

Wichita Public Schools

Clerical Professional Growth Program Guidelines

| Level | Years of Service | Initial Requirement | Continuation Requirement |
|----------------------|------------------|---------------------|--------------------------|
| Level 1(\$30/month) | 2 years minimum | 75 pts. | Additional 10 hours |
| Level 2(\$50/month) | 3 years minimum | | Additional 15 hours |
| Level 3(\$70/month) | 4 years minimum | | Additional 20 hours |
| Level 4(\$100/month) | 5 years minimum | | Additional 30 hours |

- Any opportunities for Clerical Program Growth Program (CPGP) advancement are subject to negotiations.
- Administrative Assistants, Bookkeepers, and Clerks in a permanent position are eligible for CPGP.
- An employee must be on A-Jc pay scale.
- An employee must have worked in a benefitted clerical role within the district for at least two academic years.
- All employees must start on Level 1 and employee can only move 1 level per Career Ladder opportunity.
- All activities are subject to audit for verification.
- Points may be accumulated, but not applied, during the first two years of employment in a benefitted clerical position.
- Additional pay will continue to be awarded, subject to negotiation approval, if the continuation requirements are met every five years or until the employee leaves the district.

You may earn credits from the following:

- **Professional Development Hours**
 - All PD hours must be documented and approved in MyLearningPlan in order to count towards Clerical Professional Growth Program (CPGP).
 - Only PD hours accumulated within one contract year may count towards the CPGP following that contract year.
 - 1 approved PD hour in MLP is equal to 1 CPGP credit.
 - Any PD that occurs during a workday, while the Clerical staff is on paid status, will count towards CPGP.
 - Completed trainings, conferences, or seminars that are not offered by USD 259 may count towards CPGP if they are documented and approved in MLP with a certificate or proof of completion.
- **College Credit Hours**
 - College classes completed and passed with a “C” or better may count towards CPGP if they were completed after the start date of a permanent, benefitted clerical position.
 - In order for college credits to count towards CPGP, an unofficial transcript from the college or university with final grades listed must be provided to Human Resources.
 - 1 semester college credit hour is equal to 20 approved CPGP credits for the initial requirement and 1 CPGP credit for continuation credit.
 - College credit hours may roll over from year to year if they have not yet been used for credits towards a CPGP.
- **ComPsych (EAP Program) Webinars**
 - ComPsych is an Employee Assistance Program offering Webinars that you could take on your own time.
 - Each job relevant Webinar is equal to 1 point on the CPGP.
 - Job relevancy of Webinar will be determined by Human Resources.
 - All Webinars must be documented and approved in MyLearningPlan by submitting a Certificate of Documentation to count towards CPGP.