



**Responsible:** Office of Human Resources

## **PURPOSE**

This administrative procedure describes the process in which the Office of Human Resources' Human Resources Technicians adjust pay for National Board Certifications for teachers and counselors, psychologists, and Speech Pathologists in conjunction with specific negotiated agreements and/or Handbooks for employees of the Washoe County School District ("District").

## **PROCEDURE**

1. Procedure for National Board Certified Teacher (NBCT)
  - a. The Human Resources Technician is in receipt of documentation from the employee stating that they are NBCT approved. Documentation can be test scores or a paper document printed by the teacher from the certifying website. Documentation must be received by the first working day of the month in order to implement salary adjustment for that month. Documentation received after the first working day of the month, will result in the pay change the following month.
  - b. The Human Resources Technician calculates eight (8) percent of the employee's monthly salary and incentive is retroactively paid to the beginning of the current school year. No retroactive pay will be paid if certification is submitted to Human Resources after January 31<sup>st</sup> (NRS 391.161)
    - i. Balanced calendar employees are retroactive to August
    - ii. Year round employees are retroactive to July
  - c. A current pay screen is printed and the Human Resources Technician indicates additional retro pay calculations at the bottom of the printed screen.
  - d. The Human Resources Technician enters in "1675" into the CDH assignment screen (HRPYCA), percentage that the employee is entitled to, and the payroll begin date (of the month that the incentive will be starting in) and payroll end date (in which the certification expires)
    - i. The retro amount will be entered into the "additional amount" section of the CDH screen, along with the 1 month's pay period begin and pay period end date of which the retroactive amount is scheduled to pay
  - e. The printed pay screen with calculations is scanned into employee's file

- f. If the employee changes bargaining associations or separates, contribution is ended.
  - g. Recertification for NBCT teachers
    - i. It is the employee's responsibility to make sure Human Resources has proof of recertification by the first working day of the month that the NBCT certification is due to expire. If not received, NBCT pay will not be included in that paycheck and no retroactive pay will be given for late recertification.
2. Procedure for National Board-Certified Counselors
- a. The Human Resources Technician is in receipt of documentation from the employee stating that they are NBCC approved for NCSC. Documentation can be test scores or a paper document printed by the counselor from the NBCC official website. NCC certificate is not accepted. Documentation must be received by the first working day of the month in order to implement salary adjustment for that month. Documentation received after the first working day of the month, will result in the pay change the following month.
    - i. If the Human Resources Technician is unsure that employee has proper certification, then they should reach out to Counseling Services Department for verification.
  - b. The Human Resources Technician calculates five (5) or eight (8) percent of the employee's monthly salary. Employees must have three years in counseling to receive the eight (8) percent, and up to three years to receive five (5) percent.
  - c. Retroactive pay is given based on the 4 or 5 month rule regardless of certification date.
    - i. Retroactive pay will be distributed for 4 months for balanced calendar counselors, but not to exceed the start of the current school year.
    - ii. Retroactive pay will be distributed for 5 months for year-round calendar counselors, but not to exceed the start of the current school year.
  - d. A current pay screen is printed and the Human Resources Technician indicates additional retro pay calculations at the bottom of the printed screen.
  - e. The Human Resources Technician enters in "1676" into the CDH assignment screen (HRPYCA), the percentage that the employee is entitled to, and the payroll begin date (of the month that the incentive will be starting in) and payroll end date (in which the certification expires)

- i. The retro amount will be entered into the "additional amount" section of the CDH screen, along with the 1 month's pay period begin and pay period end date of which the retroactive amount is scheduled to pay
  - f. The printed pay screen with calculations is scanned into employee's file
  - g. If the employee changes bargaining associations or separates, contribution is ended.
  - h. Recertification of NBCC counselors
    - i. NBCC certification is good for 5 years. Employees must then apply to recertify and may be asked for proof of recertification hours. Employees must provide recertification documentation by the first of the month that their license expires. This documentation can be printed from the NBCC website. It is the employee's responsibility to make sure Human Resources has proof of recertification by the first working day of the month that the NBCC certification is due to expire. If not received, NBCC pay will not be included in that paycheck and no retroactive pay will be given for late recertification.
      - 1) There is no retroactive pay given on this certification for late recertifications. Certifications are accepted throughout the year.
      - 2) This policy was developed by Human Resources and the Counseling Services Department of WCSD.
1. Procedure for National Board-Certified Psychologist (NASP)
- a. The Human Resources Technician is in receipt of documentation from the employee stating that they are NASP approved. Documentation can be test scores or a paper document printed by the psychologist from the NASP official website. Documentation must be received by the first working day of the month in order to implement salary adjustment for that month. Documentation received after the first working day of the month, will result in the pay change the following month.
  - b. The Human Resources Technician calculates either a five (5) or eight (8) percent of the employee's monthly salary based on qualifying factors
    - i. Employees must have five consecutive years as a school psychologist with WCSD and have their three most recent annual evaluations be satisfactory to receive the eight (8) percent. Both requirements must be satisfied in order to receive the eight (8) percent.
  - c. The Human Resources Technician enters in "1679" into the CDH assignment screen (HRPYCA), the percentage that the employee is entitled to, and the

payroll begin date (of the month that the incentive is effective) and payroll end date (in which the certification expires)

- d. If the employee changes bargaining associations or separates, contribution is ended.
2. Procedure for American Speech-Language-Hearing Association Speech Pathologist (ASHA)
- a. The Human Resources Technician is in receipt of a current ASHA certification card and a current certification which must include licensure as a speech pathologist by the Nevada Board of Examiners for Audiology and Speech Pathology and certification of being clinically competent in speech-language pathology. If both are received, the employee is entitled to an eight (8) percent salary increase on their monthly pay. It is the speech pathologist's responsibility to get the appropriate documents to Human Resources.
    - i. Speech pathologists are required to hold a Master's degree and one year of internship
  - b. New Certifications
    - i. Must be received on or before September 15<sup>th</sup> as indicated in the Nevada Revised Statute 391.162, to qualify for pay that fiscal year. All certifications received after that September date, will not be processed until the next fiscal year.
  - c. Recertification
    - i. It is the employee's responsibility to make sure Human Resources has proof of updated ASHA certification card and Board licensure documents by the first working day of the month that the earliest certification is due to expire. If not received, ASHA pay will not be included in that paycheck and no retroactive pay will be given for late recertification.
  - a. The Human Resources Technician enters in "1677" into the CDH assignment screen (HRPYCA), the percentage that the employee is entitled to, and the payroll begin date (of the month that the incentive is effective) and payroll end date (in which the earliest certification expires)
  - b. If the employee changes bargaining associations or separates, contribution is ended.

**IMPLEMENTATION GUIDELINES & ASSOCIATED DOCUMENTS**

1. This Administrative Procedure reflects the goals of the District’s Strategic Plan.
2. This Administrative Procedure complies and aligns with the governing documents of the District.

**REVIEW AND REPORTING**

1. This procedure and any accompanying documents will be reviewed bi-annually in even numbered years.

**REVISION HISTORY**

Date	Revision	Modification
01/10/11	1.0	Initial Release
03/15/18	2.0	Revisions to Balanced Calendar retroactive dates
1/13/21	3.0	Revisions to Retro