



RIVERSIDE UNIFIED SCHOOL DISTRICT
Department of Personnel - Leadership and Development

CLASSIFIED EMPLOYEES
REQUEST FOR PROFESSIONAL GROWTH CREDIT AND APPROVAL

Employee Name: Employee Number:
Work Site: Date of Permanent Employment:
Job Classification: Number of hours worked per week:
Date Submitted: Number or months worked per year:

Those unit members completing 12 points no later than January 31 will receive the appropriate stipend in June. Stipends completed after January 31 will be paid in June of the next year.

I am requesting approval for professional growth credit by participation in one of the following activities:

College, Junior College or Trade School Units (Transcripts, grade cards or attendance verification must be submitted to receive credit. Minimum acceptable grade is "C")

Semester Units or Quarter Units

Date(s) of Class: Name of College:

Course Title:

Adult School Course (Transcripts, grade cards or attendance verification must be submitted to receive credit. Minimum acceptable grade is "C") (1/2 point earned per course)

Date(s) of Class:

Course Title:

Continuing Education Units (CEU) (1/2 point earned per unit and a maximum of 5 points earned per stipend)

Number of CEU units:

Professional workshop or convention (1/2 point earned per 3 hours of training and no more than five points may be earned annually)

Number of workshop hours: District Paid: Yes No

Date(s) of Class: Employee Paid: Yes No

Workshop/convention Title: Shared Cost: Yes No

CSEA Elected Office (1 point annually)

Supervisor's Signature Date

TO BE COMPLETED BY THE HUMAN RESOURCES DEPARTMENT:

Approved Disapproved

Signature of the Director of Classified Personnel Date