

**CLOVIS UNIFIED  
SCHOOL DISTRICT****PERSONNEL**

Classified, Administrative/Supervisory

**PROFESSIONAL GROWTH PROGRAM/CLASSIFIED TUITION REIMBURSEMENT  
PROGRAM**

**PURPOSE:** To provide a professional growth program and tuition reimbursement program for classified and classified management employees.

1. The purpose of the Professional Growth Program and Classified Tuition Reimbursement Program is to assist classified and classified management employees in meaningful study and related activities designed to retain and improve the employees' knowledge of skills in their respective career paths.

The Board authorizes the Superintendent to establish rules and regulations for the conduct and control of the Professional Growth Program and Classified Tuition Reimbursement Program for classified and classified management employees.

2. Effective July 1, 2006, the Classified Tuition Reimbursement Program replaced the Professional Growth Program established in 1980.
3. The Professional Growth Program for classified and classified management employees that was established in 1980 shall no longer be in effect as of July 1, 2006. All employees who received stipends from the Professional Growth Program in effect prior to July 1, 2006 shall continue to receive earned stipends until such employees are no longer employed or eligible.
4. The Superintendent or designee shall establish a Professional Growth Committee to evaluate the District's Professional Growth Program and Tuition Reimbursement Program for regular classified and classified management employees as needed. The Professional Growth Committee shall make its recommendations to the Superintendent or designee. The committee shall be comprised of representatives from each of the following classifications: Business Support, Classified Management, Confidential, Food Services, Paraprofessional, Transportation, Warehouse, and Operations.
5. The Board authorizes the Superintendent or designee to monitor any existing participants in the former Professional Growth Program and the Tuition Reimbursement Program. The Human Resources Department, in collaboration with the Payroll Department, will annually audit the records of Program participants from each Program to ensure uniform application of Administrative Regulations No. 4231.1 and 4331.1.
6. The Associate Superintendent of Human Resources will review the Tuition Reimbursement Program and process appeals as necessary.

Adopted: 10/11/2006

Reviewed: 11/15/2006 (renumbered from 6106)

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Amended: 12/09/2009, 10/21/2020 (BP 6102 renumbered as BP 4231.1, BP 4331.1; all contents of BP 6101 moved)

Doc# 42309-7 (09/2020, None)