

**Roseville Joint Union High School District  
PROFESSIONAL GROWTH APPROVAL FORM  
Classified Staff/Confidential**

*All classified/confidential employees within the District are eligible to participate in the professional growth program. Prior approval must be obtained from the Director of Classified Personnel. Verification of completion of the course by submitting a grade report, transcript, or certification is required for compensation. Please refer to the professional growth program description on the reverse side of this form.*

Employee Name: \_\_\_\_\_ Date: \_\_\_\_\_

Department/Site \_\_\_\_\_

| Course/Title | Dates Enrolled |    | Total Hours of Course |
|--------------|----------------|----|-----------------------|
|              | From           | To |                       |
|              |                |    |                       |
|              |                |    |                       |
|              |                |    |                       |

Educational Institution: \_\_\_\_\_

**Please specify objectives of the course and its relationship to your job description or a promotional position within the Roseville Joint Union High School District. Attach course description if possible.**

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\_\_\_\_\_  
Employee's Signature

|  |
|--|
| <input type="checkbox"/> Job Related<br><input type="checkbox"/> Promotion Related<br><input type="checkbox"/> Supervisor Notified |
|--|

*To be completed by the Personnel  
Department*

|  |
|--|
| <input type="checkbox"/> Approved<br><input type="checkbox"/> Not Approved |
|--|

\_\_\_\_\_  
Director of Classified Personnel

\_\_\_\_\_  
Date

cc: Business Office  
Employee File  
Supervisor  
Professional Growth File

## Professional Growth

### Purpose

The classified/confidential employees' professional growth program is designed to encourage classified/confidential employees to enhance their skills, to prepare employees for critical jobs in a changing workplace, and to demonstrate the Board's and administration's commitment to education for both students and staff.

### Eligibility

All classified/confidential employees within the District are eligible to participate.

### Acceptable Credits

Only credits earned subsequent to employment shall be applicable.

Professional growth credits shall be directly related to the employee's duties as defined by:

- a. The present job description;
- b. The Job description of an appropriate promotional position with the Roseville Joint Union High School District;
- c. The development of knowledge and skills useful in the employee's area of activity.

All credits to be compensated must be earned during hours the employee is not in paid status for the District.

Applicable units may be earned by the successful completion of the following educational activities:

- a. Courses taken at an accredited community college or four-year college or university;
- b. Adult education courses, continuing education courses, trade school courses or other courses offered by district-approved educational agencies;
- c. Other appropriate workshops, seminars or conferences offered by colleges, schools or professional associations approved by the District.

Credits will be awarded on a basis of fifteen clock hours per unit. Activities of less than fifteen hours may be accumulated and added together to equal a unit.

### Approval Procedures

All units must have prior approval of the Assistant Superintendent, Personnel, or the director of classified personnel.

The employee shall complete the Professional Growth Approval Form and forward the form to the personnel office.

A classified employee whose request for prior approval has been denied may appeal to a review panel consisting of two representatives selected by the bargaining unit and two administrators appointed by the Superintendent. The Superintendent will make the final decision if the committee is deadlocked.

### Submission of Units

Verification of units earned for professional growth shall be submitted to the personnel office at the time the Request for Compensation for Professional Growth form is submitted; employees must submit an original grade card, certificate or transcript. The personnel office will copy the original document and return it to the employee. A grade of "C" or better is required for graded classes. A "pass" is required for "pass/fail" graded classes.

### Compensation for Credits Earned

- a. Approved units will be compensated by a refund of the cost of tuition up to \$25.00 per unit and a one-time compensation of one hundred fifty dollars \$150.00 for each full unit earned.
- b. Compensation will be paid for no more than five (5) approved units per fiscal year.