

**GUIDELINES FOR PROFESSIONAL GROWTH INCREMENT
FOR CLASSIFIED EMPLOYEES**

1. To qualify for the professional growth increment, a classified employee must be at the **maximum step** of his/her salary schedule (**step 5**) in his/her current classification and have been at the step for three (3) years.
2. Employees may complete course work or staff development activities and be eligible for salary advancement to Step 8 on the first day of their work year beginning with the 1996-1997 school year if **three (3) semester units of course work or 45 hours of staff development activities, or a combination of the two, have been preapproved and verified as completed.**
3. If employees are on step 5 of their salary schedule, they may begin to **“bank”** these semester units or staff development hours of credit, which means that they may accumulate them for future advancement on the salary schedule in that classification.
4. District supervisors and the personnel administrator may approve staff development activities for classified employees as follows:

Activities must:

- (a) be related to the employee's assignment and an extension of the employee's skills or knowledge. Trips for which college credit is granted and/or specific conference sessions may be approved if they meet these guidelines. If college courses are taken, a grade of "C" or better must be received. The employee must participate in test taking and homework if they are part of the course training. Note: "Auditing" of college classes for the purpose of salary advancement is **NOT** acceptable.
- (b) be attended **ONLY** outside of assigned work hours. Vacation and/or non-working days may be used. Any exceptions must be approved by the employee's supervisor and the personnel administrator and all costs would be the responsibility of the employee. NOTE: Compensatory time may **NOT** be used for such activities.
- (c) include **ONLY** the actual number of hours spent in that activity, i.e., meal and travel time is excluded from counting toward the accumulated clock hours for credit.

The employee is eligible to advance on the salary schedule on the **first day of his/her work year and on February 1 of any school year** provided they have met all other requirements for advancement as indicated on the salary schedule, i.e., years of experience. An employee **must** have been on the **maximum** step of his/her salary schedule (**step 5 for 3 years**) in that classification in order to qualify for the Professional Growth Increment.

Completion of Professional Growth form

The **original** copy of this request form must be submitted to the employee's supervisor for approval **PRIOR** to the beginning of course work or staff development activity. A copy should be retained by the employee.

If the supervisor **approves** the request, the **original** form will be forwarded to the Personnel Administrator for approval. A copy of the preapproval form will be retained in the Personnel Office. The **original** copy will be sent back to the employee with all of the necessary preapproval authorizations.

Upon **completion** of the staff development hours or units of credit, the employee will **resubmit** the **original** copy of this form authorizing **Verification of Completion** by completing the section in the lower right-hand corner of this form. The verification of completion section **MUST** be signed by the presenter who offered the staff development activity in order to obtain credit toward a professional growth increment. If a college course is taken and completed, an "official" (unopened) college transcript will need to be ordered and submitted before advancement can be made on the salary schedule. The employee should retain a copy of the form indicating when the form was submitted for verification of completion.

Hemet Unified School District
Request for Approval or Verification of Completion
of Course Work/Staff Development Activity
 For Advancement on the Salary Schedule
FOR CLASSIFIED EMPLOYEES ONLY

Name _____ Title _____

Worksite _____

College/University attended or Class Location: _____

Course No./Staff Development Activity	Title	No. of Units/ Clock Hours*	Date of Enrollment	Beginning Date	Ending Date	Days / Hours Course Takes Place

Relationship of course work/staff development activity to employee's assignment:

* The **original** request form must be submitted to your supervisor for approval **prior** to the start of the course work or staff development activity. See reverse side of this form for prior approval and verification of completed course work procedure. Hours/units will be granted for professional growth increment on the salary schedule **ONLY** if activities are taken in accordance with approved guidelines and when a transcript or verification is submitted indicating completion. [One (1) unit of staff development credit is equivalent to fifteen (15) clock hours.]

Request for _____ or _____ to be credited toward:
 # units # hours
PROFESSIONAL GROWTH INCREMENT
 on salary schedule to **STEP 8**

FOR PREAPPROVAL:

 Employee's Signature Date

 Supervisor's Signature Date

 Personnel Administrator's Signature Date

DISAPPROVAL:

 Supervisor's Signature

FOR VERIFICATION OF COMPLETION:

COMPLETED # of clock hours _____
 or # of semester units _____**
 **(requires official transcripts)

 Date of Completion

 Employee's Signature Date

PRESENTOR's Signature* Date
 (Staff Development Activity)

*NOTE: Presentor's signature above **VERIFIES**
 # of clock hours completed.