



Posting Credit Procedure (HR-P001)

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

1.0 SCOPE:

- 1.1 This procedure describes the process in which Human Resources processes educational credits for salary advancement at the Washoe County School District.

2.0 RESPONSIBILITY:

- 2.1 Chief Human Resources Officer

3.0 APPROVAL AUTHORITY:

- 3.1 Human Resources Specialist

(Approval signature on file)

Signature

Date

4.0 DEFINITIONS:

- 4.1 Business Plus – Human Resource Information Systems Software
- 4.2 CEU's – Continuing Education Units
- 4.3 HR – Human Resources
- 4.4 HRS – Human Resource Specialist
- 4.5 IPIP – Individual Professional Improvement Program relates to Inservice credits
- 4.6 OT – Occupational Therapist
- 4.7 PT – Physical Therapist

5.0 PROCEDURE:

- 5.1 Official transcripts and/or Inservice certificates must be received by the HR Secretary 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.
 - 5.1.1 Grade slips, letters from the university, computer generated transcripts (with the exception of University of Phoenix), and unofficial transcripts are not accepted.
 - 5.1.2 The HR Secretary date stamps credits and transcripts upon receipt.
- 5.2 The HR Secretary retrieves pay card report to determine eligibility for salary advancement and ensure IPIP limit has not been exceeded.
 - 5.2.1 Transcripts are reviewed for accreditation, quarter or semester units, dates, credit completed, graduate or undergraduate, and verification of grade.
 - 5.2.1.1 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)
 - 5.2.2 Once the teacher is on the Masters Column, undergraduate credits are not accepted unless teacher has obtained prior approval from the Inservice Office.

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- 5.2.3 Inservice certificates 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. Inservice credit is considered both graduate and undergraduate unless credits are being used for the Masters Equivalency Program.
- 5.2.4 If any of the above information is missing, the HR Secretary calls or emails the In-Service Office or the employee to verify.
- 5.2.5 IPIP is limited to 20 credits lifetime maximum.
- 5.3 CEU's are allowable only for OT, PT, Speech, Nurses, Social Workers, and Counselors.
 - 5.3.1 CEU's for the above named professionals are only accepted if approved by accredited institutions related to their area of licensure.
 - 5.3.2 15 hours equal One (1) graduate or undergraduate semester credit (10 hours equal one (1) graduate or undergraduate quarter credit)
 - 5.3.3 HR Secretary converts CEU hours to credits.
- 5.4 Teacher and/or Licensed Administrator CEU's may only be approved by the Inservice office for IPIP credit.
- 5.5 HR Secretary enters the credits in Business Plus) Education and Skills screen (HREMES).
- 5.6 If the employee is eligible for salary advancement, the HR Secretary enters a new pay screen for professional growth in to Business Plus Pay Assignment screen (HRPYPA).
 - 5.6.1 The new pay index is entered onto this professional growth screen in Business Plus which automatically calculates the pay. The HR Secretary prints out the old screen, the new screen, and calculates the pay increase.
- 5.7 A professional growth letter is generated by the HR Secretary and signed off by the HRS.
 - 5.7.1 The original letter is mailed to the employee and a copy of the letter is placed in the employee's file along with the print screens of the old and new pay screens. The credits used for salary movement also need to be filed in the employee's file.
 - 5.7.2 If an employee is out on an unpaid leave of absence or on the 80/5 Salary Reduce Plan the employee will be credited the salary advancement when they return from leave. A letter will be sent by the HR secretary advising the employee of this.
 - 5.7.3 Once an employee with a Bachelor's degree reaches 48 undergraduate or 32 graduate credits (Column TD on salary schedule), any additional credits will no longer be tracked for salary advancement.
 - 5.7.4 Once an employee with a Master's degree reaches 32 graduate credits (Column TG on salary schedule), any additional credits will no longer be tracked for salary advancement.

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6.0 ASSOCIATED DOCUMENTS:

6.1 Pay Card

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Pay Card	HR Office	99 years	Discard as desired	Standard file cabinet in secured office

8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
1/11/06	A	Initial Release
4/23/07	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.
01/07/11	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-vised and re-numbered all the Section 5.0-5.7.4. Deleted 6.1 and changed it to say "Pay Card".

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