

Classified\* Personnel  
Professional Growth Credit

It is the policy of the Calaveras Unified School District to employ and retain the most qualified employees for positions within the classified service. The responsibilities of operating and administering a school district make it imperative for each employee, classified\* or certificated, to perform quality service. High levels of accomplishment of all persons is considered essential to the efficient and economical operation of the school district. To this end, it is the policy of the Governing Board to adopt, and encourage the participation of all classified\* employees in a Professional Growth Program.

The purpose of a Professional Growth Program shall be to improve the standard of service of the classified\* staff; to extend and constantly improve the standards of on-the-job performance of classified\* employees; to provide opportunities for personal growth and opportunities for advancement for all classified\* employees; and thereby demonstrates a concerted effort in the direction of retaining qualified classified\* personnel.

In recognition of individual efforts on the part of classified\* employees to improve their job performance, the Governing Board will provide financial incentives in accordance with the accompanying regulations.

\*Includes

Confidential: payroll and secretarial positions only

Second Reading/Adoption:  
May 3, 1994

**CALAVERAS UNIFIED SCHOOL DISTRICT**  
**San Andreas, California**