

Purpose

The classified employees' professional growth award program is designed to meet the following objectives

1. Provide incentive for classified employees to learn skills that will increase productivity and the quality of work.
2. Better prepare classified employees for critical jobs within the district and to facilitate promotion from within.
3. Convey a clear message to classified employees that the Board and Administration believes their skills and contribution are important to the mission of the district.

Eligibility

All classified employees within the district shall be eligible to participate in the professional growth program for credit or non-credit.

Courses will be taken on the employee's own time and at the employee's expense.

Applicable Credits

1. Only credit earned after the date of implementation and subsequent to employment shall be applicable.
2. Professional growth credits shall be directly related to the employee's duties as defined by
 - a. The present job classification description; or
 - b. The job classification description of a promotional position within the Tahoe Truckee Unified School District.
3. Applicable units may be earned, with approval, by the successful completion of the following educational activities. Coursework or training must be taken on the employees personal time and expense. Any training or courses provided by the District is excluded from this program.
 - a. Courses taken at a community college or at an accredited four (4) year college or university; with units certified by official transcripts (i.e., fifteen (15) semester hours equal one (1) semester unit).
 - b. Courses taken, when completed, result in the employee receiving a certificate of competency or a certificate of completion from an accredited school or recognized educational institution. (Refer to section a)
 - c. Adult Education courses, outside training programs or workshops as designated and verified by hours of attendance; i.e., fifteen (15) clock hours shall constitute one (1) semester unit.

Non-Credit Courses

Non-Credit courses may be selected from those offered at a community college, at an accredited four (4) year college or university, an adult education program or an outside training program and must be in concert with the purpose of this language.

Approval Procedures

1. The employee and his/her immediate supervisor shall complete the Professional Growth Award Approval form, indicating the specific objectives to be met in the educational program.
2. All requests for professional growth programs, credit or non-credit, for proposed college courses, adult education courses or outside training programs shall be submitted to the Executive Director of Human Resources or designee for prior approval.

Unit Compensation/Professional Growth Stipend

The Executive Director of Human Resources or designee shall approve all compensation requests, for credit or non-credit programs,.

Such compensation shall be subject to state and federal taxes and FICA (Social Security).

1. Compensation for Credit Courses
 - a. Units for approved educational activities shall be compensated in a flat one-time dollar amount. A one time stipend of one hundred (\$100.00) dollars shall be awarded to the employee who earns one (1) semester unit, and each additional unit thereafter.
 - b. No more than six (6) semester units shall be compensated in a fiscal year.
2. Compensation for Non-Credit Courses
 - a. Compensation for non-credits professional growth programs will be paid, in full, upon verification of completion of the course at the rate of one hundred (\$100.00) dollars for each fifteen (15) hours of attendance. Completion may be verified by a competency certificate or certification of completion form from the accredited school or recognized educational institution.

Submission of Units

Verification of units earned for professional growth shall be submitted to the Executive Director of Human Resources or designee for compensation.

1. It is the responsibility of the employee to collect and maintain the applications and verification until such time as they are turned in for payment.