

Excerpt from Classified Employee Handbook dated July 1, 2008

PROFESSIONAL GROWTH FOR CLASSIFIED EMPLOYEES

Professional Growth for Classified Employees: **

Professional growth is an opportunity for employees to enhance, improve, and increase the skills required for their specific position that has a positive input on student achievement. In addition, a professional growth opportunity is for the purpose of preparing one self to reach career goals within our school district.

Prior approval for all Professional Growth credit must be obtained from the supervisor for each activity. Only the classes, seminars or training programs, which are directly related to the employees' assignment at the time of enrollment, and classes providing training and knowledge to prepare employees to advance from their present position, will be permissible.

Employees new to the district may submit documentation verifying coursework, seminars, training that were obtained within the last five (5) years for a one time fifty (50) contract hour submission.

Documentation of courses, seminars or training need to include the following:
Summary sheet (list all courses)

Attach all prior approval requests signed by your supervisor (one form for each activity)
Documentation to show completion (certificate or transcripts)

This is all that is needed to complete the professional growth process.
Forms for Professional Growth can be found in Public Folders in the Department of Human Resources Folder.

Employees who complete fifty (50) clock hours of approved activities shall receive an ongoing salary credit of \$50/month for twelve (12) month employees or \$60/month for ten (10) month employees.

One may only earn a lifetime maximum of \$8000.

Employees may only receive professional growth credit for those activities that occur outside the workday and at the expense of the employee or the supervisor. In addition, employees may earn professional growth hours during a non paid day or during the employees' vacation or annual leave. Again this must be pre approved. The Professional Growth Stipend will be implemented as follows:

**Coursework completed
by:**

September 1
January 1

**Documents received in
Human Resources by:**

October 15
February 15

Salary adjustments:

September payroll
January payroll

These allow two opportunities a school year to acquire professional growth. However, employees only receive one stipend each school calendar year.

Policy for professional application of

** The following employee groups are not eligible for professional growth as described above: Food Service, Community School, Preschool and Fleet Mechanics. These classified employee groups should see their supervisors for explanations of the professional growth available. **

Information regarding this procedure will be available in the employee handbook and can be accessed via our website. www.stvrain.k12.co.us

As per Section 6 of the handbook, employees who have left their position due to reduction in force, and/or resignation, and has been employed within sixty (60) days shall retain professional growth hours previously earned. (Exception 177 day employees i.e. Paraprofessionals)