



Human Resource Services

3. Credit: Credit shall be given for these activities, which may be combined, on the following basis:

Total Hours of Attendance or Effort	Semester Unit Equivalents
15	½
30	1
45	1 ½
60	2

Participation in such activities must be certified in writing by appropriate officials on forms provided by Human Resource Services. The form is available on the district web page (www.scusd.edu) under Human Resources, Current Employees, Professional Development, PSL-F002 Request for Prior Approval of Classified Professional Growth.

4. District-Sponsored Training Programs (Enhanced Professional Growth): Professional growth units may be acquired by attendance at district- and/or association-sponsored training programs with a credit of one (1) unit per sixteen (16) hours of training for programs that have been designated in writing by the district as an Enhanced Professional Growth (EPG) Program (also known as Fast Track).
5. Travel: Credit may be authorized for approved travel which can be demonstrated to

Plans for Professional Growth: Plans for professional growth which include more than one (1) course or other activity listed above may be submitted to the Chief Human Resources Officer or designee for prior approval, thus eliminating the need for separate approval action on each course or activity undertaken.

Restrictions on Professional Growth Credits

1. Job-Related Courses: At least fifty percent (50%) of the professional growth credits specifications and/or related to other district positions for which the employee seeks to qualify for transfer and/or promotion.
2. General Education Courses: At least fifty percent (50%) of the professional growth credits may be general education units which shall be certified as appropriate by the Chief Human Resources Officer or designee. Courses which are avocational, hobby type, or are taken for personal pleasure or amusement are not certifiable.
3. No On-Duty Credit: Professional growth credits cannot be given for courses or activities undertaken while an employee is required to be on duty.
4. Credits During Employment: Only units completed after employment with the district may be considered for professional growth credit.

How Much Salary Credit is Allowable?

Effective July 1, 2004, the compensation per unit of approved course work or activities and the maximum number of units shall be as follows:

2. Per Year July 1 to June 30.

3. Verification of Units: Verification of units earned for in-service growth salary credits shall be submitted to the appropriate authority by July 15th of each year.