

APPENDIX B3: REQUEST FOR APPROVAL OF GRADE LEVEL/DEPT CHAIRPERSON DUTIES

WESTSIDE UNION SCHOOL DISTRICT
REQUEST FOR APPROVAL OF DISTRICT GROWTH UNITS FOR GRADE LEVEL/DEPARTMENT
CHAIRPERSON DUTIES

Article 16.2.5 District Growth Units

Bargaining unit members may earn two (2) District Growth Units (a District Growth Unit is equal to one semester unit of upper division college/university unit) per School Year for serving as a Grade Level/Department Chairperson.

Assignments to leadership positions are determined by the building site administrator. To earn District Growth Units pursuant to this subdivision, a unit member must submit a district approved form to the administrator of the Human Resources Department no later than May 1st of the school year in which member served as grade level or department chairperson.

Submit one copy of this form to the HUMAN RESOURCES DEPARTMENT. Retain a copy for your records.

PRINT NAME _____ SITE _____

ASSIGNMENT _____

SCHOOL YEAR _____

Employee Signature Date

Administrator Signature Date

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Do Not Write Below This Line – For Human Resources Dept. Use

DATE RECEIVED _____ BY _____

EMPLOYEE RECORD UPDATED _____