



Educate. Inspire. Empower.

Professional Growth Handbook for Classified Employees



In Collaboration
PUSD Human Resources Division
and
CSEA Pleasanton Chapter - No. 155
Pleasanton, CA 94566

Classified Professional Growth

Introduction

The Board of Education recognizes that classified staff does essential work that supports a healthy school environment and the educational program. Classified employees constitute an integral part of the Pleasanton Unified School District community.

The Pleasanton Unified School District Classified Professional Growth Program offers incentives to improve job skills, learn best practices, retrain staff as appropriate in order to meet changing conditions in the district, and/or enhance personal growth. A Classified Professional Growth Task Force shall be established to oversee and monitor the success of the program.

Procedures and regulations governing the Classified Professional Growth Program are outlined in this handbook.

Purpose of the Professional Growth Program

The purpose of the Classified Professional Growth Program is to provide classified employees an annual incentive for continued personal and professional development.

Who is Eligible?

Permanent classified employees are eligible to participate.

Classified Professional Growth Task Force

A Classified Professional Growth Task Force shall be established to oversee and monitor the success of the program.

Responsibilities: A Classified Professional Growth Task Force shall be established to prepare, review, and update course/workshop lists (such list is not exclusive, but serves as an example and guide only); survey employees and review data to inform improvement efforts; field appeals of any denials; recommend revised policy as necessary; report any recommended policy changes to the negotiating team.

Meeting Expectation: The Committee shall meet three (3) times per year or as needed.

Composition: The Task Force shall consist of 3 District employees. One (1) member shall be from the [Classified Executive Board - president or designee](#), one (1) [department administrator](#), and one (1) [Human Resource administrator](#). The Human Resources Assistant Superintendent or designee shall serve the Committee as a facilitator and resource person.

Tenure of Task Force members: Because of the technical nature of the Task Force responsibilities, turnover on the Task Force shall be kept at a minimum. All appointments of members shall be for alternating two (2) year periods.

Guidelines

The following guidelines and processes shall be used in implementing the classified professional growth program. Permanent classified employees have the opportunity to personalize professional growth and development by taking courses offered through the district and/or outside of the district.

- Permanent classified employees may be compensated for up to a maximum of 18 hours of professional development per fiscal year (July 1 - June 30). **Courses must be taken outside the workday.**
- Professional Growth compensation may be earned by completing courses /workshops included on the district pre-approved list and/or an outside course.
- A list of pre-approved courses shall be prepared and revised by the Classified Professional Growth Task Force.
- For courses outside of the pre-approved list, prior approval must be requested. It is the responsibility of the employee to submit the [Classified Professional Growth Pre-Approval Request](#) to their supervisor.
Note: Course denials may be appealed to the Professional Growth Task Force.
- Courses must be submitted in increments of 6 hours, not to exceed the 18 hour total per school year.
- All courses must be taken and submitted PRIOR TO JUNE 30, to receive compensation. Employees are allowed to carryover hours not yet submitted over a two year period in order to reach the 18 hour threshold. The employee must satisfactorily complete or pass the course for compensation.
- It is the responsibility of the employee to submit the [Classified Professional Growth Compensation Request](#) through InformedK12 (Routing: Supervisor, Human Resources, Payroll).
- **If outside the district pre-approved list**, it is the responsibility of the employee to **link/attach verification of attendance/completion** to the [Classified Professional Growth Compensation Request](#) form in order to receive compensation (ex. certificate of completion, transcripts, email verification, registration invoice, etc.)
- (Double-dipping prohibited) Compensation under the Professional Growth Handbook shall be offset or denied if a bargaining unit member receives compensation from another program for the education and training claimed.

