



Certified National Board Procedures (HR-P018)

1.0 SCOPE:

- 1.1 This procedure describes the process in which the Human Resources Department processes salary increases for NBCT, NBCC, NASP and ASHA certification at the Washoe County School District.

The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

2.0 RESPONSIBILITY:

- 2.1 Chief Human Resources Officer

3.0 APPROVAL AUTHORITY:

(Approval signature on file)

Signature

Date

- 3.1 Human Resources Specialist

4.0 DEFINITIONS:

- 4.1 ASHA-American Speech-Language-Hearing Association
- 4.2 CDH - Contribution Code
- 4.3 HR – Human Resources
- 4.4 HRS – Human Resource Specialist
- 4.5 HRT – Human Resource Technician
- 4.6 MTYR-Multi Track Year Round
- 4.7 NASP- National Association School Psychologists.
- 4.8 NBCC-National Board Certified Counselor
- 4.9 NBCT – National Board Certified Teacher
- 4.10 NCC-National Counselor Certification
- 4.11 NCSC – National Certified School Counselor
- 4.12 NCSP – National Certified School Psychologist
- 4.13 Retro - Retroactive Pay
- 4.14 WCSD – Washoe County School District
- 4.15 WEA - Washoe Education Association
- 4.16 YR- Year

5.0 PROCEDURE:

National Board Certified Teacher

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- 5.1 The HRT is in receipt of documentation from the employee stating that they are NBCT approved. Documentation can be test scores or a paper document printed by the teacher from the certifying website. Documentation must be received by the first working day of the month in order to implement salary adjustment that month. Documentation received after the first working day of the month will result in the pay change the following month.
- 5.2 The HRT calculates eight (8) percent of the employee's base monthly salary.
 - 5.2.1 The employee is paid retroactive to the beginning of the school year.
 - 5.2.1.1 Traditional is retro to September pay
 - 5.2.1.2 Year round is retro to July pay
- 5.3 A current pay screen is printed; the HRT indicates additional retroactive pay, obtains HRS approval, and forwards to Payroll with a copy of the documentation from the employee.
- 5.4 A copy of the pay screen with retroactive pay notes is placed in employee file.
- 5.5 The HRT enters "1675" into the CDH assignment screen (HRPYCA) along with payroll dates, which are the current beginning payroll date i.e. 8/11/YR, and the end date which is 10 years from the ending of the school year date, i.e. 6/10/YR (year round teachers) or 8/10/YR (traditional teachers). This does not change if a teacher changes pay cycles during that 10 year span. If the employee separates, so does the contribution.

National Board Certified Counselor

- 5.6 The HRT is in receipt of documentation from the employee stating that they are NBCC approved for NCSC. This documentation can be a paper document or printed by the counselor from the NBCC official website. The NCC certification is not accepted. Documentation must be received by the first working day of the month in order to implement salary adjustment that month. Documentation received after the first working day of the month will result in the pay change the following month.
- 5.7 The HRT calculates five (5) or eight (8) percent of the employee's monthly salary. Employees must have three years in counseling to receive the eight (8) percent, and up to three years to receive five (5) percent.
- 5.8 NBCC tests for NCSC are taken in October and April.
- 5.9 Test Dates:
 - 5.9.1 For NCSC certification tests taken in October, certification must be received by December 1, in order to receive retroactive pay. Retroactive pay will be given for three months for traditional counselors (typically September, October, and November) and five months for year round/MTYR counselors (typically July, August, September, October, and November).
 - 5.9.2 For NCSC certification tests taken in April, retroactive pay will be given for three months traditional counselors, (typically March, April and May) and 5 months year round/MTYR counselors (typically January, February, March, April, and May).

