

PROFESSIONAL GROWTH – CLASSIFIED

Classified employees must submit a request for Professional Growth. All requests **must** be accompanied by a grade card or transcript. Please refer to the CSEA Collective Bargaining Agreement, Article XII, for additional information regarding eligibility and increments.

In order to advance from one salary class to another, a transcript or grade card containing credits must be submitted to the Personnel Department prior to July 15th for 11/12 month employees and August 15th for 10 month employees.

Requests for Professional Growth should be forwarded to the Personnel Department. If you have any questions please call 528-4763.