

CLASSIFIED EMPLOYEES GROWTH INSERVICE PROGRAM

Directions:

1. Complete form
2. Attach Course Description of class(es) you wish to take.
3. Consult with your immediate supervisor.
4. Submit form to Human Resources Office prior to enrollment.
Notice of approval or denial will be returned to employee.
5. Upon completion of class, submit receipts and official grade card to Human Resources Office.

Employee _____ Position _____ Location _____ Date _____

Accredited institution at which you intend to enroll: _____

List class(es) you plan to attend. Attach a copy of course description from catalog.

Class(es) begin on _____

Anticipated cost of tuition: \$ _____ Anticipated cost of books: \$ _____

Please state reasons why this class(es) is job-related: _____

Supervisor's signature indicates consultation, not approval, regarding this request.

Supervisor _____ Date _____

HUMAN RESOURCES OFFICE

Request received in Human Resources on _____ Request Approved Request Denied

Comment: _____

Assistant Superintendent, Human Resources _____ Date _____

Receipts and original grade card have been received. Reimbursement Approved Reimbursement Denied

Amount of Reimbursement: Tuition \$ _____ Books \$ _____ Total \$ _____

Comment: _____

Assistant Superintendent, Human Resources _____ Date _____

CSEA COLLECTIVE BARGAINING AGREEMENT:

Section 15.1: Members of the bargaining unit may be reimbursed full or partial tuition and materials costs for job-related coursework completed with a grade of "B" or better and/or the equivalent.
Section 15.2: Members of the bargaining unit who wish to be considered for participation in the Growth Inservice Program must apply prior to their involvement in the program for which they wish to receive credit. This request shall be made on the District form to the Assistant Superintendent, Human Resources, after consultation with the member's immediate supervisor. The Assistant Superintendent, Human Resources, shall notify the member of the bargaining unit as to whether or not their request has been approved by the District.