

 STANISLAUS COUNTY COMMUNITY SERVICES AGENCY	Developed by/Date: Per Old DSS Manual Prior to 2002, Rev. 11/09, Rev. 8/22,	Page: 1 of 2	Number: 6.7
	Reviewed by/Reviewed Date: CSA Exec Team 8/23/2022	Replaces:	Category: Professional Development Distribution: All Staff
Title: MJC Classes		Approved: 12/2022	

Policy

 Procedure

 Guideline

Purpose

The Community Services Agency (CSA) encourages and promotes staff in their professional growth in order to develop and retain skilled employees. Our Agency recognizes that staff are our most important asset and that education and lifelong learning are essential.

Definition

CSA, in partnership with Modesto Junior College (MJC), offers Human Services classes, free of charge to the employee, in a closed class session for Community Services Agency staff. Complete courses will earn college credits necessary to be eligible for promotional opportunities. The classes are held after hours and are attended by the employee on their own time (time while in the course is non-compensable time). Class sizes are currently limited to thirty (30) students each.

Procedure

In order to receive the Agency’s support, the employee must meet the following criteria and requirements:

- Full-time permanent employee of CSA time studying to the Medi-cal, CalFresh, CalWORKs, Child Care, General Assistance, or working as clerical support for any of these programs.
- In good standing with the Agency, working at a standard level of performance as determined by the employee’s supervisor and manager, and not subject to a disciplinary action or corrective action plan in the last twelve (12) months.
- Lacks 30 semester units in Public Administration, Political Science, Humanities, Human Resources Management, Organizational Communication, Social Science, Sociology, Psychology, Social Work, Counseling, or a closely related field.
- Complete the interest form and turn in form to the designated representative by stated deadline.

A. Process

1. Flyer for available courses will be released to all CSA staff via e-mail. The flyer will specify the classes being offered, begin and end dates, class format, and the due date to submit an interest form to the designated representative noted on the flyer.
2. Employee submits an interest form to CSA-HR@stancounty.com.
3. Eligibility to take courses is confirmed.
4. If more than 30 staff have expressed interest in a course and are eligible, the Selection Committee reviews and confirms names.
5. Names are submitted to MJC liaison.
6. MJC staff contacts each staff member with the date and time the orientation will occur.
7. Staff attends the orientation to complete the sign up process and obtain their books.
8. Staff successfully completes course to obtain college credit necessary to promote.

B. Withdrawal of Support

1. Failure to maintain a standard job performance in regular job duties may jeopardize an employee's ability to attend future courses. The Agency may withdraw its support for the employee's future participation at their discretion.
2. Failure to maintain passing grades in two (2) consecutive classes, may result in an employee being ineligible for two (2) semesters following the failing grades.

Approval of this program is contingent upon the availability of agency funds per annual budget authority.