confidential employees by enacting Education Code Section 88220, "Retraining and Study." The intent of the article is to "encourage governing boards to utilize the article to enhance further study and retraining by confidential personnel."

In order to maintain the standard of excellence established for the District, a professional growth program was established for the Confidential staff of the District, effective July 1, 1976.

Operational administrative procedures have been established and will be maintained.

**II. PHILOSOPHY**

The Coast Community College District Board of Trustees (herein known as the District) recognizes the need for continued growth and learning as a necessity within a changing environment. By providing the opportunity through Confidential Professional Development for Confidential staff to expand their knowledge and increase their skills, the District Board of Trustees acknowledges that human resources and the individual potential for excellence will be greatly enhanced. The support of the Confidential Professional Development Program provides positive individual professional growth and contributes to achieving the mission of the District.

**III. DEFINITIONS**

Confidential Staff - Any employee who is required to develop or present management positions with respect to employer-employee relations or whose duties normally require access to confidential information that is used to contribute significantly to the development of management positions. (Senate Bill 253 approved by Governor Schwarzenegger on August 3, 2003.)

Professional Development - To work toward achievement of increased knowledge and capabilities related to employment with the District.

**IV. PROGRAMS**

A Confidential employee may develop a plan for professional development under several programs. Plans will be submitted according to the established procedures. Each plan must include provision for evidence of completion. Plans will be evaluated with respect to all of the following:

1. Value to employee and/or employment within the District
2. Staff are encouraged to take programs within the District, whenever possible
3. Clarity of goals
4. Availability of funds

The programs outlined below are in keeping with the spirit of the law and at the same time address new and innovative vistas of learning and development for the Confidential staff:

A. Academic Growth

1. Option I - Reimbursement of Expenses  
This option is for attendance at an accredited college or university.
2. Option II - Salary Differential  
Approval under this option provides salary differentials based on the completion of course work. Work completed prior to entering the program may not be considered for salary differential.

Certificate -	1.25%
AA or AB -	2.5%
BA or BS -	2.5%
MA or MS -	2.5%
PhD -	2.5%

3. Option III –Release Time

B. Professional Conferences/Workshops

Approval to attend and receive reimbursement of expenses.

C. Professional Leave of Absence (full, partial, or no pay)

The governing board of any community college district may grant any Confidential employee with at least seven consecutive years of service a leave of absence not to exceed one year for the purpose of permitting study by the employee. Employees with at least three years of service maybe granted leaves of absences for the purpose of retraining to meet changing conditions within the District. Leaves of absence may be taken in separate six-month periods or in any other appropriate periods, rather than for a continuous one-year period; provided that the separate periods of leave of absence shall be commenced and completed within a three-year period. Leaves of absence must be taken at no additional cost to the employee's departmental budget.

California Education Code Sections 88220-88227

## V. RESOURCES

- A. The District will fund the Professional Development Program in accordance with the current agreements with employees.

Adopted June 15, 1988

Revised December 20, 1996

Revised August 18, 2004

Revised July 18, 2007

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