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- 5.9.3 Retroactive pay for certifications received after the fiscal year has ended will follow the three or five month rule. For example, a counselor who is year round and turns in their April test scores in August of that year is entitled to 5 months of retroactive pay and not back to January of that year. So that counselor would receive retroactive pay for March, April, May, June, and July.
- 5.10 Retroactive pay will be distributed for five months for counselors who were year round, and three months for counselors who were traditional on the date the test was taken. This process is followed regardless of October or April certification.
- 5.11 The HRT enters "1676" into the CDH assignment screen (HRPYCA) along with dates, which are the current beginning payroll dates i.e 11/11/YR and the end date which is an ending payroll date which corresponds with the ending of the certification. For example, a counselor who receives certification in December 2009 and ends 05/05/2015 would be entered as 11/11/09 ending 05/10/15.
- 5.12 The HRT enters 0.05 or 0.08 into the amount field for the calculation of payment.
- 5.13 Employees on sabbatical leave should continue to receive the contributions, however those on 80/5 plan leave year will not.
- 5.14 **Recertification of NBCC counselors-when you recertify your NBCC/NCSC certification.**
NBCC recertification is good for five (5) years. Employees must then apply to recertify and may be asked for proof of 100 recertification hours. Employees must provide recertification documentation by the 1st of the month their license expires. This documentation can be a printed copy from the NBCC website from the Certification Verification place on the front page of the www.nbcc.org website. Employee should apply early, it may take time to get the certificate in a timely manner. It is the employee's responsibility to make sure HR has proof of recertification by the 1st of the month the NBCC certification is due to expire,. Other wise, the NBCC pay will not be included in that paycheck. No retroactive pay is given for late re-certifications. This policy was developed by HR and the Counseling Services Department of WCSD.

National Board Certified Psychologist (NASP)

- 5.15 The HRT is in receipt of a certificate approving NCSP certification. Documentation can be test scores or a paper document printed by the psychologist from the certifying website, NASP. Documentation must be received by the first working day of the month in order to implement salary adjustment that month. Documentation received after the first working day of the month will result in the pay change the following month. There is no retroactive pay on this certification. Certifications are accepted throughout the year.
- 5.16 The HRT enters "1679" into the CDH assignment screen (HRYPCA) along with dates, which are the current beginning payroll date i.e. 11/11/YR and the end date which is an ending payroll date which corresponds with the ending of the certification. For example, a psychologist who receives certification in December 2009 and ends 05/05/2012 would be entered as 11/11/09 ending 05/10/12 Certifications for school psychologists are three years.
- 5.17 The HRT enters 0.05 or 0.08 into the amount field for the calculation of payment.
- 5.17.1 In order to qualify for the eight (8) percent the school psychologist must have five (5) consecutive years as a school psychologist with the WCSD.

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5.17.2 The second requirement to receive the eight (8) percent is the most recent three year evaluations must be satisfactory.

5.17.3 Both requirements must be satisfied in order to receive the eight (8) percent.

5.18 Psychologists on sabbatical leave should continue to receive the contributions, however those on 80/5 plan leave year will not.

American Speech-Language-Hearing Association Speech Pathologist (ASHA)

5.19 To receive the ASHA eight (8) percent salary increase the HRT must be in receipt of the following two items: a current ASHA certification card and a current certification which must include licensure as a speech pathologist by the Nevada Board of Examiners for Audiology and Speech Pathology and certification of being clinically competent in speech-language pathology. It is the speech Pathologist's responsibility to get the appropriate documents to HR.

5.20 Speech Pathologists are required to hold a Master's degree and one year of internship.

5.21 New certifications must be received by the September date specified by the Department of Education to qualify for pay that fiscal year. All certifications received after September will not be processed until the next fiscal year.

5.22 ASHA pay is based on a calendar year from January through December.

5.23 Certifications must be received by the HRT by the first working day in January in order to receive pay for the upcoming calendar year. In accordance with HR deadlines, documents received will be paid in the appropriate month. No retroactive pay is permitted.

5.24 The HRT enters "1677" into the Miscellaneous Contribution CDH assignment screen (HRYPCA) along with dates, which are the current beginning payroll date i.e. 11/11/YR, and the end date 12/10/xx.

6.0 ASSOCIATED DOCUMENTS:

6.1 Certificates

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Letter from Employee	HR employee file	99 years	Discard as Desired	Locked Office
Certificate	HR employee file	99 years	Discard as Desired	Locked Office

8.0 REVISION HISTORY:

Date: **Rev.** **Description of Revision:**

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01/10/11

Initial Release

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