

SOUTHERN LEHIGH SCHOOL DISTRICT

SECTION: CLASSIFIED EMPLOYEES

TITLE: PROFESSIONAL GROWTH

ADOPTED: June 1, 1964

REVISED: January 24, 2011; May 22, 2017

<p><i>Formerly Policies 532, 533 and 533.1, 533.3</i></p> <p>1. Purpose</p> <p>2. Authority</p> <p>3. Guidelines</p>	<p style="text-align: center;">533. PROFESSIONAL GROWTH</p> <p>The Board of School Directors encourages classified employees to participate in continuing vocation-based study and training, as well as maintaining active membership in vocational organizations, in order to realize opportunities to develop improved and more efficient and effective vocational and organizational practices.</p> <p>The Board encourages all classified employees to further their vocational and personal advancement through special classes, conferences, training and membership and participatory attendance in vocational organizations and meetings.</p> <ul style="list-style-type: none"> • Classified employees may attend or participate in pre-approved training courses, including community college courses. Such attendance or coursework shall be pre-approved by the appropriate Supervisor and the Superintendent or his/her designee if tuition or a registration fee is requested. <p>Professional growth opportunities shall be requested and approved consistent with then current collective bargaining agreements, contracts or MOUs as applicable.</p> <p>Such educational activities will be attended during hours that are considered non-working hours unless attendance during working hours has been required or specifically permitted by the District.</p> <p>Tuition reimbursement requirements and limitations may be found in the Administrative Regulations appropriate to this policy.</p> <ul style="list-style-type: none"> • Classified employees may also be required by the Commonwealth or District to attend particular courses of study for purposes of gaining or retaining required licensure or certification. • Classified employees may attend conferences and meetings with the approval of the appropriate Supervisor and the Superintendent or his/her designee. Approval to attend such meetings shall be based upon vocational interest, activity, leadership, and financial limitations of the District, with consideration given to cumulative absence and/or work interruption. • Courses and in-service programs conducted or sponsored by the district, as well as other districts or local intermediate units, may be attended by classified
--	---

	<p>employees with supervisory approval.</p> <ul style="list-style-type: none">• Classified employees are encouraged to belong to and participate actively in vocational organizations in order to seek improvements in organizational and vocational practices. <p>It is expected that the classified employee who has attended a vocational gathering, training session or class will share acquired observations, and ideas concerning best practices and useful experiences with fellow employees for the improvement of the District's policies and practices.</p>
--	--