
CLASSIFIED PROFESSIONAL GROWTH (PSL-W021)

Sacramento City Unified School District

1.0 SCOPE:

- 1.1 This working Instruction discusses the process of evaluating Classified Professional Growth for classified employees

2.0 RESPONSIBILITY:

- 2.1 Personnel Analyst

3.0 APPROVAL AUTHORITY:

- 3.1 Director of Human Resource Services

Signature

Date

4.0 DEFINITIONS:

- 4.1 Classified Professional Growth Program – Program which utilizes job training, college coursework, and workshops to enhance classified employees salary.
- 4.2 Financial Incentive to improve job skills/performance and obtain training related to promotional opportunities.
- 4.3 Employee must complete three full consecutive years of employment with the district before they are eligible to receive compensation under this program.
- 4.4 Units may be stockpiled prior to employee's eligibility date to receive compensation.
- 4.5 Compensation credit is limited to six units per fiscal year.
- 4.6 Approval Request – application form (Professional Growth Form.)
- 4.7 HRS—Human Resource Services.
- 4.8 Analyst—Personnel Analyst.

5.0 WORK INSTRUCTIONS:

- 5.1 Employee submits approval request to undertake courses to site administrator.
- 5.2 Employee completes coursework taken at an accredited university/college, conference, training program, adult education program, or workshops sponsored by Sacramento City Unified School District.
- 5.3 Employee submits Application for Classified Professional Growth to HRS for approval.
- 5.4 Analyst will evaluate transcripts, certificates, workshops, and approve for relevancy to employee's job title to determine whether or not it is of district value or job related.
- 5.5 Analyst will convert hours into units using formula established by union contract.
- 5.6 Determine number of units employee is eligible to receive and hours to be banked for future approval.
- 5.7 Approve for payment, and submit application to Personnel Technician II for data entry.
- 5.8 How this gets to the payroll department—Submit payroll update sheet (See Purchasing Department for Form).

CLASSIFIED PROFESSIONAL GROWTH (PSL-W021)
Sacramento City Unified School District

6.0 ASSOCIATED DOCUMENTS:

- 6.1 Classified Professional Growth Application (PSL-F002)
- 6.2 Certificates of Attending Workshops
- 6.3 College Transcripts
- 6.4 Payroll Update Sheet

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Classified Professional Growth Application	File Cabinet in HRS	Unlimited	Discard as desired	Access limited to HRS Staff

8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
12/03/04	A	Initial release
12/12/05	B	Revision History: Added payroll update sheet and 5.8.
10/08/07	C	Approval Authority department name change

* * * E n d o f p r o c e d u r e * * *