

IMPORTANT CHANGES TO PROFESSIONAL GROWTH COMPENSATION PROCESS

In an effort to streamline the process for **professional growth activities** to be approved for salary compensation credit, several revisions were approved by the Governing Board regarding Policy GCI Professional Staff Development. The most significant changes include the following:

- **Policy GCI** title is changed from Professional Staff Development to **Professional Growth Compensation**.
- **A Professional Growth Request submitted at least 30 days prior to enrollment in the course or workshop is no longer required to be considered for salary compensation credit.** The policy language has been revised to eliminate required prior approval.

A Professional Growth Request (PGR) form must be submitted with required supporting documentation to the Human Resources Office to be considered for professional growth credit. Required documentation for university and college coursework is an official transcript. Required documentation for other professional growth activities includes a detailed description of the activity (in-service training, workshop, seminar, or conference) and a signed certificate of completion which specifies the number of clock hours awarded. A review of a professional activity for prior approval is not required to submit a Professional Growth Request (PGR).

- **However, prior approval is available** for employees who submit a **completed Prior Approval Request** form with the required information to the Human Resources office.

However, upon provision of a course description from the relevant college catalog or a detailed description of the activity (in-service training, workshop, seminar, or conference), written prior approval may be provided after consultation with Human Resources to guarantee acceptance of the activity for professional growth credit.

- The language regarding a maximum number of credits per semester that are eligible for consideration for salary compensation credit has been eliminated.
- The deadlines for certificated staff to submit the required documentation for salary advancement is changed from three different deadline dates (before April 15, before July 15 or after July 15) to a single deadline—prior to the first date of the annual contract.
- Language indicating the District support for teachers pursuing National Board Certification for Teachers (NBCT) and the annual stipend for teachers holding NBCT status is added.
- **Professional Growth Request and Prior Approval Request** forms are available on the District website under Quick Links >Employee Resources.