

HOLTVILLE UNIFIED SCHOOL DISTRICT  
Classified School Employees Association, Chapter #338  
Professional Growth Program - Intent to Participate Form

As per Article 19 of the Agreement between the District and the Association, *permanent* CSEA employees may qualify for a maximum of 5 professional growth stipends. To qualify, education units must be **directly related to the employee's position**, AND be a **benefit to the District**. As per the contract, intent to participate must be filed with the District Office. Approval of all requests is at the discretion of the Superintendent. Employees should consult the contract for further details.

Employee Name \_\_\_\_\_ Today's Date \_\_\_\_\_

Current Position \_\_\_\_\_ Date of Hire \_\_\_\_\_

**Section 1 – PD Program Details (to be completed by the employee):**

1. Please provide a description of the professional growth program. Include attachments where appropriate.
2. Is this program **directly** related to the employee's current position? How so?
3. How does this program benefit the District?

**Section 2 - Evaluation (to be completed by District Superintendent or Designee):**

- |  | Yes   | No    |
|--|-------|-------|
| 1. Is the employee is permanent? If not, stop – employee must reapply upon permanent status. | _____ | _____ |
| 2. Does the program demonstrate a direct relationship to the employee's current position?    | _____ | _____ |
| 3. Does the program benefit the District?  | _____ | _____ |

**Section 3 – Approval or Denial (to be completed by District Superintendent or Designee):**

\_\_\_\_\_ Approved    \_\_\_\_\_ Denied    If Approved, number of immediate increments (1-5) granted \_\_\_\_\_

Comments:

Signature \_\_\_\_\_