HUMAN RESOURCES

Certificated Personnel

Guidelines for Determining Grades and Salaries

The following regulation shall provide the method of identifying the correct placement of instructional personnel on the salary scale. Deviations from these guidelines require the approval of the Division Superintendent (Superintendent) or designee.

I. Effective July 1, 1995, a consolidated salary scale was implemented in accordance with the compensation plan approved by the School Board.

II. Initial placement of current employees shall be determined by using a conversion placement chart developed as part of the combined salary scale.

III. Initial placement of new employees on the consolidated salary scale shall not exceed the experience placement chart on the approved fiscal year salary scale.

IV. With one exception, all salaries on the consolidated salary scale are for 250 days of employment. The salaries on Grade 12 are for a 195-day teacher with an approved master's degree as defined in this regulation and for 250 days of employment for all other employees classified at this level. Salaries for positions of less than 250 days will be determined using the per diem rate of pay on the appropriate grade, and step multiplied by the number of work days for the position.

V. Initial Placement on the Salary Scale

Initial placement on the consolidated salary scale shall be determined by the Department of Human Resources (DHR) at the time of employment. The employee is responsible for providing all relevant data on the signed application form to determine creditable experience.

A. Credit shall be given for full-time equivalent, contracted teaching experience and academic administration in public schools and state or regionally accredited private schools (regular grades K-12 and Special Education programs preschool-age 21) outside Prince William County Public Schools (PWCS). Salary credit shall also be given for full-time equivalent paid teaching experience at accredited colleges and universities. Salary credit shall not exceed the Prince William County School Board approved salary cap for the upcoming fiscal year.

See Attachments A and B for definitions and types of previous creditable and non-creditable experience respectively.

1. A school shall be considered accredited if it is recognized as such by a state's department of education, the U.S. Department of Education, a U.S. Territorial accrediting association, one of the regional accrediting associations (e.g., Southern Association of Colleges and Schools, etc.), or is operated by the
United States in conjunction with an international country and has been accredited by a recognized accrediting agency in the United States.

2. International schools that are not operated in conjunction with the United States shall be considered accredited if designated as such by an agent of that country acting in an official capacity and having affixed the seal or stamp of their office on the verification of service form.

B. To receive credit for previous allowable experience, the employee must have worked at least 65% of the days contracted during the contractual year.

C. Credit shall be given for degree status and hours earned beyond a particular degree based on the qualifying criteria established and the transcripts on file at the time of employment. Additional transcripts which might affect placement on the salary scale must be received in the Department of Human Resources (DHR) within 60 days of initial employment. Undergraduate or graduate hours used for receipt of the BA+15 or MA+30 salary level must have been earned after the degree was awarded or be supported by evidence that the courses were not used to meet the requirements of the bachelor’s or master’s degree. See Attachment C for qualifying criteria.

D. Placement on the consolidated salary scale shall be based on the formula for granting allowable previous experience as listed on the approved fiscal year salary scale.

VI. Placement of Previous (Returning) Employees on the Salary Scale

A. A previous employee who returns to PWCS will be placed on the salary scale as follows:

1. All applicable work experience prior to July 1, 1995, will be identified. Using the conversion chart, the years of applicable experience identified shall be converted to determine the appropriate entry step on the consolidated salary scale.

2. The converted grade and step of individuals who terminated employment subsequent to July 1, 1995, shall be identified for appropriate entry placement on the consolidated salary scale.

3. All applicable work experience earned outside PWCS subsequent to July 1, 1995, shall be identified. Salary scale credit may be granted for applicable work experience in accordance with the guidelines established in Section V of this regulation if this action is consistent with the treatment of all other School Division employees in the same grade.

VII. Salary Adjustments Subsequent to Initial Placement on the Salary Scale

A. Previous experience which is not listed on the application, but which is brought to the attention of DHR subsequent to employment shall be creditable if verification of such experience is received within 60 days of initial employment. Salary adjustments
for allowable experience credit shall become effective upon the next opportunity for salary upgrade.

B. It is the responsibility of the employee to obtain verification of all previous experience which is listed on the application and for which salary scale credit is given. Experience must be verified by former employers on the forms provided by DHR within 60 days of initial employment. These forms shall become a part of the employee's personnel file. If such previous employment is not verified on the prescribed forms, appropriate salary adjustments shall be made retroactive to the beginning of initial employment.

C. It is the responsibility of the employee to review the initial placement on the salary scale relative to the education and experience. If the employee believes that there is a discrepancy related to the initial placement relative to work experience and education the employee must appeal the initial placement to the Director of Human Resources within the first 60 days of employment.

VIII. Proration of Salaries

A. The daily rate of pay shall be determined by dividing the annual salary by the number of contracted days specified annually by the School Board.

B. The hourly rate of pay shall be determined by dividing the daily rate of pay by the number of hours of employment in the work day.

