



Conejo Valley Unified School District

Professional Growth Program

The Professional Growth Committee encourages all non-exempt classified employees to participate in the Professional Growth Program. The Professional Growth Program offers a great opportunity for classified employees covered by the CSEA Contract of Agreement to receive professional growth points for advancing their education level.

WHO IS ELIGIBLE:

- Employees who have completed their initial probationary period
- Employees who have been in paid status for twelve (12) consecutive months prior to participating in the professional growth program.
- Credit will not be given for professional growth activities completed prior the employee's completion of twelve (12) consecutive months of employment.
- All coursework must be completed on the employee's own time.

Once you are eligible, PARTICIPATION IS SIMPLE!

- Step 1. When you decide to take a class (seminar, etc.), submit the **Notice of Intent** form for either **Option A** (Professional Growth Increments) or **Option B** (Textbook/Tuition Reimbursement) to the Classified Human Resources Department.
- Step 2. Complete the class (seminar) with a letter grade of "C" or better (if applicable).
- Step 3. Upon completion of the course work:
 - Complete the **Notice of Completion** form for either Option A or Option B
 - Attach an **UNOPENED OFFICIAL TRANSCRIPT**, or Original Certificate of Completion
 - Attach original receipts (if applying for textbook and tuition reimbursement).
 - Submit all paperwork to Classified Human Resources before August 31.

You may submit Notices of Intent and Notices of Completion throughout the year, but funds are limited, so the number of employees eligible to participate in the Professional Growth Program may be based on the date the application forms are received in the Classified Personnel Office. Please review Article 21 of your CSEA contract for further details.

If you have additional questions, please contact the Director of Classified Human Resources at 498-4557, ext. 7407.



Conejo Valley Unified School District

Professional Growth Program *Notice of Intent* Option A

Classified employees who wish to enroll in the District's Professional Growth Program must complete and submit to the Classified Human Resources Department this Notice of Intent listing course work they intend to take **Option A - for Professional Growth Increments OR Option B - Textbook/Tuition Reimbursement.**

OPTION A – Professional Growth Increments:

Increment Level	Points	Monthly Payment (September to June)	Annually	Professional Development Categories (see description below)
Increment 1	15	\$40/mo. for 10 months	\$400	Category 1-4
Increment 2	15	\$80/mo. for 10 months	\$850	Category 1-4
Increment 3	15	\$135/mo. for 10 months	\$1350	Category 1-3
Increment 4	15	\$190/mo. for 10 months	\$1900	Category 1-2
Increment 5	15	\$250/mo. for 10 months	\$2500	Category 1-2
TOTAL POINTS	75			

Professional Development Category Descriptions	
Category	Description
1	Accredited college courses directly related to scope of work or practical promotional pathways within the District job families.
2	Adult education, regional occupational programs, apprenticeship training, or other accredited schools.
3	Service as an elected CSEA Officer in one of the following positions: President, 1 st or 2 nd Vice President, Secretary, Treasurer, and Chapter Public Relations Officer (Newsletter Editor), and Union Steward as appointed by Chapter President.
4	Conferences, workshops or seminars with prior approval from the Professional Growth Committee via Notice of Intent.

OPTION A <i>Professional Growth Increments</i>						
Course #	Exact Course Title	Location of Courses	Hours or Credits?	# of Hours or Credits	Professional Development Category	Proposed Date of Completion

 Name (print) Signature Date

 Job Title Location

 Email Address Phone Number

**Use additional sheets if necessary.
 Please keep a copy of this form to use when completing the *Notice of Completion.***

Conejo Valley Unified School District



Professional Growth Program Notice of Completion Option A

In order for the committee to approve your request:

- You **MUST** have submitted a Notice of Intent before filling out this form.
- This form **MUST** match the Notice of Intent previously submitted.
- You **MUST** attach **Unopened Official Transcripts and/or Proof of Attendance indicating hours completed** for all courses listed.
- You **MUST** submit original receipts if applying for textbook and/or tuition reimbursement.

Notice of Completion and required documentation must be received by the Classified Human Resources Department no later than August 31st for courses completed during the previous school year.

Professional Development Category Descriptions	
Category	Description
1	Accredited college courses directly related to scope of work or practical promotional pathways within the District job families.
2	Adult education, regional occupational programs, apprenticeship training, or other accredited schools.
3	Service as an elected CSEA Officer in one of the following positions: President, 1 st or 2 nd Vice President, Secretary, Treasurer, and Chapter Public Relations Officer (Newsletter Editor), and Union Steward as appointed by Chapter President.
4	Conferences, workshops or seminars with prior approval from the Professional Growth Committee via Notice of Intent.

