

 <b>STANISLAUS COUNTY COMMUNITY SERVICES AGENCY</b>	Developed by/Date: Per Old DSS Manual Prior to 2002, Rev. 3/09	Page: 1 of 2	Number: 6.6
	Reviewed by/Reviewed Date: CSA Exec Team 4/13/09	Replaces:	Category: Professional Development
Title: <b>Continuing Education Incentive Pay</b>		Approved: 4/13/09	

**Policy** 
     
 **Procedure** 
     
 **Guideline**

**Purpose**

The Community Services Agency (CSA) has designed the Continuing Education Incentive (CEI) program to have the best trained staff to engage in customer service to increase the skill level of staff in the areas of coaching and counseling that assist families in becoming self sufficient.

**Definition**

This program is offered specifically to Family Services Specialist III's, IV's, and Family Services Supervisors.

**Procedure**

In order to receive the incentive pay, the employee must meet all criteria listed below.

- A. Staff Responsibility  
 Staff must take and complete 12 units to have the 3% incentive pay take effect. This pay will last for 2 years. Classes must be taken after staff occupies the position of FSS III, FSS IV, or FS Supervisor. (See below for acceptable classes)
  
- B. To Continue 3% Pay Beyond the 2 Years  
 Staff must take an additional 3 units for a 1-year extension or 6 units for a 2-year extension. Additional classes for these units must be taken after initial incentive pay has been granted. Extensions can be renewed continuously with no end date established. Staff must receive a passing grade of a "C" or better in all classes.
  - The Five Areas of the Continuing Education Incentive Pay:  
 Psychology – Course must be under the Psychology department.  
 Sociology – Course must be under the Sociology department.  
 Social Work – Course must be under Social Work department.  
 Human Services – Course must be under Human Service Department.  
 Career Development – Course must be part of a Career Development Certificate.

- C. The CSA or Alliance Worknet will analyze transcripts for qualifying in one of the five areas listed above. The two departments will share areas of uncertainty on classes not clearly defined. Staff can use MJC classes, on-site or off-site, UC Davis classes sponsored by CSA, or classes they arrange on their own. CSA and Alliance Worknet will not approve other training courses sponsored by the County, except applicable UC Davis classes. The County will not pay for tuition or classes taken for purposes of fulfilling CEI pay. Staff can check with their Department's Human Resources unit prior to enrollment of classes to confirm qualification.
- D. If an employee does not earn new units (at least 3) by the end of the 2-year period, their 3% incentive pay will be discontinued. At any future date, when they earn 3 or 6 more units, the CEI pay will be reinstated.
- E. Staff cannot double count their units. For example, if the units are used for completing the internship agreement, the same units cannot be used for completing the requirements for the CEI pay. Interns are not eligible for this pay, so they cannot begin to earn CEI units until they fill a regular FSS III, IV, or Supervisor position.