



# ***Reclassification & Remuneration District Guidelines***

Sept. 2017

# General Information

- ▶ Focus centers on ***improving professional practice*** as related to the staff member's position
- ▶ 1 Semester Credit = 15 Contact Hours
- ▶ Credits must be earned by September 1st, with all documentation due by September 15th
- ▶ Final Approval by the Director of Elementary/ Secondary Schools
- ▶ Responsibility for tracking hours and requesting reclassification, remuneration, or relicensure rests with the individual staff member

# Certified Staff

## ► Reclassification:

- Credit used to move over on the salary scale
- Contingent upon funding
- 10 semester (150 contact) hours for most jumps
- Training required for specific District positions may **not** be utilized for reclassification (i.e. CPR, First Aid, CPI,...)
- May also be used to renew teaching license (see CDE guidelines)

## ► Licensure Renewal:

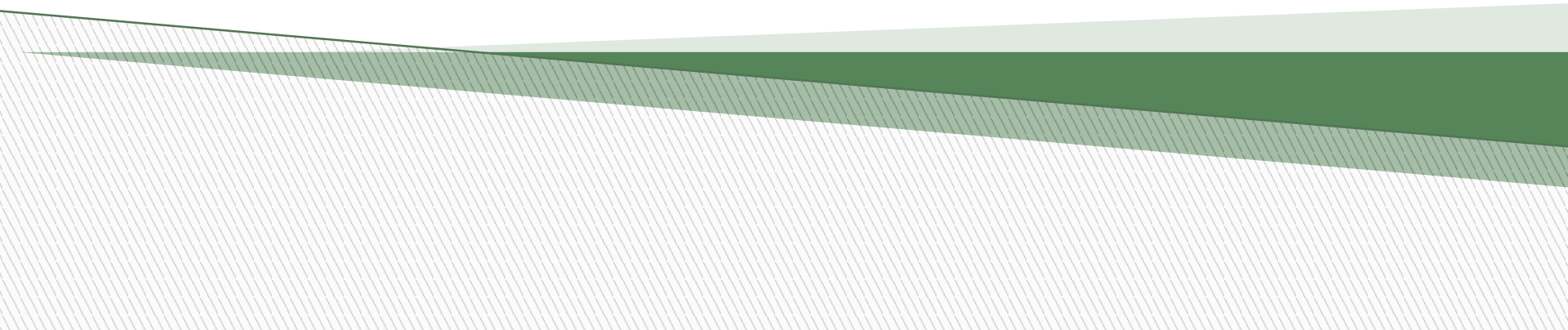
- Credit used to renew teaching license
- Need 6 semester (90 contact) hours every 5 years
- “Licensure Renewal Only” credits cannot be used for reclassification

# Classified Staff

- Remuneration:
  - 4 Semester Hours (60 contact hours) for each step
  - \$150/step paid annually in October
  - Contingent upon funding
  - Maximum cumulation of 15 steps = \$2250
  - Training required for specific District positions may **not** be utilized for remuneration (i.e. CPR, First Aid, CPI,...)



# Professional Development Categories



# College Credit

- ▶ Course must be in the staff member's field or education
- ▶ Note:
  - Good option if potentially pursuing an advanced degree
  - Most districts only accept college credit for placement on the salary schedule
- ▶ **Documentation:**
  - *Copy of transcript*
  - *Goes straight into the staff personnel file*
  - *No signatures or forms required*
  - *Counts for reclassification, remuneration, and licensure renewal*

# Internal Professional Development

- ▶ Courses & Hours Documented on a District Transcript
  - 1) District Summer Professional Development Classes
  - 2) Building Professional Development
  - 3) Pre-Approved Individual Professional Development Project
- ▶ Notes:
  - *Must be relevant to the staff member's position*
  - *Documentation required*
  - *Completed on the staff member's own time or falls within the District Summer Professional Development Catalog*
  - *May be used for reclassification or remuneration UNLESS a stipend (extra duty pay) was received*
    - *If stipended, may still be used for licensure renewal*

