

Classified Professional Growth

“Basics”

The Classified Professional Growth is described in detail in the SLOCOE/California School Employees Association Agreement (CSEA), Article 3.13 – 3.19.

The Classified Professional Growth Program is open to all permanent classified employees (have passed probation).

- Every 15 ‘points’ earned receive a 2.5% salary increase.
- You can earn up to six increments total under this plan (limited to one per year).

Forms to complete and submit to Human Resources:

- 1) **Professional Growth Plan and Record**
- 2) **Professional Growth Pre-Approval Form** –(submit 20 days prior to class)

Take your classes and receive a C or better grade.

- 3) **Annual Summary of Completed Activities Form** by June 30th of each school year for classes taken that year (attach transcripts).

No prior year’s work is considered eligible for this program.

Earned increments are applied as of September 1 *after* you have acquired 15 approved points in accordance with the Professional Growth Plan.

All earned points will be carried forward from year to year until you reach 15 points and receive an increment (example: If you earn 17 points in one year, you will earn one increment and roll over two points for subsequent year(s) Professional Growth Activities).

Good Luck!