

PERSONNEL

Professional Development - Annual (Twelve-Month), Non-Represented Classified Employees

The following procedures provide for general guidance for the Superintendent or designee regarding professional development participation for eligible annual (twelve-month), non-represented classified employees.

The District will contribute up to \$650 per year per non-represented classified employee toward individualized professional development. Said professional development will be job-related to current/future position and the Strategic Plan and will be supervisor-approved. Each non-represented classified employee may elect to pool any portion of the annual allocation to provide for a staff development opportunity for another non-represented classified employee.

To assist non-represented classified employee with paying for tuition costs associated with securing certification or a degree, the District will establish a "pool" of dollars in the amount of \$30,000. Said "pool" will be replenished to a maximum of \$30,000 for each year of the agreement. Employees must submit to the Superintendent a plan of professional growth toward certification or degree prior to applying to the program. Individual reimbursement from the pool will be determined by the number of applicants and need.

The District will pay annual dues, not to exceed \$250.00 per year for membership in professional organization(s).

Adoption Date: May 9, 2012

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