

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**
 - 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 (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
 - 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
 - **Documentation:** *Independent PD Approval Form completed by staff member*
 - 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
 - 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)**
 - 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, 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

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 licensure 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*
 - NOTE: Courses required for specific District positions may **not** be utilized for remuneration (i.e. CPR, First Aid, CPI,...)
 - 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, 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 (Comp time ONLY)**
 - **MUST be pre-approved**

Updated 8/31/2017