

## SUPPORT STAFF CAREER DEVELOPMENT

### Continuing Education Credits

All employees of the District, in order to increase skills and competency in their job classifications and to upgrade their positions, are encouraged to continue their education. All support staff personnel who work thirty (30) or more hours per week shall be reimbursed sixty dollars (\$60) per semester hour earned up to sixty (60) semester hours. The District shall compensate employees for the hours earned at the rate of sixty dollars (\$60) per credit hour. A credit hour is defined as fifteen (15) hours of classroom contact.

The following course work shall qualify for District credit, with prior approval by the Superintendent:

- Any college or junior college class involving communication and language skills.
- Any class that deals directly with the employee's assigned duties and job classification.
- Any class that might upgrade the employee to a higher job classification within the District.

All other classes shall require prior approval by the Superintendent. All approved class hours accumulated after date of employment shall be honored.

Workshops, seminars, et cetera, taken through Westside IMPACT (Improvement, Management, Pride, and Curriculum Task Force), the Arizona Department of Education (e.g., select, Phoenix Curriculum Council, and certain District workshops offered after school hours) will accrue at the rate of one (1) District credit per fifteen (15) contact hours. They will be reimbursed at sixty dollars (\$60) per each credit hour (fifteen [15] contact hours equal one [1] credit hour) on a one-time basis.

The following limits and exceptions will apply:

- Limit: Six (6) hours (seven [7] hours if a four [4] hour course is taken) each semester that the District is in session. Exceptions may be granted by the Superintendent.
- Credit shall not be allowed for repetitious courses without approval by the Superintendent.

- A minimum of a *C* grade or its equivalent must be earned in courses taken. No more than six (6) semester hours of graduate *C* credit will be allowed.

### **Verification**

All hours must be verified by either grade slip or college transcript before October 1 of the contract year. Hours anticipated during the summer must be indicated to the administration no later than May 1 for budget consideration for the coming school year. All hours included for payment in a fiscal year must be completed prior to August 30 of the fiscal year.

### **Workshops**

Fees for workshops may be paid for by the District, upon administrative approval. Such workshops shall not be considered for District credit.

*Adopted:* date of manual adoption

LEGAL REF.: A.R.S. 15-342