

**COMPENSATION FOR CONFIDENTIAL EMPLOYEES**

**Professional Growth Units**

Confidential employees who complete professional growth units will receive compensation as indicated by the Classified Professional Growth Program Guidelines. All course work must be approved by the Management/Confidential Professional Growth Committee.

**Length of Work Year for Step Advancement Purposes**

If a 12 month confidential employee's service begins during a school year, the 1st year of service will be considered an entire year if the performance of duties begins on or before January 1 of that year. The cutoff date for 10 month employees will be February 1. Advancement to the next step on the salary schedule will be allowed at the beginning of the next work year (July 1 for 12 month employees and the 1st regular work day of the next work year for 10 month employees).

**Mileage Reimbursement**

Upon approval of the Superintendent, confidential employees who are required to travel in the course of their employment may receive mileage reimbursement. The rate of reimbursement will be IRS approved rate. Mileage allowance shall be granted from the 1st duty station of the day to other authorized locations as part of the regular day's work.