

Professional Growth

Employees must submit a request for approval on a Professional Growth Request (PGR) form and approved 30 days prior to enrollment in any course, program, or professional growth workshop or activity in order to be considered for salary credit.

When submitting a Professional Growth Request form, please make sure all required information is complete, otherwise forms will be returned.

- Course title
- Course #
- Granting institution
- Numbers of credits or number of hours

If attending a workshop, please complete a Professional Growth Request and also submit a copy of the workshop flyer. You must submit official transcripts (or certificates) of completion within one calendar year of the date of the course completion in order to be considered for salary credit.

Certified deadlines for salary increases are April 15, 2015, and July 15, 2015.

If you have any questions, please feel free to contact Elizabeth Denneau at X8822.