



Responsible: Office of Human Resources

PURPOSE

This administrative procedure describes the process by which the Office of Human Resources (HR) processes educational credits for salary advancement for Licensed Certified and Licensed Administrative employees in accordance with current respective negotiated agreements in the Washoe County School District ("District" or "WCSD").

PROCEDURE

1. Official transcripts and/or In-service certificates must be received by the HR Program Service Technician responsible for Professional Growth, by 5:00 P.M. the first working day of the month in order to receive Professional Growth credit for that month. Salary will not be retroactive.
 - a. Grade slips, letters from the university and unofficial transcripts are not accepted. E-Scripts will be accepted by accredited Colleges and Universities, if the transcript is e-mailed directly to the Program Service Technician.
 - b. All transcripts and/or In-service Certificates will be date stamped upon receipt.
 - c. In-service credits may periodically be uploaded into the automated system by the Department of Professional Learning.
2. The Program Service Technician pulls the CE4019 Pay card Report in Business Plus.
 - a. The Program Service Technician reviews the CE4019 Pay Card Report to determine if the employee qualifies for salary advancement. The Program Service Technician will ensure that there are no duplication of credits on the Pay Card Report. (Please note no new Individual Professional Improvement Program – IPIP credits are issued after/effective July 1, 2017)
 - i. The Program Service Technician reviews all credits on the CE4019 Pay Card Report ensuring all entries from the beginning of the report have been entered appropriately.
 - b. Transcripts are reviewed for accreditation, quarter or semester units, dates, credit completed, graduate or undergraduate, and verification of grade.
 - i. If credits are listed in quarter units they are converted to semester credits by utilizing Business Plus. (Quarter units are divided by three (3) and multiplied by two (2) to convert to semester credits).

- c. Once the Certified employee is on the Masters Column of the Teachers Salary Schedule, undergraduate credits are not accepted unless the employee has obtained prior approval from the Department of Professional Learning.
- d. In-service certificates provided are reviewed for signature by the Nevada Superintendent of Schools (past or present) and by the Instructor. Course number, date, name of course, and number of credits will also be reviewed. In-service credit is considered both graduate and undergraduate unless credits are being used for the Masters Equivalency Program. If there is insufficient information or missing information on the In-service certificates the Program Services Technician will follow up with the Department of Professional Learning office and/or employee to receive corrected certificates.
 - i. The HR Program Services Technician enters In-service credits into the Education and Skills Business Plus tab (HREMES) under course units.
- e. Continuing Education Units (CEU's) are allowable only for Occupational Therapists, Physical Therapists, Speech Therapists, Nurses, Social Workers, and Counselors.
 - i. CEU's for the above named professionals are only accepted if approved by accredited institutions related to their area of licensure.
 - ii. 15 hours equal one (1) graduate or undergraduate semester credit (10 hours equal one (1) graduate or undergraduate quarter credit).
 - iii. The Program Services Technician enters CEU hours into the Education and Skills Business Plus tab (HREMES) under course units. CEU contact hours are converted from hours to semester credits by utilizing Business Plus.
- f. If the employee is eligible for salary advancement, the Program Service Technician:
 - i. Will generate a Professional Growth Letter in Business Plus (CE4015)
 - 1) The original letter is mailed to the employee and a copy of the letter is scanned in to the employee's file along with an updated Pay Card Report. (CE4019).
 - 2) If an employee is out on an unpaid leave of absence the employee will be credited the salary advancement when they return from leave. A letter will be sent by the Program Service Technician advising the employee of this.

ii. Will enter a new pay screen for professional growth in the Business Plus Pay Assignment screen (HRPYPA).

1) The new pay index is entered onto the professional growth screen in Business Plus which automatically calculates the pay.

a) Certified placement will follow movement based on credits to appropriate education column per WEA agreement.

b) Licensed Administrative School Psychologist placement shall be placed at the lowest step which permits an actual increase of at least 4% in the daily rate per APTA agreement.

c) Licensed Administrator placement shall be placed at the lowest step which permits an actual increase of at least 4% in daily rate per WSPA agreement.

2) The pay screen will be placed in a wait approval status.

g. If the employee does not qualify for professional growth movement the Program Service Technician will print a new Pay Card Report (CE4019) and email it to the employee for their records.

h. If the employee qualifies for advancement the Program Service Technician will generate a Professional Growth Letter (CE4015) in business plus and print a new Pay Card Report (CE4019).

i. The Program Service Technician will distribute the professional growth packets to appropriate HR Technician.

i. The HR Technician will receive the professional growth packet.

i. The HR Technician will verify the Pay Assignment Professional Growth screen is correct and the salary memo has the correct pay amounts.

ii. The HR Technician will put the pay assignment screen into a send pay status.

iii. The HR Technician will initial the Professional Growth letter and forward the packet to the HR Administrator.

j. The HR Administrator will sign the Professional Growth Letter and return the Packet to the Program Service Technician.

- k. The Program Service Technician will receive the professional growth packet.
 - i. The Program Service Technician scans the packet to the employees file.
 - ii. The Program Service Technician will mail the original letter to the employee.
 - iii. If an employee is out on an unpaid leave of absence the employee will be credited the salary advancement when they return from leave.
 - 1) A letter will be sent by the Program Service Technician advising the employee of this.
 - l. The Program Service Technician will run the HR 1052B- Cycle 1 Pay Discrepancy to Excel report after all professional growths have been entered for the month, to ensure proper salary placement on the salary schedule in conjunction with In-service and Education Institutional Credits.
 - i. Any discrepancies are researched and reconciled.
 - m. The Program Service Technician will scan a copy of the updated Pay Card Report (CE4019) to the employees file.
 - n. The Program Service Technician will run the HR 1052B- Cycle 1 Pay Discrepancy to Excel report after all professional growths have been entered for the month, to ensure proper salary placement on the salary schedule in conjunction with In-service and Education Institutional Credits.
3. Once a Licensed Certified employee with a Bachelor's degree reaches 48 undergraduate or 32 graduate credits (Column TD on Teacher Salary Schedule), additional credits will no longer be tracked for salary advancement.
4. Once a Licensed Certified employee or Licensed Administrator employee with a Master's degree reaches 32 graduate credits (Column TG on Teacher Salary Schedule), additional credits will no longer be tracked for salary advancement.

IMPLEMENTATION GUIDELINES & ASSOCIATED DOCUMENTS

- 1. This Administrative Procedure reflects the goals of the District's Strategic Plan and aligns/complies with the governing documents of the District.

REVIEW AND REPORTING

- 1. This administrative procedure shall be reviewed on a bi-annual basis, in even-numbered years.

REVISION HISTORY

Date	Revision	Modification
1/11/2006	A	Initial Release
4/23/2007	B	Added definition 4.3; added last part of sentence to 5.1 beginning with "for credit" and ending with "month"; revised 5.1.2; deleted 5.1.3; revised 5.2; added 5.2.2; revised 5.2.3; changed "10" to "20" in sentence 5.2.4 (prior 5.2.3); revised 5.2.5; deleted 5.3.2; revised 5.4; added 5.7.3; updated Record Retention Table.
07/07/2011	C	Added "in "&"processes" in section 1.1, changed section 2.1. Revised and re-numbered all of definition in section 4.0. Deleted, Re-vise and re-numbered all the Section 5.0-5.7.4. Deleted 6.1 and changed it to say "Pay Card".
3/21/2019	1.0	Revised: converted CSI procedure