

# **UPWARD MOBILITY PROGRAM**

## **ARTICLE 7.1 Upward Mobility**

7.1.1 The purpose of the Victor Valley College classified employee Upward Mobility Program is to assist and enable permanent, classified employees to achieve their career goals at Victor Valley College. Time spent towards the Upward Mobility Program must be approved by the immediate supervisor. The time away from the job duties must be reported on the monthly absence report.

### **7.1.2 Request for Approval**

A bargaining unit member who wishes to have courses or activities approved for reimbursement will fill out the Upward Mobility Program forms and submit them to the Upward Mobility Committee chairperson for committee review.

An Upward Mobility Committee shall consist of the Vice President of Human Resources and one (1) other administrative employee appointed by the Superintendent/President and two (2) classified employees appointed by the Association. The four (4) committee members shall then appoint a District employee as a fifth committee member.

The Upward Mobility Committee shall review all requests and materials submitted by the applicant and take action on the requests within thirty (30) days.

7.1.3 The classified employee Upward Mobility Program at Victor Valley College will include:

(See attached pages)

# **UPWARD MOBILITY PROGRAM**

## **Career Plan**

### **Article 7.1.3.1 Career Plan**

The opportunity shall be offered to all permanent classified employees to identify their career goal at Victor Valley College. The employee, in cooperation with his/her supervisor, the Office of Human Resources representative, and/or counselors, will formulate a plan for reaching his/her career goal at Victor Valley College. The plan is to specifically define coursework, degrees, job shadowing opportunities and mentoring opportunities, which will prepare the employee for his/her career goal. The career plan provides opportunities and prepares classified employees to the extent possible toward reaching their career goals. Completion of a career plan does not guarantee a promotion or new position at Victor Valley College but the skills, training and education gained through the completion of the plan may provide classified employees an opportunity for advancement.

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### **PROCEDURE**

Each Career Plan must contain:

1. Personal/Career goal(s)
2. Education Plan
3. Approximate timelines for completion
4. How training leave fits into employee's overall career plan (only required when applying for Training Leave under Article 7.1.3)
5. Training Leave Request Form
6. How mentoring fits into employee's overall career plan (only required when applying for Mentoring under Article 7.1.6)
7. Mentoring Request Form
8. How job shadowing fits into employee's overall career plan (only required when applying for Job Shadowing under Article 7.1.7)
9. Job Shadowing Request form
10. How cross training fits into employee's overall career plan (only required when applying for Cross Training under Article 7.1.8)
11. Cross Training Request Form
12. Employee's signature

# UPWARD MOBILITY PROGRAM

## Career Plan Form

*(Complete and return to Human Resources)*

Name: \_\_\_\_\_  
(Print or type name)

Date: \_\_\_\_\_

I am submitting the following documents to the Upward Mobility Committee for their review and approval: (Please check the documents listed below which you have attached to this form.)

- Personal/Career goal(s)
- Education Plan
- Approximate timelines for completion
- Statement as to how Training Leave fits into employee's overall career plan (only if applying for Training Leave)
- Training Leave Request Form (only if applying for Training Leave)
- Statement as to how Mentoring fits into employee's overall career plan (only if applying for Mentoring)
- Mentoring Request Form (only if applying for Mentoring)
- Statement as to how Job Shadowing fits into employee's overall career plan (only if applying for Job Shadowing)
- Job Shadowing Request Form (only if applying for Job Shadowing)
- Statement as to how Cross Training fits into employee's overall career plan (only if applying for Cross Training)
- Cross Training Request Form (only if applying for Cross Training)

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Supervisor

Attachments

cc: Supervisor

Human Resources



# MEMORANDUM

18422 Bear Valley Road, Victorville, CA 92395-5849 • 760-245-4271, ext. 2455

## UPWARD MOBILITY PROGRAM

### CAREER PLAN (Committee's Approval/Denial Form)

\_\_\_\_\_  
Employee's Name

\_\_\_\_\_  
Date

The Professional Growth/Upward Mobility Committee has reviewed your request for upward mobility.

Your request for \_\_\_\_\_ is  APPROVED  DENIED  
*Name of upward mobility program*

Comments/Reasons for denial:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Committee Signatures:

\_\_\_\_\_  
VP of Human Resources                      Date

\_\_\_\_\_  
Appointed Administrative Member      Date

\_\_\_\_\_  
CSEA Member                                      Date

\_\_\_\_\_  
CSEA Member                                      Date

\_\_\_\_\_  
CSEA Member                                      Date

**FINAL AUTHORIZATION:**     CONCUR                       DISAGREE

\_\_\_\_\_  
Superintendent/President                      Date

cc: CSEA President

## **UPWARD MOBILITY PROGRAM**

### **College/University Classes**

#### Article 7.1.3.2 College/University Classes

Classified employees will be able to complete lower division courses taken at Victor Valley College and/or upper division course work taken at any accredited four-year college or university as outlined in the employee's career plan. The college or university must be accredited by an accrediting agency approved by the United States Department of Education.

All courses shall be submitted for approval prior to course enrollment. Courses submitted for approval after the course has begun will not be approved.

