



CLASSIFIED NOTICE OF INTENT – PROFESSIONAL GROWTH
(See CSEA Contract, Article 10)

Date: _____

Name: _____ Job Title: _____

I intend to complete 12 semester units toward a professional growth increment for the 2019-2020 school year.

Present Increment Level (1-5) _____ Proposed Increment Level (1-5) _____

I understand I must have an approved CSEA Professional Growth Plan Approval Form on file with the Human Resources Department and only those classes with prior approval will apply toward the increment.

This notice must be filed with the Human Resources Department by June 30 of the current school year to qualify for a professional growth increment for the upcoming school year.

Verification of such coursework must be filed with the Human Resources Department by September 1st. If such verification is not received by September 1st, no new payments will be made to the employee. Coursework verified after September 1st will be carried over to the next year. Payment for professional growth will begin July 1st for 12-month employees and September 1st for all other employees.

Coursework verification from courses more than one year old will not count toward a professional growth increment.

Signature Date

This section is for Human Resources Department use only.

Date Received: _____ Received By: _____