

COLUMBIA UNION SCHOOL DISTRICT
22540 Parrotts Ferry Road, Columbia, CA 95310

CLASSIFIED EMPLOYEES

COURSE APPROVAL REQUEST FOR PROFESSIONAL GROWTH BENEFIT.

Please submit two (2) weeks prior to registration in the course.

ONLY ACCREDITED courses shall be used for Professional Growth Increments. The District Superintendent may approve all course work related to the employee's assignment.

Please fill out, print and send original to District Office for approval.

NAME: _____ DATE: _____

PROPOSED COLLEGE OR UNIVERSITY: _____

DATES OF ATTENDANCE: _____
(Fall, Winter, Spring, Summer)

JOB ASSIGNMENT/CLASSIFICATION: _____

ARE ANY OF THE FOLLOWING REPEAT COURSES? YES (If so, please justify below)

NO

CHECK ONE: QUARTER UNITS SEMESTER UNITS

DESCRIPTION: (Course #, name, exact catalogue description and semester or quarter units per course)

JUSTIFICATION: (Please describe how each course will improve your effectiveness)

APPROVAL: _____ DATE: _____
(Superintendent's Signature)

FOR DISTRICT OFFICE USE ONLY:

CLASSIFIED EMPLOYEE

DATE OFFICIAL TRANSCRIPTS RECEIVED: _____

NUMBER OF UNITS EARNED: _____ QUARTER UNITS SEMESTER UNITS

PAYROLL NOTIFIED PERSONNEL FILE UPDATD

Article 7

Professional Growth Benefits

Section 1(a): Professional Growth Increments can be earned at the end of three (3) years of service. Nine (9) semester units must be approved and completed to receive the professional growth benefit.

Section 1(b): Professional Growth Increments will be awarded after the employee has completed nine (9) units of approved study. Three (3) years must elapse from that date before he/she is eligible for the next increment during which time the employee must complete an additional nine (9) units.

Section 1(c): Professional Growth Increments may be earned by employees who work ten, eleven or twelve months each year for a minimum of five (5) hours per day.

Section 1(d): Professional Growth Increments may be earned by completing nine (9) units of work in a junior college, university or state college. Unit member must earn a minimum grade of "C" to receive professional growth credit.

Section 1(e): Professional Growth Increments based on approval and completion of the above requirements will be \$200.00 per year. This amount will be added to the annual salary of the employee beginning with the next succeeding fiscal year after completion of a professional growth increment.

Section 2(a): Of the nine (9) units for a Professional Growth Increment, seven (7) units must relate directly to the employee's specific classification or area of employment in the district, or all nine (9) units may be in the area of their classification.

Section 2(b): Credit may be granted only for courses completed after July 1, 1981, or the date of beginning employment with the Columbia Union School District, whichever is later.

Section 2(c): It is the responsibility of the classified employee to apply for Professional Growth Credit and verify completion of course work with the Superintendent.

Section 2(d): An official transcript, verified grade card, or instructor's signed statement covering work completed must be submitted and on file in the Superintendent's office not later than June 30th of each year.