

12.4 Professional Standards Program Certificate

Employees are encouraged to develop standards of excellence through continuing education. The Professional Standards Program (PSP), established by the National Association of Educational Office Professionals (NAEOP), is recognized by the District as a means to achieve various levels of professional standards.

All employees with a regular assignment of twenty (20) hours or more per week who achieve certification pursuant to the Professional Standards Program (PSP), will be eligible to receive additional stipends for up to eight (8) Professional Standards Program (PSP) Certificates (including Master's Degree); provided they have successfully completed the probationary period.

Any employees whose assignment is reduced by the District to fewer than twenty (20) hours per week, shall continue to receive his/her PSP stipend(s) under this Section. The stipend(s) will be discontinued if, at any time, the employee refuses an assignment of twenty (20) or more hours per week.

An employee who has earned a PSP Certificate, will receive the following stipend(s):

1. Basic \$200.00
2. Associate Professional \$325.00
3. Advanced I \$450.00
4. Advanced II \$575.00
5. Advanced III \$700.00
6. Associate Degree \$825.00
7. Bachelor Degree \$950.00
8. Masters Degree \$1,075.00

The stipend(s) will be added to the employee's annual salary immediately upon receipt by the Human Resources Department of written notification that the certificate(s) have been earned.

In 2002, NAEOP implemented a five year recertification program for all PSP recipients. To qualify for recertification, one must have maintained continuous membership in NAEOP and have accrued sixty (60) hours of approved continuing education, such as adult education, in-service training, CEUs, or formal college classes. Upon receipt of a written notice that an employee has earned recertification, the employee will receive a one time recertification stipend of two hundred (\$200) dollars.