RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT HUMAN RESOURCES DEPARTMENT

PROFESSIONAL GROWTH PROGRAM FOR CSEA CLASSIFIED EMPLOYEES REQUEST FOR SALARY CREDIT FORM

Employee's Name		Date	
Employee ID#	Work Extension #		
Job Title		Full-Time/Part-Time	
Site Depar	tment		
understand that a tot report, letter of atter	wing course/seminar and request that the units/hours earned be tal of 12 units/points must be earned for each increment. I have and ance or certificate of completion. Ster unit = 1 unit/point; 3 quarter units = 2 semester units; 16 Ho	attached a transcript	
Course/Seminar #	Course/Seminar Title	General Units/Hours	Job Related Units/Hours
	Hours Semester Quarter Dates of Course/Semi	nar	
	of description of the course/seminar		
	trict activities are not eligible for credit if the district pays any req ours, <u>unless</u> I use vacation or compensatory time off to attend.	uired fees, and I atto	end during
Employee Signature		Date	
I certify that this emp	EVISOR/ADMINISTRATOR Bloyee did not attend the above course/seminar during assigned values to attend.	working hours, or ha	d instead
Supervisor/Administr	rator Name	Date	
Supervisor/Administr	rator Signature		