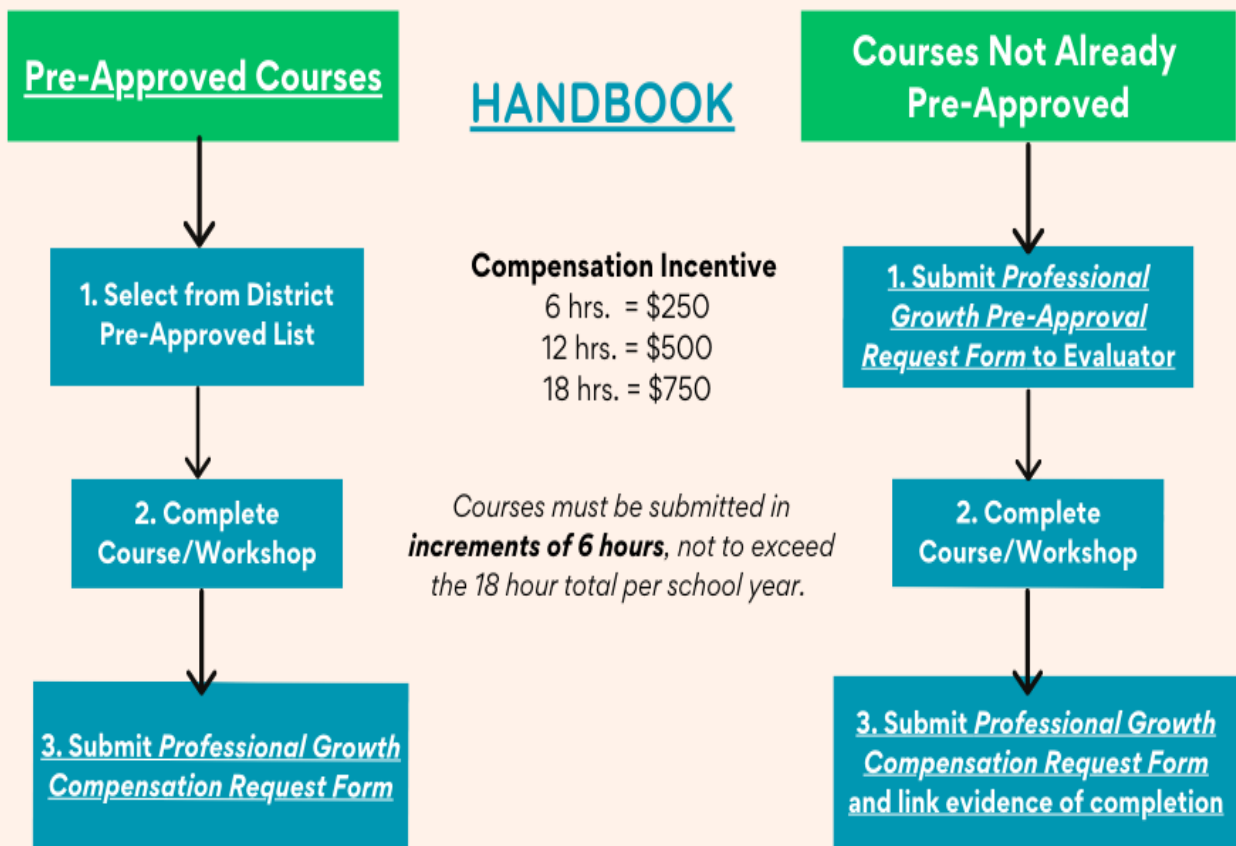
Compensation Incentive

Upon verification of completion that meets the requirements as stated herein, the following incentive shall be granted. Classified employees may be compensated for up to a maximum of 18 hours of professional development per fiscal year (July 1 - June 30).

Professional Growth (PG) Hours	Compensation
6 hours	\$250
12 hours	\$500
18 hours	\$750

Classified Professional Growth Incentive

PROCESS FLOWCHART



Updated May 2023

Compensation Request Process

For Pre-Approved Courses

1. Select from district pre-approved course list
2. After course completion, submit the [Classified Professional Growth Compensation Request](#) form to the Human Resource Division (HR Analyst).

