
CLASSIFIED PROFESSIONAL GROWTH (PSL-P011)

Sacramento City Unified School District

1.0 SCOPE:

- 1.1 This procedure discusses the process of evaluating Professional Growth for Classified Employees

The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

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 HRS—Human Resource Services.

5.0 PROCEDURE:

- 5.1 Employees submit Application for Professional Growth Salary Credit to HRS for approval. (see PSL-W021)

6.0 ASSOCIATED DOCUMENTS:

- 6.1 Classified Professional Growth Form. (PSL-F002)
- 6.2 Certificates of Attending Workshops.
- 6.3 College Transcripts.

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 Office	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
10/08/07	B	Approval Authority department name change

*** End of procedure ***