

PERSONNEL

SERVICE: In-Service Credit

One unit of credit will be given for fifteen hours in an approved workshop. Regular attendance is required if in-service is requested. One third of the total units between salary classification columns may be fulfilled by workshop credit; the remaining units shall be upper division or graduate credit, unless a specific undergraduate course can be used to fulfill a credential requirement.

All courses must be reviewed and approved by the Superintendent or designated representative. Final approval for in-service credit will be made after a schedule of attendance and participation in the workshop has been submitted.