SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

APPLICATION FOR APPROVAL TO TAKE COURSES/ENGAGE IN ACTIVITIES FOR CAREER DEVELOPMENT INCREMENT (CDI) CREDITS

Office Use Only:
Verification Received: __/__/__
CDI Points Approved & Recorded: __/__/__
Staff initials: _____

1) Please complete this application form in its entirety, including employee comment section. (Attach additional pages if needed)
2) Submit completed form to supervisor for signature and forward to Human Resources for final approval.
3) Written approval for all activities must be obtained in advance.
4) See reverse side for important information about Career Development Increments.

Name (Print)	Work Site/ Department
Current Job Title (Print)	Best Contact Phone #

I. COMMUNITY COLLEGE, COLLEGE/UNIVERSITY/EXTENSION COURSES

	NAME OF INSTITUTION	COURSE TITLE & NO.	NO. OF UNITS	START DATE
1)				
2)				
3)				

II. ADULT EDUCATION, TRADE SCHOOL, NIGHT SCHOOL (Non-College Instruction)

	NAME OF INSTITUTION	COURSE TITLE & NO.	NO. OF UNITS	START DATE
1)				
2)				

III. DISTRICT APPROVED IN-SERVICE TRAINING (Minimum of 8 cumulative hours = 1 CDI Point)

	TITLE OF IN-SERVICE	HOURS OF ATTENDANCE	TRAINING DATE(S)
1)			
2)			

IV. DISTRICT/SCHOOL COMMITTEE MEETINGS DURING NON-DUTY HOURS (ad hoc or standing)

	NAME OF COMMITTEE	NO. OF MEETINGS	MEETING DATE(S)
1)			
2)			

V. DEVELOPMENT OF PROGRAM/PROCEDURES/METHODOLOGY (Please give brief description)

Employee Comments (please describe how this activity relates to your current area of employment with the District or to a position to which you could be promoted in the District):

Employee's Signature: _____ Date: _____

Supervisor's Signature: _____ Date: _____

TO BE COMPLETED BY THE ASSOCIATE SUPERINTENDENT FOR HUMAN RESOURCES:

APPLICATION APPROVED ☐ DENIED ☐ REASON: _____

_____

Signature: _____ Date: _____

CAREER DEVELOPMENT INCREMENT (CDI)

This program is designed to provide Career Development Increments to unit members preparing themselves to meet the requirements of advanced positions in the District or to further enhance their skills for positions in which currently employed.

1. An employee cannot earn the CDI requirement of nine (9) points in less than one (1) year, to receive the Career Development Increment.
2. CDI credit cannot be gained for activities engaged in while in paid status or at District expense.
3. It will be the responsibility of the employee to apply for a CDI and to provide verification of completion.
4. Advance written approval must be obtained from the Associate Superintendent for Human Resources for all activities.
5. Official transcripts for completed college course work, etc. or other describing documentation for designated workshops and in-service training must be on file in the District Office before any salary increase can be made.
6. A CDI is equal to $250.00 per year, over and above the base salary. Once earned, said CDI shall be paid through the District's regular payroll system at the end of October each fiscal year.
7. Application for planning a CDI can only begin after two (2) full years of employment with the District. It is vital that any course work taken to earn a CDI must relate to the employee's area of employment with the District, or to a position to which he/she could be promoted in the District. A passing grade or letter of completion is required for credit to be granted. Transcripts or documentation must be on file by September 15 for activities completed prior to September 1 in order for salary credit to be effective for the current fiscal year.

PROCESS FOR EARNING POINTS

Employees must attain nine (9) points to earn a CDI. Eligible candidates may accumulate points for approved activities in the following categories:

I. Community college, college/university and extension courses – one (1) point per semester unit of successfully completed college study from an institution accredited by the Western Association of Colleges and Universities or a regional affiliate thereof.

II. Adult Education, Trade School, Night School (non-college instruction):

Hours of Required Attendance	CDI Points	Hours of Required Attendance	CDI Points
10 to 15 Hours	.5	31 to 40 hours	2
16 to 20 Hours	1	41 to 50 hours	2.5
21 to 30 hours	1.5	51 + hours	3

III. District Approved In-Service Training: Minimum of 8 cumulative hours – 1 CDI point

IV. District/School Committee Meetings During Non-Duty Hours: (ad hoc or standing):
5 to 8 Meetings per Year (Cumulative) 1 CDI Point
9 to 12 Meetings per Year (Cumulative) 2 CDI Points

V. Development of Program/Procedures/Methodology
Original work submitted and approved by District
for use in either District or school operations 1 CDI Point