Employees will be reimbursed for the cost of required books, required course materials, and registrations fees upon satisfactory class completion with a grade of "C" or better. Each classified employee is responsible for submission of verification of completion and all documents necessary to apply for the reimbursement. See Appendix B1, B1a.

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#### **Procedures for Reimbursement of Books, Registration, Material Fees Career Plan Submitted/Approved/Filed in Human Resources**

##### **WHAT IS REIMBURSABLE COURSEWORK:**

- ✓ Coursework listed in the Career Plan which has been approved and is on file in H.R.
- ✓ Lower division coursework taken at VVC
- ✓ Upper division coursework taken at any accredited four-year college or university

##### **HOW DO I RECEIVE REIMBURSEMENT:**

Complete the Upward Mobility Requisition form which is available in H.R. (sample attached) and submit to Human Resources with the following documents attached:

1. Course description, syllabus or other official document indicating the materials and books that were required for the class(es) you have taken
2. Grade report for each class(es)
  - ✓ Grade of "C" or better in each class
  - ✓ Coursework must be taken at accredited institution
  - ✓ Coursework must have been listed in Career Plan
3. Receipt(s) for all materials and books **required** for the class
4. Receipt for registration fees/tuition
  - ✓ Reimbursement for upper division coursework may not exceed those fees currently in effect at Cal State University, San Bernardino, at the time of enrollment
  - ✓  
*Reimbursement of educational expenses is not subject to state and federal taxes at this time*

**UPWARD MOBILITY PROGRAM**  
**College/University Classes**  
**(Complete and return to Human Resources)**

*This form is to be used only when classes are taken during employee's scheduled work hours.  
A new form must be completed each semester/quarter.*

**Name:** \_\_\_\_\_  
Employee's Name

**Date:** \_\_\_\_\_

Semester/Quarter: \_\_\_\_\_

Scheduled Classes:

Name of Course	Day(s) and Time of Course
_____	_____
_____	_____
_____	_____

I am requesting to use vacation to take the coursework listed above, or I have agreed to the following rescheduling of my work hours, so that I may attend the classes indicated above.

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Vice President

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT  
 18422 Bear Valley Road  
 Victorville, CA 92395  
 (760) 245-4271 extension 2386

**UPWARD MOBILITY PROGRAM REIMBURSEMENT FORM**

PAYEE:
ADDRESS:
TELEPHONE:
SOCIAL SECURITY # (last 4 digits): XXX-XX-__ __ __ __

SEMESTER/QUARTER:	
TUITION/REGISTRATION FEES:	\$
REQUIRED BOOKS:	\$
COURSE MATERIALS FEES:	\$
TOTAL:	\$

*All receipts for fees/tuition, required materials and books must be attached along with registration, course description(s), syllabi and grade report (a grade of "C" or better is required for reimbursement).*

REIMBURSEMENT CERTIFICATION

I certify that the above items/fees are related to my approved upward mobility request. All requests are subject to availability of funds.

PAYEE'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

FOR HR PROCESSING ONLY		
ACCOUNT NUMBER(S) REQUIRED	AMOUNT PAID	ACCOUNT BALANCE
	\$	\$
	\$	\$
	\$	\$
BUDGET ACCOUNT MANAGER'S SIGNATURE: _____		DATE: _____
Vice President of Human Resources		

# **UPWARD MOBILITY PROGRAM**

## **Training Leave**

### **Article 7.1.3.3 Training Leave**

After supervisor and area vice president approval, the Board of Trustees may grant to a classified employee a training leave after five years of continuous full-time service. Such leaves may be up to three months at the employee's regular pay or up to six months at 60 percent of the employee's regular pay. The period for qualifying for another leave will commence at the termination of the leave.

The employee must provide the Board of Trustees with a detailed plan which relates directly to achieving his/her Victor Valley College career goal. Failure to fulfill the plan may result in disciplinary action. The employee must agree to continue employment with the District for at least two years after returning to service or return the emolument. Any employee who is granted Training Leave shall agree in writing to file a bond with the District, which shall enable the District to reclaim any remuneration granted the employee while on leave in the event the employee does not return to the District.

Training leaves shall not be deemed a break in service, nor shall employees earn vacation days, sick leave or holiday pay provided under this agreement. Depending upon District finances, up to two full-time equivalent training leaves may be granted each year by the Board of Trustees.

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## **PROCEDURE**

Requests for Training Leaves must include the following documents:

1. Career Plan
2. Training Leave Request Form
3. Bond (after Board of Trustees grants leave)



# UPWARD MOBILITY PROGRAM

## Training Leave Request Form (Complete and return to Human Resources)

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
(Print or type name)

I am requesting training leave under Article 7.1.3.3: (Please check one)

3-month leave at employee's regular pay

6-month leave at 60% of employee's regular pay

I am requesting that my leave begin on \_\_\_\_\_  
(Date)  
and end on \_\_\_\_\_.  
(Date)

If my request for training leave is approved, I agree to continue employment with Victor Valley College for at least two years after returning to service or return the compensation. I also agree to file a bond with the district, which shall enable the district to reclaim any remuneration granted me while on leave, in the event I do not return to work and continue my employment for two years.

