

Frequently Asked Questions

Classified Professional Development – 2018-2019 School Year

(Updated April 5, 2019)

Q: I'm hearing a lot about Professional Development for classified employees. What's this about?

As part of the 2016-2017 contract negotiations, the District and SEIU, Local 1021 agreed to a 1.1% one-time off schedule payment that was paid November 2018 with the implementation of a one-year Memorandum of Understanding (MOU) for Classified Professional Development. This MOU states that those members who are active as of November 1, 2018 need to participate in PD activities between July 1, 2018 and May 30, 2019.

Q: How much Professional Development time do I need to complete?

This depends on your work calendar schedule and your work hours.

In accordance with this agreement, employees working 9 and 10 month work schedules need to complete PD hours equal to a minimum of 2 full work days in the 2018-2019 school year **and** those activities would need to be completed during non work hours. . For example, an employee working 3 hours per day needs to complete a minimum of 6 total hours of professional development hours this school year.

Employees working 11 month work schedules need to complete a total of 16 PD hours in the 2018-2019 school year **and** those activities could be completed during their regular work day **or** during non-work hours.

Employees working 12 month work schedules need to complete a total of 16 PD hours in the 2018-2019 school year and those activities would need to be completed during their regular work day.

Q: Am I a 9-month, 10-month, 11-month or 12-month employee?

This depends on your position(s). A copy of positions with work calendars listed is attached.

Q: What activities can I do to complete my PD hours this year?

There are various ways to complete PD hours this year:

Back to School Breakfast on August 7, 2018 – If you attended on this day, your time will be applied to the PD hours required for this year. If you want to verify if you were credited for this time, please contact the Human Resources Department.

Training Provided at Staff Meetings or at School Sites – There may be times in which your supervisor or administrator may provide training during a staff meeting or offer training related to a particular topic that is relevant to staff at a particular site or department. In these situations, your supervisor or

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administrator will inform Human Resources in advance that training on a particular topic will be provided and attendance sheets will be submitted as proof of attendance. This time will count toward the required hours if it is completed after the regular duty day or after the regular work hours.

Target Solutions – District employees have access to Target Solutions, an online training website, where employees are assigned courses relevant to all employees and some relevant to specific jobs. Attached to this memo are the instructions to log into the website. When you log in, you will see some training topics already assigned under “My Assignments”. If you need assistance accessing the website, please call or visit the Human Resources Department at any time. Courses completed after the regular duty day or after regular work hours will be credited toward the required PD hours for this year.

Training Provided by the District Office – The District is working on scheduling trainings on a number of different topics including mandatory topics, software skills training, crossing guard training and how to use Frontline. These trainings will be announced in advance in order for employees to sign-up to attend.

Q: How will I be notified of training provided by the District Office?

Notices regarding scheduled in-person trainings will be email to all classified employees and the notices will be posted on employee bulletin boards. It is important to check your email during the week to ensure that you are up to date on any scheduled trainings.

Q: I cannot get into my District email. How can I reset my password?

Please contact the Technology Department at x 8081 for assistance.

Q: How do I get access to Target Solutions?

Following the steps on the Target Solutions New User Log In instructions attached.

Q: Who do I call for help using Target Solutions?

Rose Morales, Administrative Specialist, x 8049 – rmorales@dixonusd.org
Kathy Christiansen, Personnel Analyst, x 8032 – kchristiansen@dixonusd.org

Q: My supervisor sent me to a training/workshop off site this school year. Will that count towards my PD time?

These activities could count towards the required PD hours for this year. It will depend on factors such as when you need to complete your hours (non-duty time vs. during the work day), the type of training or courses, whether or not you were already paid on a timesheet for the training time and documentation confirming your attendance/participation. Please call Human Resources at x 8030 for additional information.

Q: My supervisor does “refresher training” during our department staff meetings. Will that count towards my time?

These “refresher trainings” could count towards PD hours for this year. Again, it will depend on factors such as when you need to complete your hours (non-duty time vs. during the work day), the type of

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refresher training provided, whether or not you were already paid on a timesheet for the training time and documentation confirming your attendance/participation. Your supervisor should be notifying Human Resources in advance if training will be provided during a staff meeting. Please call Human Resources or ask your supervisor to call at x 8030 for additional information.

Q: How many PD hours do I have left to complete?

This information can be provided by contacting the following staff members:

Rose Morales, Administrative Specialist, x 8049 – rmorales@dixonusd.org
Kathy Christiansen, Personnel Analyst, x 8032 – kchristiansen@dixonusd.org

Q: Who is tracking my hours?

Human Resources staff is tracking employee PD hours. Please keep in mind that if you attend trainings or workshops offered at your site or provided by your supervisor, Human Resources staff will need to be contacted in advance in order to ensure the hours will be credited toward the required hours to complete this year.

Q: I've completed my PD hours but I have not completed the Target Solutions courses. Do I still need to complete those courses?

Yes. Annually, employees will need to complete specific courses that are mandatory for school district employees or mandatory for employees in specific classifications. These trainings should be completed during an employee's work day. Employee's need to communicate with their supervisor to schedule the time they need away from their duties to complete these courses.

If an employee has completed their required PD hours for this year but still has not completed the Target Solutions courses, please let your supervisor know so you can work together to complete these courses during your work day.

If you have any additional questions, please contact our office at x 8030 or the following staff members:
Rose Morales, Administrative Specialist, x 8049 - rmorales@dixonusd.org
Kathy Christiansen, Personnel Analyst, x 8032 - kchristiansen@dixonusd.org

Thank you.