# 1.) District Summer Professional Development Classes

- ▶ Includes courses listed in the summer catalog
  - Relevant to the staff member's position
- ▶ **Documentation:**
  - Sign-in sheet submitted by the facilitator
  - May be used for reclassification or remuneration UNLESS a stipend is paid, then only licensure renewal



## 2.) Building Professional Development

- ▶ Includes summer curriculum work, tech classes, book studies throughout the year, etc.
  - Completed on the staff member's own time
  - Relevant to the staff member's position
- ▶ **Documentation:**
  - *Building facilitator (Principal/IRT) submits course information*
  - *Sign-in or attendance sheets submitted by the facilitator*
  - *May be used for reclassification or remuneration UNLESS a stipend is paid, then only licensure renewal*

# 3.) Pre-Approved Individual Professional Development Project

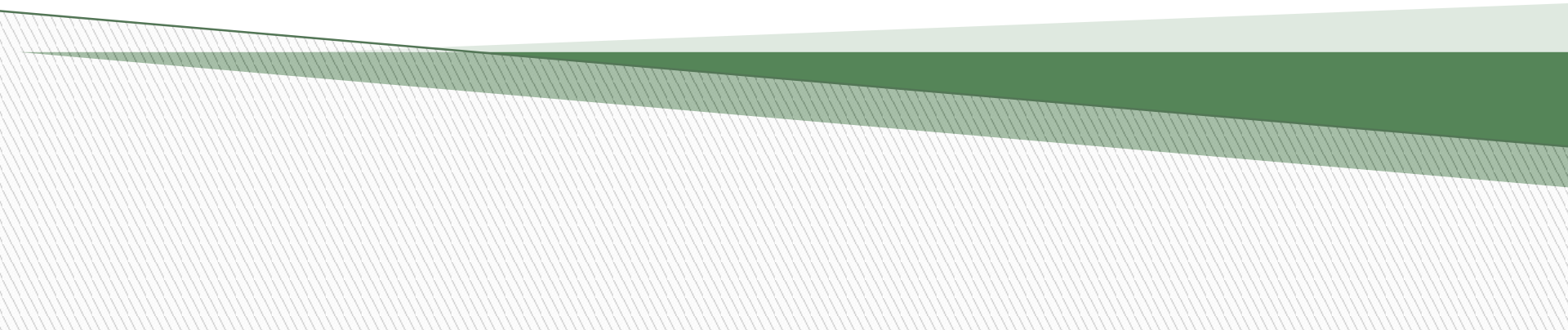
- ▶ Includes: Special Projects
  - Completed on the staff member's own time
  - Pre-approved by supervisor
  - Maximum of 2 semester credit (30 contact) hours/year
  
- ▶ **Documentation:**
  - Staff member completes **"Independent PD Approval Form"**
  - Pre-approval by supervisor
  - Final work submitted to supervisor for review
  - May be used for reclassification or remuneration unless stipend is paid, then only licensure renewal

# External Professional Development

- ▶ Includes all workshops/conferences not sponsored by the District:
  - **Required:** An official certificate from the conference showing **topic, date, and time** (credit or contact hours)
  - Relevant to the staff member's position
- ▶ **Documentation:**
  - Staff member completes **“External PD Approval Form”** for approval by supervisor
  - Staff member submits the approval form and certificate upon completion to be placed in their personnel file
  - Course will **not** be listed on the District transcript
  - Counts for reclassification, remuneration, and licensure renewal



# Guidelines and Forms



# Guidelines & Forms

- ▶ Guidelines & Forms Available on the District Website:
  - [www.wpsdk12.org](http://www.wpsdk12.org)
  - Go to...
    - Departments –
    - Human Resources –
    - Reclassification/Remuneration

# Personnel File

- ▶ Documentation in Personnel Files
  - Copies of District Transcripts for PD are emailed to staff in August and placed in personnel files
  - Approved conference/workshop forms and college transcripts are placed in personnel file upon submission
- ▶ Staff Responsibility for...
  - Renewing applicable licenses & certifications in a timely fashion
  - Calculating and submitting requests for reclassification/remuneration to the HR department by the September 15th deadline
- ▶ Personnel files may be reviewed at any time

# Questions