OPTION A:*					Professional Growth Committee Use Only	
Professional Growth Increments <i>To be Completed by Employee</i>						
Course #	Exact Course Title	Location of Courses	# Hours or Credits	Professional Development Category	Points Approved	Reason Denied
*Professional Growth increment(s) – to be paid in equalized monthly payments upon qualification.				Total Points Approved:		

Employee's Name (printed)

Employee's Signature

Date

<i>To be completed by Professional Growth Committee:</i>	
Current Points Approved: _____	Amount to be Reimbursed: _____
Previous Carryover Points: _____	FY Year(s) of Previous Reimbursement: _____
Total Points Earned: _____	Date of Committee Action: _____
#of Increments Earned: _____	
Date(s) of Increments: _____	
Carryover Points: _____	
Chairperson, Professional Growth Committee	District Designee



Conejo Valley Unified School District

Professional Growth Program *Notice of Intent* Option B

Classified employees who wish to enroll in the District’s Professional Growth Program must complete and submit to the Classified Human Resources Department this Notice of Intent listing course work they intend to take **Option A - for Professional Growth Increments** or **Option B - Textbook/Tuition Reimbursement.**

OPTION B – Tuition/Textbook Reimbursement:

Professional Development Category Descriptions	
Category	Description
1	Accredited college courses directly related to scope of work or practical promotional pathways within the District job families.
2	Adult education, regional occupational programs, apprenticeship training, or other accredited schools.
3	Service as an elected CSEA Officer in one of the following positions: President, 1 st or 2 nd Vice President, Secretary, Treasurer, and Chapter Public Relations Officer (Newsletter Editor), and Union Steward as appointed by Chapter President.
4	Conferences, workshops or seminars with prior approval from the Professional Growth Committee via Notice of Intent.

To be reimbursed for textbooks and/or tuition costs (up to a maximum of \$300.00 per year, lifetime maximum \$1,500) and not have this course work applied to Professional Growth Increments.

OPTION B <i>Professional Growth Tuition/Textbook Reimbursement</i>				
Course #	Exact Course/Textbook Title	Location of Courses	Approximate Amount of Reimbursement	Professional Development Category

Name (print) Signature Date

Job Title Location

Email Address Phone Number

**Use additional sheets if necessary.
 Please keep a copy of this form to use when completing the *Notice of Completion.***



Conejo Valley Unified School District

Professional Growth Program Notice of Completion Option B

In order for the committee to approve your request:

- You **MUST** have submitted a Notice of Intent before filling out this form.
- This form **MUST** match the Notice of Intent previously submitted.
- You **MUST** attach **Unopened Official Transcripts and/or Proof of Attendance indicating hours completed** for all courses listed.
- You **MUST** submit original receipts if applying for textbook and/or tuition reimbursement.

Notice of Completion and required documentation must be received by the Classified Human Resources Department no later than August 31st for courses completed during the previous school year.

Professional Development Category Descriptions	
Category	Description
1	Accredited college courses directly related to scope of work or practical promotional pathways within the District job families.
2	Adult education, regional occupational programs, apprenticeship training, or other accredited schools.
3	Service as an elected CSEA Officer in one of the following positions: President, 1 st or 2 nd Vice President, Secretary, Treasurer, and Chapter Public Relations Officer (Newsletter Editor), and Union Steward as appointed by Chapter President.
4	Conferences, workshops or seminars with prior approval from the Professional Growth Committee via Notice of Intent.

OPTION B:* <i>Professional Growth Tuition/Textbook Reimbursement</i> <i>To be Completed by Employee</i>					<i>Professional Growth Committee Use Only</i>
Course #	Exact Course/Textbook Title	Location of Courses	Professional Development Category	Amount of Reimbursement	Approved Amount
*Textbook and/or tuition reimbursement, not to exceed \$300.00 annually (lump sum distribution only).				Total Amount Approved:	

Employee's Name (printed) _____ Employee's Signature _____ Date _____

<i>To be completed by Professional Growth Committee:</i>	
Current Points Approved: _____	Amount to be Reimbursed: _____
Previous Carryover Points: _____	FY Year(s) of Previous Reimbursement: _____
Total Points Earned: _____	Date of Committee Action: _____
#of Increments Earned: _____	
Date(s) of Increments: _____	
Carryover Points: _____	
Chairperson, Professional Growth Committee	District Designee