

# Support Staff Professional Growth Plan (SSPGP)

## Hourly Rate Increase

### Effective July 1, 2023

Name \_\_\_\_\_ Current Assignment \_\_\_\_\_ Current Location \_\_\_\_\_

**Overview:**

1. Summit School District Support Staff employees are eligible to advance to a higher pay range upon accomplishment of professional goals that help enhance the employee’s skills necessary for the job.
2. SSPGP’s must have the pre and post approval for all credits obtained by their principal/supervisor.
3. Support Staff members will earn an increase of \$1.00 an hour upon completing an approved SSPGP (please see additional information on the reverse side), representing 3 semester hours of credit.
4. Support Staff members may submit two SSPGP per twelve-month period.
5. Coursework within an SSPGP must be completed within the specified timeline agreed to with his/her supervisor.
6. SSPGP’s must be submitted (along with the necessary documentation) to Human Resources by the first of the month for the increase to be reflected on his/her paycheck on 15<sup>th</sup> the same month.
7. All hours earned as part of an SSPGP must occur on the employee's own time (with the approval of his/her supervisor).
8. Once the SSPGP is completed and submitted to Human Resources by the employee the District shall retain the documentation in the employee’s personnel file.

The specific objectives that will be accomplished as a result of this SSPGP include the following:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Course Title	Location of Course	Amount of Credit	Administrative/Supervisor Pre-Approval Signature	Date Completed	Type of Attached Documentation of Successful Completion

Signature \_\_\_\_\_

Date Submitted \_\_\_\_\_

## **Support Staff Professional Growth Plan (SSPGP) Q & A**

### **Effective July 1, 2023**

#### **Directions:**

1. Maintain this document as your only record of advanced principal/supervisor approval for coursework you *intend* to complete and coursework you *actually* complete successfully toward a bundle of 3 semester hours that you submit towards an SSPGP.
2. Obtain your principal's/supervisor's advanced approval and signature prior to starting the coursework.
3. Collect documentation of successful completion of coursework at the end of each course or in-service.
4. SSPGP credit in a bundle of 3 semester hours can be submitted to Human Resources two times in a 12-month period. As long as it is received by the first of the month, it will be processed and reflected on his/her paycheck on the 15<sup>th</sup> of that same month. Compensation for a bundle of 3 semester hours is applied to his/her hourly pay rate from the date of submission.
5. SSPG credit earned beyond his/her maximum hourly rate in the salary range will not be applied to the his/her hourly rate of pay.

#### **What types of credit can I use toward an SSPGP?**

1. All credit hours must be pre-approved by your supervisor/principal.
2. College/University hours may be used as well as district-approved hours at a rate of 15 contact hours to 1 semester hour.
3. Credits earned as of the date of the last SSPGP or as of his/her hire date will be recognized for the hourly rate of pay increase.
4. Only courses taken within the previous 5 years of submission will be eligible for lane advancement.
5. All hours earned as part of an SSPGP must occur on the employee's own time (with the approval of his/her supervisor).

#### **Other items related to turning in an approved SSPGP:**

1. Contact hours awarded in the district must be represented by a "certificate" with the specific # of hours and the signature of the Director of Instruction and Professional Development, Director of Technology and Assessment, or the Superintendent.
2. All courses or in-district credit must occur since the last SSPGP in a bundle of at least 3 semester hours. A single class may not be subdivided into multiple SSPGP's.
3. An employee who is not at the maximum of his/her salary range but will exceed that maximum with a performance raise and/or an SSPGP increase will be given an increase on his/her hourly pay rate up to the current maximum. and an additional lump sum for the remainder of the performance increase. When calculating an employee's hourly pay rate, an SSPGP is applied, and then the performance increase is applied.
4. An employee who turns in an SSPGP and is at the maximum of his/her salary range will be eligible to have the SSPGP filed in his/her personnel file to be applied later if/when s/he is not at the maximum. The maximum represents the maximum hourly pay rate an employee can earn for his/her position.
5. Compensation for 3 semester hours is applied to his/her hourly pay range from the date of submission forward.

#### **What documentation is required for an SSPGP?**

1. Completion of an SSPGP (with the necessary pre-approval signatures).
2. Official supporting documentation indicating completion of the credits. Documentation for coursework or in-district training may be a transcript, a grade slip, a statement signed by a professor, or a district certificate.

#### **Conversion Information:**

1. 3 semester hours of credit are required for a support staff member to earn an additional \$1.00 per hour using the following any combination of the following conversion table.
  - 15 contact hours equals 1 semester hour