



San Juan Unified School District
Confidential Unit Professional Growth Funds Request Form
Regulation 4331.5: Professional Growth

Regular employees in a permanent position designated confidential shall be entitled to a minimum of \$1,700 annually for professional growth activities. This annual allocation shall be used for any combination of the following purposes:

To attend professional development events; purchase of work equipment; up to two floating personal well-being days. (Full language of AR 4331.5: Professional Growth on page 2.) [Link to FAQ sheet for details.](#)

EMPLOYEE INFORMATION

Name: _____ **Employee ID:** _____

Signature: _____ **Date of Request:** _____

Select all that apply:

1. Attend professional development events (virtual and/or in-person):

- ☐ Description of Expenses: _____
- ☐ Total Amount: \$ _____
- ☐ Attach supporting documentation.

2. Purchase of work equipment (technology, workstation materials, etc.):

- ☐ Description: _____
- ☐ Total Amount: \$ _____
- ☐ For reimbursement, attach original receipt and signed direct pay request.
- ☐ If being purchased through the district, provide ordering information: _____

3. Floating personal well-being (FPW) days:

- ☐ Date (1): _____ Date (2): _____
- ☐ One-time payment (equivalent to your daily rate of pay).
- ☐ Carry over unused floating personal well-being days.

4. Carryover of Remaining Funds:

- ☐ Remaining Amount: \$ _____
- ☐ Reason for Carryover _____

APPROVALS

Supervisor's Name: _____

Supervisor's Signature: _____ **Date:** _____

For #4, Labor Relations and Government Affairs
will request Superintendent/Designee Signature: _____

Regulation 4331.5: ^Professional Growth

Status: ADOPTED

Original Adopted Date: 06/09/1992 | Last Revised Date: 02/03/2025 | Last Reviewed Date: 02/03/2025

The district supports professional growth for all employees. Professional growth consists of those activities or supports which contribute to competence, performance, security, well-being, effectiveness or furtherance of the personal, educational, or career goals of the confidential employee.

Funds for Confidential Employees

Regular employees in a permanent position designated confidential shall be entitled to a minimum of \$1,700 annually for professional growth activities. This annual allocation shall be used for any combination of the following purposes:

- to attend professional development events (virtual and/or in-person) including registration, transportation, and lodging costs, upon supervisor approval
- to purchase work equipment (technology, workstation materials, etc.) requested that would otherwise not be covered by routine department budget allocations, upon supervisor approval. Such purchases would be considered district property.
- to offset the total cost (equivalent to the employee's daily rate of pay plus payroll costs) of up to two (2) floating personal well-being days per each regular employee in a permanent position designated confidential
 - If a confidential employee has not used their floating personal well-being day(s) by April 30 of each fiscal year, the employee will have the option of:
 - receiving a one-time payment (equivalent to the employee's daily rate of pay) for each unused floating personal well-being day.
 - Carry over unused floating personal well-being day(s).
 - if the employee does not select an option by May 15 of each fiscal year, the employee will automatically receive a cash-in-lieu one-time payment as outlined above.

The following process will be followed in requesting use of these funds:

1. Requests to use professional growth funds for any of the purposes as outlined above shall be submitted with the appropriate supervisor's signature along with supporting documents, to the superintendent (or designee) for approval.
2. Requests for reimbursement for supplies and fees related to professional growth activities outside the regular work day shall be submitted with appropriate original receipts on a direct pay request form signed by the individual.
3. Individuals who do not utilize all or part of their \$1,700 may request, in writing, that any remaining funds be carried over into the following year. Only one year of carryover will be authorized; the amount carried over into the next year will be available for that year only and cannot be accessed if the funds remain unused for another year.
4. Funds remaining in the confidential professional growth budget after May 1 of each year will be made available to confidential employees according to the following guidelines:
 - On May 1 of each year, the confidential employee who is serving as group treasurer will prepare a status report on professional growth fund utilization. This report will be distributed to unit members by May 2.
 - Requests from individuals who have not exhausted their \$1,700 allotment continue to be processed in the order submitted through the Friday preceding the cutoff date (approximately June 15) established each year by the budget department.
 - Requests must include the normal documentation and receipt requirements.
5. Carryover of funds into the next year must be approved by the superintendent or designee.

PROCESS FOR COMPLETING PAGE 1

Employee

- Contact Rene' Zander for available balance
- Submits completed form to Labor Relations and Government Affairs (LRGA)

Labor Relations & Government Affairs (LRGA)

- If 1 or 2 is selected works with Fiscal
- If 3 is selected works with HR/Payroll
- If 4 is selected requests Superintendent / Designee Signature

LRGA

- Ensures all steps are taken
- Updates google tracking form
- Provides written response to member