



**SAN LUIS OBISPO COUNTY OFFICE OF EDUCATION**  
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[www.slocoe.org](http://www.slocoe.org)  
*Human Resources Department*

August 12, 2021

Dear Classified Employees,

The San Luis Obispo County Office of Education and the C.S.E.A. Chapter #444 encourage you to participate in the Classified Professional Growth program. Professional Growth is the purposeful engagement of study and related activities designed to improve service to the County Office of Education and further the personal development of the employee's current position. Salary increases of 2.5% are awarded to employees upon successful completion of the courses and/or activities within the program requirements. In order to qualify, you must be a permanent, classified non-management employee and the activities must have been started after you gained permanent status. You also must have a Professional Growth Plan and a Pre-Approval form for all courses in place **before** starting courses in this program.

To find out more about the details of this program, please look in your CSEA Agreement under Professional Growth, Articles 3.1 - 3.19. You can find the CSEA Agreement language and all Professional Growth forms online at [WWW.SLOCOE.ORG](http://WWW.SLOCOE.ORG) under the Employee Resources>Professional Growth for Certificated and Classified Employees>Classified Professional Growth. It is very important that you submit completed forms prior to the activity with the proper backup. The forms you will need are as follows:

- 1) **Professional Growth Plan:** This plan is to be completed at the beginning of the process and anytime you want to make a change or add to your Professional Growth Plan. Directions are provided on the form.
- 2) **Activity Pre-Approval Form:** This is to be filled out at least 20 days before each activity is taken. Attach course description, institution name, degree requirements, workshop/conference flyers, etc. Please note: Employees who submit professional growth units without pre-approval run the risk that an activity could be rejected as not meeting program requirements.
- 3) **Annual Summary of Completed Activities:** This form must be submitted by June 30 each year. This form requires transcripts for course work that reflects the name of the employee and the institution.

The Classified Professional Growth Committee will meet in August-September to review submissions and make recommendations for salary increases. A letter will be sent to you reporting the committee results. All increases will appear on the September end of month payroll. Feel free to call Angela Simmons at 782-7233 if you have any questions.

Sincerely,

*Thomas Alvarez*  
Chief Human Resources Officer