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Area Vice President

Attachment: Career Plan

Office Use: Board Approval Date \_\_\_\_\_

# UPWARD MOBILITY PROGRAM

## In-Service Training Time

### Article 7.1.3.4 In-Service Training Time

Classified employees are encouraged to participate in workshops and seminars offered through the Victor Valley College Employee Professional Development Program which relate to their Victor Valley College career goals. They are also encouraged to participate in other training opportunities provided through the Victor Valley College Employee Professional Development Program. **Unit members must receive prior approval from their supervisors before participating in in-service training.**

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### PROCEDURE

Unit members seeking in-service training must complete all required forms which are available in Human Resources.

## **UPWARD MOBILITY PROGRAM**

### **Career Counseling**

#### **Article 7.1.3.5 Career Counseling**

Through the Victor Valley College Counseling Program and the Career/Transfer Center, career counseling will be provided without charge for employees to assist them in formulating career goals and training/education plans.

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#### **PROCEDURE**

Unit members interested in taking college/university coursework must have career counseling and receive an Educational Plan completed by a counselor from an accredited institution. This Educational Plan will become part of the Career Plan.

# **UPWARD MOBILITY PROGRAM**

## **Mentoring**

### **Article 7.1.3.6 Mentoring**

The District may establish a pool of mentors from which classified employees and the District will select an appropriate mentor for the employee to help guide and fortify his/her career development at Victor Valley College.

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### **PROCEDURE**

Unit members interested in selecting a mentor to help guide and fortify their career development at Victor Valley College must complete the attached form. Mentors must be selected at Victor Valley College or the employee may request training leave to participate in this program at another institution/corporation.

# UPWARD MOBILITY PROGRAM

## Mentor Request Form (Complete and return to Human Resources)

Name: \_\_\_\_\_  
(Print or type name)

Date: \_\_\_\_\_

I am requesting the opportunity to be mentored under Article 7.1.3.6

\_\_\_\_\_  
Mentor's Name

\_\_\_\_\_  
Title

### Frequency:

I plan to shadow this individual: (Specify # of hours per week below, not to exceed 8 hours per week)

\_\_\_\_\_

### Time Frame:

I am requesting that mentoring begin on \_\_\_\_\_  
Date

and end on \_\_\_\_\_  
Date

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Mentor

\_\_\_\_\_  
Employee's Supervisor

\_\_\_\_\_  
Mentor's Supervisor

Attachment: Career Plan

# **UPWARD MOBILITY PROGRAM**

## **Job Shadowing**

### **Article 7.1.3.7 Job Shadowing**

Classified employees may be provided job shadowing opportunities to learn the skills and responsibilities of another position related to their career goals. The specific schedule to perform these activities must be agreed upon by the supervisor and classified employee.

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### **PROCEDURES**

Unit members interested in job shadowing must complete the attached form. Job shadowing is to be practiced at Victor Valley College. Employees who wish to shadow at another institution/corporation must request training leave.

# UPWARD MOBILITY PROGRAM

## Job Shadowing Request Form (Complete and return to Human Resources)

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
(Print or type name)

I am requesting the opportunity to Job Shadow under Article 7.1.3.7

I wish to shadow: \_\_\_\_\_  
Name Title

### Frequency:

I plan to shadow this individual: (Specify # of hours per week below, not to exceed 8 hours per week)

\_\_\_\_\_

### Time Frame:

I am requesting that my leave begin on \_\_\_\_\_  
Date

and end on \_\_\_\_\_.  
Date

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Shadower

\_\_\_\_\_  
Employee's Supervisor

\_\_\_\_\_  
Shadower's Supervisor

Attachment: Career Plan

## **UPWARD MOBILITY PROGRAM**

### **Cross Training**

#### **Article 7.1.3.8 Cross Training**

Classified employees may be provided cross training opportunities to learn the skills and responsibilities of another position related to their career plan. The specific schedule to perform these activities must be agreed upon by the supervisor and classified employee.

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#### **PROCEDURES**

Unit members interested in cross training to gain job-related experience at Victor Valley College must complete the attached form. Cross training is to be experienced at Victor Valley College. Employees who wish to cross train at another institution/corporation must request training leave.



**UPWARD MOBILITY PROGRAM**  
**Cross Training Request Form**  
*(Complete and return to Human Resources)*

**Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
(Print or type name)

I am requesting the opportunity to cross train in the following position/department under Article 7.1.3.8

\_\_\_\_\_ \_\_\_\_\_  
Position Department

**Frequency:**

I plan to shadow this individual: (Specify # of hours per week below, not to exceed 8 hours per week)

\_\_\_\_\_

**Time Frame:**

I am requesting to cross train beginning on \_\_\_\_\_  
Date

and ending on \_\_\_\_\_  
Date

\_\_\_\_\_ \_\_\_\_\_  
Employee Department approval where  
cross training will take place

\_\_\_\_\_  
Employee's Supervisor

Attachment: Career Plan