

# SUN AREA TECHNICAL INSTITUTE

SECTION: CLASSIFIED EMPLOYEES

TITLE: EMPLOYEE IMPROVEMENT  
PLAN

ADOPTED: June 20, 2002

REVISED: June 19, 2014

533. EMPLOYEE IMPROVEMENT PLAN	
<p>1. Authority</p> <p>SC 1205.1, 1205.2, 1850.1</p>	<p>Continuing professional study and inservice training for support employees are prerequisites for professional development and enhanced ability to complete responsibilities and maintaining certification.</p> <p>The Joint Operating Committee directs all employees to further their professional and personal advancement through graduate study, inservice training, conference attendance, and professional development activities.</p>
<p>2. Guidelines</p> <p>SC 1144, 1151</p> <p>Title 22 Sec. 4.13, 49.16 Pol. 100</p>	<p><u>Graduate Study/Special Courses</u></p> <p>Only courses of study that are preapproved shall be eligible for reimbursement by the school or a change in compensation for the employee. Documentary evidence of satisfactory completion of all study programs shall be required.</p> <p>Reimbursement for credits for approved special courses shall be made in accordance with terms of an individual contract, or collective bargaining agreement when preapproved by the Administrative Director for actual costs charged the employee for preapproved courses of study.</p> <p>All eligible employees shall submit annually by the first Friday in May, a record and description of the attainment of approved credits to the Administrative Director.</p> <p>Approved graduate study or special courses/programs may be of sufficient advantage to the school to warrant an increase in an employee's annual salary, upon documentation of satisfactory completion. Such an increase will be in accordance with provisions of the individual contract, collective bargaining agreement, or Joint Operating Committee resolution.</p> <p><u>Induction Plan</u></p> <p>The school shall comply with Department of Education requirements when developing and maintaining an induction plan for first-year support employees new to the school. The school shall develop and submit the induction plan to the</p>

	<p>Department of Education for approval every six (6) years, as required by law and regulations. Prior to approval by the Joint Operating Committee and submission to the Department of Education, the induction plan shall be made available for public inspection and comment in the school's administrative offices and the nearest public library for a minimum of twenty-eight (28) days.</p> <p><u>Professional Education Plan</u></p> <p>SC 1205.1 Title 22 Sec. 4.13, 49.17 Pol. 100</p> <p>The Joint Operating Committee shall appoint to the professional education committee parents/guardians and representatives of the community and local businesses. Representatives of administrators, teachers and educational specialists on the professional education committee shall be selected by their respective members.</p> <p>SC 1205.1 Title 22 Sec. 4.13, 49.17 Pol. 100</p> <p>The school shall develop and submit a professional education plan to the Secretary of Education for approval every three (3) years, as required by law and regulations. The professional education plan shall be designed to meet the educational needs of the school and its certificated administrative and professional employees; specify approved courses, programs, activities and learning experiences; and identify approved providers. Prior to approval by the Joint Operating Committee and submission to the Secretary of Education, the professional education plan shall be made available for public inspection and comment in the school's administrative offices and the nearest public library for a minimum of twenty-eight (28) days.</p> <p>SC 1205.1</p> <p>The Joint Operating Committee shall ensure an annual review of the school's professional education plan is conducted by the professional education committee to determine if the plan continues to meet the needs of the school, employees, students and community. The professional education committee may recommend amendments to the plan, subject to approval by the Joint Operating Committee and the Department of Education.</p> <p>SC 1205.2</p> <p>The Joint Operating Committee may approve, on a case-by-case basis, specific professional education activities not stated within the school's professional education plan.</p> <p>SC 1205.2</p> <p>If the school assumes all costs of credits or hours, the Joint Operating Committee may disapprove any course, program, activity or learning experience that is inconsistent with the goals of the professional education plan.</p>
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References:

School Code – 24 P.S. Sec. 1144, 1151, 1205.1, 1205.2, 1205.5, 1217, 1850.1

Child Abuse Recognition and Reporting Training – 24 P.S. Sec. 1205.6

State Board of Education Regulations – 22 PA Code Sec. 4.13, 49.16, 49.17, 339.41

Joint Operating Committee Policy – 100, 806