

**ROSEVILLE CITY SCHOOL DISTRICT**  
Personnel Office

**CLASSIFIED PROFESSIONAL GROWTH**

This form is to be filled out and submitted to the Personnel Office for approval PRIOR TO ENROLLMENT

EMPLOYEE NAME: \_\_\_\_\_ EMPLOYEE#: \_\_\_\_\_

SCHOOL/DEPARTMENT: \_\_\_\_\_ CURRENT POSITION: \_\_\_\_\_

Company/ Institution	Course #	Course Title	# Hours **	# Sem. Unit	# Qtr. Unit	Date Course Begins	Date Course Ends

\*\* 15 class/clock hours equal 1 (one) semester unit

Please briefly state object of this course and its relationship to your current position or promotional position:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

APPROVED: \_\_\_\_\_ Date \_\_\_\_\_  
Assistant Superintendent - Personnel Services

APPROVED     DENIED     JOB RELATED     PROMOTION RELATED

**FOR DISTRICT OFFICE USE -- APPROVAL FOR PAYMENT**

Course/class completion verified by:

Grade Card     Transcript     Certification     Other: \_\_\_\_\_

Amount to be paid \_\_\_\_\_ X \$75.00 = \$ \_\_\_\_\_  
# of units for payment per unit                      Total                      Account Code

APPROVED: \_\_\_\_\_ Date \_\_\_\_\_  
Assistant Superintendent - Personnel Services



Personnel Services  
Roseville City School District  
1050 Main Street  
Roseville, CA 95678  
Phone: (916) 771-1600

## **Classified Professional Growth Program**

Per CSEA Contract Article XXVI, classified employees within the District are eligible to apply for and take approved coursework/classes for compensation. The Classified Employees' Professional Growth Program is designed to encourage classified employees to enhance their skills, to prepare for jobs in a changing workplace, and to demonstrate the Board's and Administration's commitment to education for the professional growth of all employees.

### **Coursework Criteria:**

1. Professional Growth credits shall be directly related to the employee's duties as defined by:
  - a. The present job description, the job description of an appropriate promotional position within the District, or the development of personal awareness of human and social factors useful in the employee's area of responsibility.
2. Applicable units may be earned by the successful completion of the following educational activities:
  - a. Courses taken at an accredited community college, four-year college, or university.
  - b. Courses leading to the issuance of a certificate of competency or a certification of completion from an accredited school or recognized business or educational school.
  - c. Adult education courses, continuing education courses, trade school courses, or other courses offered by District-approved educational agencies.
3. All credits to be compensated must be earned during hours the employee is not in paid status for the District.
4. The employee will be allowed to receive compensation for no more than 12 units (180 hours) of credit per fiscal year.

### **Compensation for Credits Earned:**

All credits to be compensated must have prior approval from the Assistant Superintendent, Personnel Services. Credits will be awarded on the basis of fifteen clock hours per unit. Activities of less than fifteen hours may be accumulated and added together to equal a unit.

- ★ To be granted credit, a grade of "C" or better is required for graded classes. A "pass" is required in "pass/fail" graded classes. A certificate of completion is required for all other hours earned.
- ★ Upon satisfactory completion of the above requirements, the employee will be compensated a one-time stipend of seventy-five dollars (\$75) per unit (15 hours) earned.
- ★ Compensation will not be granted for hours or units earned whenever the District covers the cost of attending the workshop/class.
- ★ If the employee separates from the District within six months of compensation, the employee will be docked the stipend amount received in their final paycheck.