



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 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
 - 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.

