

For Classified Professional Growth Intent Forms please visit our website:

www.pvusd.net/forms

For information regarding the Professional Growth Program, please contact the Classified Human Resources Department at (831) 786-2145, or you may refer to the Agreement between CSEA and PVUSD, Article XIX.



COMPENSATION

For every ten credits earned, compensation of \$250 will be awarded. Payment is applied annually, and paid in equal monthly installments. The highest amount any one employee may earn for Professional Growth is \$1500: six increments of \$250, which shall be awarded every year.



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Pajaro Valley Unified School District

Classified Professional Growth Program



Human Resources Department

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ABOUT THE PROGRAM

Professional Growth is the purposeful engagement in courses and related activities designed to retain and extend the high standards of the classified employee.

Any employee who is permanent, probationary, or part-time on a regular basis for 4 hours or more daily is eligible to participate in this program.

Professional Growth credit may be achieved through participation in college courses, workshops, lectures, etc.

The Professional Growth Committee evaluates all courses and Professional Growth programs. The Committee consists of 12 members representing the major job classes and related departments. The Committee meets twice per year to review Professional Growth requests.

HOW COURSES QUALIFY FOR CREDIT

All courses and activities are subject to approval by the Classified Professional Growth Committee, based on the following guidelines:

- A minimum of seven out of ten credits must be job-related. These credits must relate to your specific job class.
- Three of the ten credits may be elective courses.
- The employee must pay all fees required for the course. This includes travel expenses, books and/or supplies, and registration fees.
- Employees must attend courses on their own time. Employees may not use sick leave or personal necessity time to attend courses.
- It is the employee's responsibility to provide the committee with needed information regarding courses to be taken.

Time limits do apply. Please refer to the Agreement between CSEA and PVUSD, Article XIX.

HOW TO PARTICIPATE

For each course you wish to take, an Intent Form must be completed through the Classified Human Resources Department. To receive credit, the intent form must be in by May 1 of each year. All classes not completed by June 30th will be included in the following year's computation. All verification for courses you wish to receive credit for during the fiscal year must be received in Classified Human Resources no later than the last working day of September. Any verification received after that date will be credited to the next fiscal year's computation.

The Intent Forms are reviewed by the Committee at their next meeting, and are either approved or denied, based on the professional worth to your specific job class.

Employees must achieve a passing grade, and verification of successful completion of the course must be turned in to the Classified Human Resources Department.