



REQUEST FOR PROFESSIONAL GROWTH FORM Classified Employees

Part I: Request

Employee Name: _____ Date of Request: _____

Title: _____ Banner ID: _____

Course/Activity Name (List all on education plan, attach supplemental pages or justification if needed):

Title	Release/flex time requested?

Employee: Attach a current and approved education plan or Student Education Plan (SEP) for review with this request.

Supervisor Name _____ Signature _____ Date _____

Cluster VP Name _____ Signature _____ Date _____

Part II: Certification of Completion

Title	Date Completed	Grade

Employee: Attach unofficial transcript/grade report.

Supervisor Name _____ Signature _____ Date _____

Cluster VP Name _____ Signature _____ Date _____

Instructions (See section 3.8 of the CBA for additional information on this program):

- Employee identifies relevant professional growth or career-development courses; creates education plan; completes part I and obtains approvals PRIOR to the start of classes
- Employee retains form with part I completed while taking the course(s). **Note: it is the employees' responsibility to track and retain all approved coursework forms until the course is completed**
- Employee completes coursework with a grade of C or better and obtains certificate of completion signatures (part II) Employee can submit fully completed form (both parts I and II) to HR at the completion of a course however the employee retains responsibility of ensuring proper record keeping until all 12 units required for the increase have been completed
- Upon completion of 12 units, employee submits **all completed forms AND official transcript** to Human Resources. HR will implement 2.5% increase