



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:

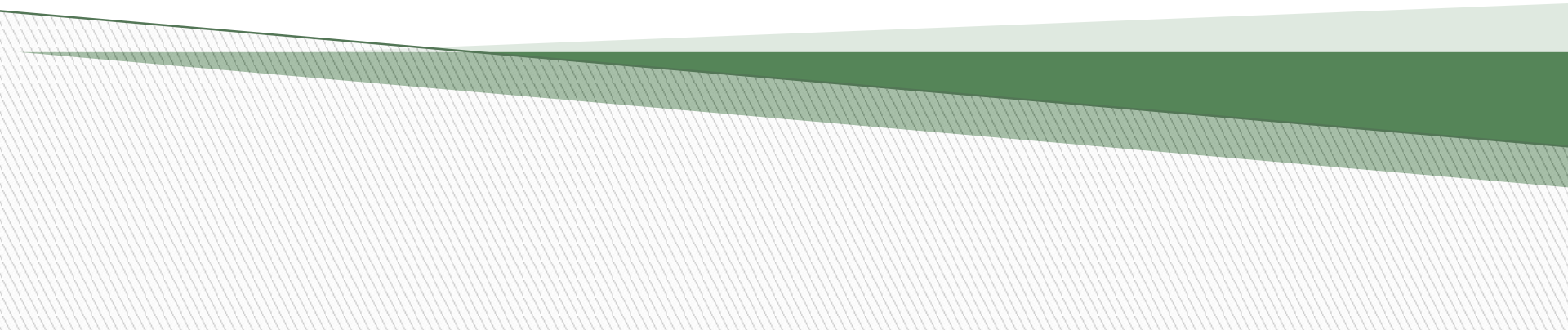
- Credit used to renew teaching license
- Need 6 semester (90 contact) hours every 5 years
- “Licensure Renewal Only” credits cannot be used for reclassification

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

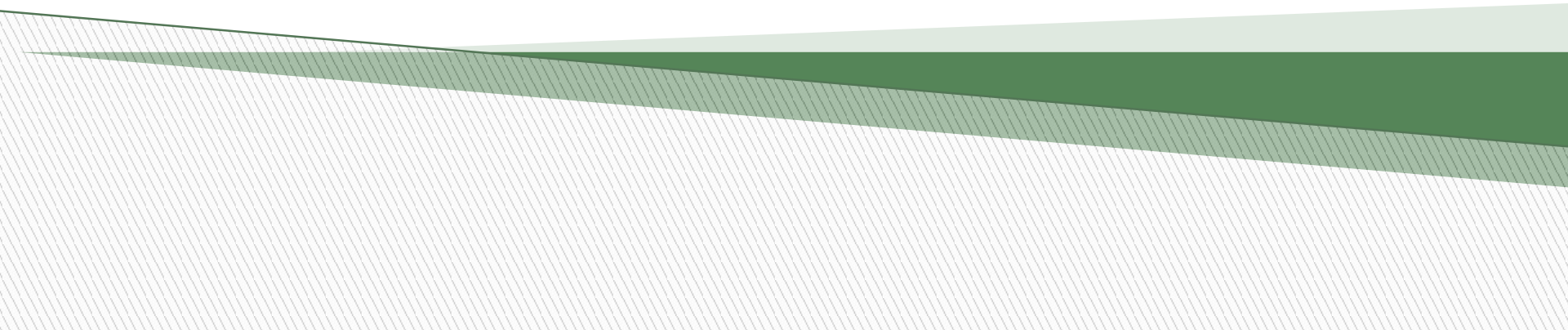
- ▶ Includes: Special Projects
 - Completed on the staff member's own time
 - Pre-approved by supervisor
 - Maximum of 2 semester credit (30 contact) hours/year
- ▶ **Documentation:**
 - Staff member completes "**Independent PD Approval Form**"
 - Pre-approval by supervisor
 - Final work submitted to 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
 - 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

