William S. Hart Union High School District

PROFESSIONAL GROWTH
for
Classified Employees

The CSEA/District classified contract provides full and complete reimbursement for District-approved professional growth activities up to a maximum District cost of **five hundred dollars ($500) per school year** per unit member. The explanation and guidelines can be found on pages 49-50 of the CSEA contract (Article 17.3) listed under In-Service, Awards and Professional Growth.

If you choose to take advantage of this benefit, please review the entire article regarding this program very carefully. Specifically:

•The classes or training must be approved <u>in advance</u> by your immediate supervisor and the District Director of Personnel in order to receive reimbursement;

•The unit member will be reimbursed for expenses only upon the District receiving verification of tuition payment , and/or other approved expenses, original receipt <u>and</u> verification of course work completion and/or participation;

•Verification of course work must consist of an official college/university transcript or a certificate/letter from the training institution verifying successful completion of a workshop.

Unit member submits Prof. Growth form to Supervisor & Dir. of Personnel for approval → Unit member pays for and completes course or training → Unit member turns in original receipt and grade/certificate to Personnel → Unit member receives reimbursement from Accounts Payable (upon verification)

Advance approval for professional growth activity shall be for a maximum period of one calendar year. All verifications and requests for reimbursement must be presented within sixty (60) calendar days of completing the professional growth activity. Failure to comply within the timelines specified may result in non-reimbursement of tuitions.

Thank you!