



# Professional Growth Program

## Classified Employees

**INSTRUCTIONS:** Thoroughly read Article 11 of the CSEA contract. Requests must be sent to Classified HR by **June 10** and activities towards credits must be received no later than one year from date of completion. Please attach verification of completion (grade card, transcript, certificate, signature of teacher or proctor, etc.) and hours attended. You must provide a copy of your timecard if courses were taken during working hours. The District does not reimburse for learning activities you pay towards credits. Per CSEA contract, an annual monetary award will be paid after July 1 of the succeeding year or in monthly increments.

Name:	Date:
Work Site:	Schedule:
PSL#:	Phone/cell:
Payment of Increments: Annual <input type="checkbox"/> Distributed Monthly (CalPERS eligible) <input type="checkbox"/>	

Provide a brief description of the learning content and how it benefits your current position or the District.

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SCHOOL CREDIT/COURSEWORK/SEMINARS/DISTRICT COMMITTEES						HR USE ONLY	
#	Start Date	End Date	Description/Course Title	Location	Units SEM/QTS/HRS	Hours Earned	Credits
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							

HUMAN RESOURCES USE ONLY	
Approved <input type="checkbox"/> Disapproved <input type="checkbox"/> Partial <input type="checkbox"/> Total Credits Earned:	Date:
CSEA Representative Signature:	
Director, Classified HR Signature:	
Asst. Sup. of HR Signature:	