



Section: CLASSIFIED
EMPLOYEES

Title: INDIVIDUAL
GROWTH GUIDELINES

Adopted: February 20, 1996

Revised: August 21, 2007

	521. INDIVIDUAL GROWTH GUIDELINES	
<p>1. Purpose</p> <p>2. Guidelines</p>	<p>Continued study and in-service training are prerequisites for continued growth and advanced ability to undertake increased responsibility. Therefore, these guidelines are established for all classified personnel.</p> <p>The Joint Operating Committee defines the following:</p> <p><u>Conferences/Conventions</u></p> <p>This is a multi-day affair, generally involving registration, lodging, food expenses, transportation (other than local) and tends to be regional, state or nationwide.</p> <p><u>In-Service Programs (Outside District-Sponsored)</u></p> <p>Tends to be instructive or explanatory in nature and is usually scheduled not to exceed one day. These programs may involve registration, meals and may exclude lodging.</p> <p><u>Meetings</u></p> <p>An event that school district personnel must or should attend for the benefit of the district. These programs may involve registration, meals and may exclude lodging.</p> <p><u>College Courses</u></p> <p>Approved college courses for which credits are awarded. Utilized to improve skills.</p> <p><u>Classified Organizations</u></p> <p>Membership in local, regional, state and national organizations designed to educate the membership.</p> <p>The Joint Operating Committee approves budgeted amounts each year for implementation of individual growth activities.</p>	

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	<p>The Joint Operating Committee authorizes the Administrative Director to prepare and implement a classified development plan that establishes:</p> <ul style="list-style-type: none">• Request and approval procedures• Reporting procedures• Expense procedures <p>Minimum requirements for procedures include:</p> <p>The requests are in writing on the appropriate form and include estimated expenses.</p> <p>The function is approved by the Administrative Director.</p> <p>All approved functions are reported to the Joint Operating Committee.</p> <p>Budget categories are followed.</p>	