

Personnel Services

Instruction for Completion

The **original** 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** request will be forwarded to the Personnel Administrator for approval. One (1) copy of the pre-approval form will be retained in the Personnel Office. The **original** will be sent back to the employee with all of the necessary pre-approval 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 indicating when the form was submitted for verification of completion.

The employee is eligible to advance on the salary schedule on the **first day of his/her contracted year or 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** be on the **maximum** step of his/her salary schedule (**Step 5 for Certificated/Classified Management, Supervisory, and Confidential Employees**) in his/her current classification to qualify for the Professional Growth increment.

Employees may "**bank**" semester units or staff development hours of credit, which means they may accumulate them for future advancement, provided they are on the **maximum** step of their salary schedule as indicated above.

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

FOR MANAGEMENT/CONFIDENTIAL 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.