

**FOR SDCCD MANAGEMENT ASSOCIATION**

**PART 1: DIRECTIONS**

This form is to be used by managers to request a step increase for Professional Development activities. Be sure to read all parts of this form before submission. **Additionally, all requests are to be submitted to the [Management Association Board of Directors](#) at least twenty (20) working days prior to the proposed start date of the activity.**

**PART 2: APPROVED CATEGORIES OF PROFESSIONAL DEVELOPMENT ACTIVITIES**

**Category 1 - Educational Incentive Program:** Managers shall be granted a one-step salary increase on the first of the month immediately following the satisfactory completion (grade of 'C' or above) and verification of twelve (12) semester units of credit from an accredited institution. Courses taken must have a direct impact and benefit to the manager's role. Official transcripts shall be provided by the eligible employee and forwarded to the [Compensation department](#). Only courses completed following appointment as a manager may be applied toward credit for salary step advancement under this provision. Any professional learning opportunities that provide Continuing Education Units (CEU) will be covered under Category 1.

**Category 2 - Professional Development/Learning Program:** As part of their professional development, managers are encouraged to pursue professional learning opportunities. Units will be calculated as follows:

- Thirty (30) hours of conferences/workshops/seminars equals one (1) semester unit.
- Fifteen (15) hours as a presenter at a conference/workshop/seminar equals one (1) semester unit.
- The maximum number of hours allowed for any one particular conference may not exceed the total number of hours for which the conference was scheduled.

Proof of conference registration and a full copy of the conference schedule shall also be required to be submitted for approval. The program is designed to cover a variety of topics, such as effective leadership; clear communication; innovative practices; technological advancements; program design; Diversity, Equity, Inclusion, Anti-Racism, and Accessibility (DEIAA); cultural awareness; mentorship opportunities;

leadership development programs; and pedagogical strategies. The aim of this Professional Development is to enhance the skills and knowledge of managers, enabling them to lead their teams more effectively and contribute to the success of the organization.

**PART 3: PROPOSED ACTIVITY**

A. If the activity is not included in the pre-approved list, please provide a description here.

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B. Please indicate the anticipated number of hours needed to complete the activity.  
(Please attach sheets if needed.)

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**PART 4: REQUESTOR IDENTIFICATION**

Name \_\_\_\_\_  
Position \_\_\_\_\_  
Campus \_\_\_\_\_  
Department/Program \_\_\_\_\_  
Contact number \_\_\_\_\_  
Email \_\_\_\_\_

**PART 5: REVIEW PROCESS**

A. Signature of Management Association Professional Development Committee Representative:

\_\_\_\_\_ DATE: \_\_\_\_\_

B. Approved:                      Yes                      No

C. Comments:

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**D. Signature of Compensation Representative:**

\_\_\_\_\_ DATE: \_\_\_\_\_

**E. Reviewed:**                      **Yes**                      **No**

**F. Comments:**

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