For Courses Not Already Pre-Approved

1. Submit the [Classified Professional Growth Pre-Approval Request](#) form to the immediate supervisor.
2. After course completion, submit the [Classified Professional Growth Compensation Request](#) form along with linked/attached evidence of attendance and/or completion of the course to the Human Resource Division (HR Analyst).

For Department of Early and Expanded Learning

1. *Employees whose position requires holding a valid Child Development Permit (Associate Teacher, Teacher, Site Supervisor permit) will utilize the [CTC Professional Growth Plan and Record Form](#) to record completed activities.*
2. *Attach above CTC form to [Classified Professional Growth Compensation Request](#).*

Appendices

1. **Classified Professional Growth Pre-Approved Course/Workshops (Prof. Growth Handbook pg. 5)*
2. [Classified Professional Growth Pre-Approval Request](#) (Informed K12 Form)
3. [Classified Professional Growth Compensation Request](#) (Informed K12 Form)

Classified Professional Growth Pre-Approved Courses/Workshops

(Updates In Progress)

- Pleasanton Unified School District (PUSD) Academies & Professional Development
- CSEA sponsored Workshops/Trainings
- Alameda County Office of Education (ACOE) sponsored Workshops
- [First 5 California](#) for Early and Expanded Learning for STEAM/Horizon classifications
- Early Childhood Education Classes
- California Department of Education sponsored Workshops
- Courses toward certification and/or degree through and accredited college
- ParentSquare
- Synergy professional learning videos
- Paraprofessional Conference
- Afirm (Autism Focused Intervention Resources & Modules)
- Safety Care
- First Aid & CPR
- Google Suite
- Ergonomics
- Communication Skills
- Conflict Resolution
- Facilitation
- Leadership
- Diversity, Equity, & Inclusion

Note: Please refer to the Pleasanton Unified School District [Human Resources Classified web page](#) for professional growth resources including forms and updated pre-approved courses/workshops..

Pleasanton Unified School District
Human Resources Division
Classified Professional Growth
Pre-Approval Request
July 1-June 30

Permanent classified employees have the opportunity to personalize professional growth and development by taking courses offered through the district and/or outside of the district. If taking courses outside of the district, a pre-approval is required.

Name:

Date:

Site/Department:

Job Title:

Process:

Step 1: Complete Pre-Approval Request form *PRIOR* to enrolling in a course not included on the District pre-approved list. **Attach course/workshop description below.**

Date of Course/Workshop	Course/Workshop Title (Attach description below)	Instructor	Location/ Organization	Number of Hours	Purpose for Taking Course

Step 2: Submit to supervisor for approval. A routed copy will be forwarded to the employee.

Step 3: Upon completion of the course/workshop, submit the *Classified Professional Growth Compensation Request form*. Courses must be submitted in increments of 6 hours, not to exceed 18 per school year.

Notes: Keep a digital copy of this Pre-Approval Request form for your records. For more information, reference the **Professional Growth Handbook for Classified Employees**.

Employee Signature

Date

Supervisor Signature
(Approval timeline within 5 days)

Date

Pleasanton Unified School District
Human Resources Division
Classified Professional Growth
Compensation Request
July 1- June 30

Name:

Employee ID:

Date:

Site/Department:

Job Title:

Permanent classified employees have the opportunity to personalize professional growth and development by taking courses offered through the district and/or outside of the district.

- Classified Professional Growth Program information is located in the Classified Professional Growth Handbook.
- Courses must be taken outside the workday.
- Each block of (6) professional growth hours is equivalent to \$250. There is a maximum of (18) hours per school year which is equivalent to \$750.
- Hours shall be submitted for compensation in blocks of (6), (12), and/or (18).
- All hours shall be submitted no later than June 30 of the year in which they were completed.
- Employees are responsible for keeping track of hours.

Date of Course/ Workshop	Course Title/ Description <i>(Attach verification of attendance or completion below)</i>	Instructor	Location/ Organization	Number of Hours	Purpose for Taking Course

****Attach verification of attendance or completion***

Employee (Initiator) Signature

Date

Supervisor Signature

Date

Human Resources Department

Date

Payroll

Date