**WPSD Classification Change & Remuneration Guidelines**

**Certified:**

* Upon hire:
* Placement on the salary schedule based on years and applicable credits listed on an official transcript; Carry-over hours will also be noted for future advancement
* No salary credit for conferences, workshops, etc…if not listed on an official college transcript
* Masters/PhD credit must be in the staff member’s specific field or an educational field
* 10 semester hours/150 contact hours for classification changes
* Count begins AFTER hire date and restarts AFTER Masters date (as applicable)
* **Overall focus on improving professional practice**
* Opportunities for earning credit toward classification changes (moving on the salary schedule) and/or licensure renewal (CDE):
* **College Credit (both classification change & licensure renewal)**
* **Official college transcript (College must be accredited for classification change)**
* Course is in individual’s field or education and relevant to position
* ***Documentation***: *Transcript for Personnel File obtained by the staff member*
* **District Professional Development (both classification change & licensure renewal; licensure renewal only if paid an extra duty stipend)**
* **All courses/hours are tracked on a District transcript and placed in personnel file**
* Summer/District Professional Development classes
* ***Documentation***: *Sign-in sheet*
* Building Level PD classes run through IRTs/Admin **(Pre-approval required)**
* Includes after hours book studies, tech classes, curriculum work, etc.
* ***Documentation***: *Building Level PD Approval Form completed by the facilitator*
* Preapproved Individual PD Project
* Must be completed on own time and ***pre-approved*** by supervisor
* Maximum of 2 credit hours (30 contact hours) per school year – (40 hours effective 9/1/2020)
* **Credits or Hours must be completed within the year Sept 1 – Aug 31**
* ***Documentation***: *Independent PD Approval Form completed by staff member*
* In all cases:
* Topic must be individual’s field or education and relevant to position
* Staff must sign-in, log dates and times, and/or document course or work completed as required
* Must be completed on own time
* May be used for classification change **UNLESS** a stipend (extra-duty pay) is received, then may **not** be used for classification change but may still be used for licensure renewal
* **Outside Conference/Workshop (both classification change & licensure renewal)**
* **All district sponsored workshops or trainings on contracted days will not appear on district transcript. These events will be for license renewal only. Please see the “License Renewal Form” to record these hours.**
* Topic must be individual’s field or education and relevant to position
* **Approval required for classification change for conference/workshop credit**
* ***Documentation***:
  + *External PD Approval Form completed by the staff member*
  + Official certificate from conference showing topic, hours, and date ***(required)***
* When submitting to Personnel, attach the External PD Approval Form (including supervisor’s signature) to the certificate; Central Office staff determines final approval and places forms in personnel file
* Outside conferences/workshops are not listed on a District transcript
* **Committees/Teams (Licensure Renewal Only)**
* Recertification credit ONLY
* ***Documentation***: *Licensure Renewal Form completed by the staff member*

*(Optional)*

* Staff member tracks all hours, summaries or work, etc…
* Turn in to CDE for licensure renewal – they will determine if the work counts
* This does **not** come through Central Office, however you can have the work documentation placed in your personnel file
* **Webinars/On-Line Courses**
  + **On-line Courses – Accredited college courses**
    - ***Documentation:*** Transcript for Personnel File obtained by staff member (see above)
  + **On-line Courses – Non-Accredited but with a transcript**
    - ***Documentation:*** Submit as an outside conference/workshop through External PD form. (see above)
      * Transcript and course description ***required***
  + **On-line Courses (no transcript) and Webinars**
    - Up to 2 credits (40 hours) – effective 9/1/2020 30 hours prior to 9/1/2020
    - ***Documentation:*** Submit as Individual PD Project (see above)
      * **Must be pre-approved**
      * Include course objectives and plan for implementation
      * Must provide certificate of completion with documented hours

**Classified:**

* Upon hire:
* Placement on the salary schedule based on years of experience
* 4 semester hours/60 contact hours for each level of remuneration
* Remuneration = $150 x FTE status paid annually in October
* Maximum of 15 steps or $2250
* Count begins AFTER hire date
* **Overall focus on improving professional practice**
* Opportunities for earning credit toward classification changes (moving on the salary schedule) and/or

License renewal (CDE):

* **College Credit**
* **Official college transcript**
* Course is in individual’s field or education; may petition by showing relevance
* ***Documentation***: *Transcript for Personnel File obtained by the staff member*
* **District Professional Development**
* **All courses/hours are tracked on a District transcript and placed in personnel file**
* Summer/District Professional Development classes
* ***Documentation***: *Sign-in sheet*
* Building Level PD classes run through IRTs/Admin
* Includes after hours book studies, tech classes, curriculum work, etc.
* ***Documentation***: *Building Level PD Form completed by the facilitator*
* Preapproved Individual PD Project
* Must be completed on own time and ***pre-approved*** by supervisor
* ***Documentation***: *Independent PD Pre-Approval Form completed by staff*

*Member*

* **Must be completed within the year Sep 1 – Aug 31**
* NOTE: Courses required for specific District positions may **not** be utilized for remuneration (i.e. CPR, First Aid, CPI,…) **Only courses that enhance professional practice will be counted**
* In all cases:
* Topic must be individual’s field or education; may petition by showing relevance
* Staff must sign-in, log dates and times, and/or document course or work completed as required
* Must be completed on own time OR fall within the District Summer Professional Development Catalog
* May be used for remuneration **UNLESS** a stipend (extra-duty pay) is received
* **Outside Conference/Workshop**
* Official certificate from conference showing topic, hours, and date (required)
* Topic must be individual’s field or education; may petition by showing relevance
* **Starting September 1, 2015: Approval required for classification change for conference/workshop credit**
* ***Documentation***: *External PD Approval Form completed by the staff member*
* When submitting to Personnel, attaché the External PD Approval Form (including supervisor’s signature) to the certificate; Central Office staff determines final approval and places forms in personnel file
* Outside conference/workshops are not listed on a District transcript
* **Committees/Teams (Comp time ONLY)**
* **Must be pre-approved**
* **Webinars/On-Line Courses**
  + **On-line Courses – Accredited college courses**
    - ***Documentation:*** Transcript for Personnel File obtained by staff member (see above)
  + **On-line Courses – Non-Accredited but with a transcript**
    - ***Documentation:*** Submit as an outside conference/workshop through External PD form. (see above)
      * Transcript and course description required
  + **On-line Courses (no transcript) and Webinars**
    - Up to 2 credits (30 hours) – **(40 hours effective 9/1/2020)**
    - ***Documentation:*** Submit as Individual PD Project (see above)
      * **Must be pre-approved**
      * Include course objectives and plan for implementation
      * Must provide certificate of completion with documented hours