

## **Personnel - Confidential & Supervisory**

### **4215 Career Advancement Awards Program \***

It shall be the policy of the Board of Trustees to continue the Career Advancement Awards Program for permanent members of the classified service (non-management) that are currently receiving awards for completion of the CAAP program or are waiting to be added to the compensation program.

#### **The Career Advancement Awards Program**

A Career Advancement Awards Program for an employee will consist of an individual educational and training plan which is voluntarily prepared by the employee to improve working skills and knowledge beyond the normal requirements for the position presently held and to encourage career advancement. A program must be given advance approval and certified by the Career Advancement Awards Program Committee. Upon successful completion of the program, the staff member will receive a Career Advancement Award. Procedures for the program are included in the Administrative Rules and Procedures.