

**Spearfish School District 40-2  
4000 Personnel**

Board Policy

Code: 4805

**CLASSIFIED STAFF INSERVICE AND PROFESSIONAL GROWTH**

Classified staff employed by the school district are encouraged to develop skills that will allow them to become more competent in their area of assignment. Training for transfer between departments may also be encouraged, if approved by the administration.

Guidelines that will be used to determine what areas of skill improvement will be authorized for professional growth and district monetary contribution will be: 1) beneficial impact upon the school district and students; 2) value of increased competency for district objectives; 3) improvement of efficiency in job assignment.

The following criteria will be used to determine salary advancement:

Technical School and University

One credit hour received from a technical school or university will equal 15 salary advancement hours. A maximum of three university/technical school credit hours can be earned each year. After three university/technical credit hours have been earned an advancement on the salary scale will be considered on the next annual agreement. The Board will grant only one salary advancement per year. Credits approved for a technical school or university are not accumulative.

Workshops, Conferences and Seminars

Each clock hour spent in a workshop, conference or seminar will equal one hour (unless seminar hours are specifically stated by the presenter) of the 15 hours required for salary advancement. After 15 salary advancement hours have been earned, an advancement on the salary scale will be considered on the next annual agreement. A maximum of 45 hours may be earned annually. The Board will grant only one salary advancement per year. Hours earned in workshops, conferences and seminars are accumulative.

Each request for classified salary advancement must be submitted for the approval of the superintendent on form 4805FM which is available in the school business office or the district website, prior to taking the advanced training. Proof the classes were taken must be submitted to the business manager by June 15.

Effective	<u>May 26, 1982</u>
Reviewed	<u>May 11, 1987</u>
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