C. The daily rate of pay shall be used in calculating annual salaries for all other contracted lengths of employment. Changing from any contract length to one of a shorter length may result in missing one or more pay checks.

D. Employees who begin employment subsequent to the beginning date of the work year or terminate employment prior to the end of the work year shall be paid a pro rata share of the annual salary on the basis of the number of days worked.

E. An employee who resigns prior to completion of the contract and has been compensated beyond the days that have actually been worked shall be required to reimburse the Prince William County School Board for any over payment of wages.

F. A deduction shall be made for unpaid absences.

IX. The granting of employee step increases is considered annually as a part of the budget process and is contingent upon Prince William County School Board approval.

X. Teachers who receive an overall summary rating of "Not Meeting Standards" on the Summative Evaluation Report shall not be given a step increase for the ensuing contractual year.

XI. When schools are closed due to inclement weather or for any other reason on a day that schools are scheduled to be open or teachers are scheduled to work, and as a result, teachers do not work the prescribed number of days called for in their contracts, the
Prince William County School Board shall determine if such days are to be made up by any or all teachers. The Prince William County School Board shall announce the date and requirements for such make-up days as soon as possible. No additional compensation shall be awarded for work on such make-up days.

The Associate Superintendent for Human Resources (or designee) is responsible for implementing and monitoring this regulation.

This regulation and any related policy shall be reviewed at least every five years and revised as needed.
TYPES OF CREDITABLE EXPERIENCE

(1) Adult Education: Generally teachers are not awarded experience credit for adult education experience, however, there may be instances where it is appropriate to give credit for such experience; e.g., teaching in prison schools, vocational schools, or technical schools. Experience credit shall be granted only if it can be documented that the experience was equivalent to full-time and gained in a recognized educational institution.

(2) International Schools: Experience credit granted for international experience must consist of full-time equivalent professional teaching experience in an accredited program where the teacher was fully responsible for instructing the students in a recognized, acceptable curriculum. Each request for international credit shall be reviewed on a case-by-case basis. The applicant shall be required to supply appropriate documentation.

(3) Librarian/Media Specialist: Full-time equivalent experience as a librarian/media specialist in an accredited educational institution is creditable. Experience in a public library or military/federal library is not creditable.

(4) Retired Military: One step placement on the salary scale is awarded for retirement from a military career. DD214 documentation must be provided.

(5) Experience is creditable for full-time equivalent teaching at any of the five U.S. service (military) academies.

(6) Occupational Therapist/Physical Therapist/Speech Pathologist/School Nurse: Creditable experience is work experience which is gained in hospitals and health related organizations. Credit shall be given for full-time equivalent work experience.

(7) Preschool Experience: Generally preschool experience is not creditable unless it is full-time equivalent and the institution is accredited.

(8) Private Schools: Experience gained in a private, religious, or non-sectarian school is creditable if it consists of a full-time equivalent teaching assignment with an accredited institution.

(9) Public Schools: Credit will be given for full-time equivalent teaching experience gained while teaching in public, accredited facilities.

(10) School Psychologist: Credit shall only be given for full-time equivalent school psychologist experience. Such experience must have been gained as a professional school psychologist providing psychological services to school-aged children in a Grade K-12 educational institution or at the college/university level.

(11) School Social Worker/School Counselor: Credit shall only be given for full-time equivalent school social work or school counselor experience. Such experience must have been gained as a school social worker or school counselor in a Grade K-12 educational institution or at the college/university level.

(12) College/Universities: Credit shall be given to full time equivalent teaching experience gained while teaching in a public or private, accredited institution.
(13) Other Work Experience: Generally degreed teachers are not awarded credit for work experience, except as indicated above. However, the Director of Human Resources may make exceptions for good cause; e.g., degreed nursing instructors may be granted credit for hospital experience, non-degreed vocational teachers may be awarded credit for work experience related to their teaching area, school counselors for counseling in public or private agencies which focus on total growth of children, technology education teachers or teachers in a critical shortage area who have related work experience.
EXAMPLES OF NON-CREDITABLE EXPERIENCE

(1) Substitute teaching or non-contracted work assignments

(2) Teacher assistant or tutor positions

(3) Private instruction (teaching or consulting)

(4) Non-academic administrative experience

(5) Day care center experiences

(6) Random or intermittent experiences

(7) Practice or student teaching

(8) Graduate assistantships or internships

(9) Contracted experiences for years in which the number of days of employment during the school year is less than 65% of the total days generally contracted for the position during the contractual year
## CRITERIA FOR SALARY LEVEL

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<tr>
<th>Degree Level</th>
<th>Requirements</th>
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<tr>
<td>Bachelor's degree plus 15 semester hour credits</td>
<td>Bachelor’s degree, plus 15 graduate or undergraduate semester credit hours and a current, valid Virginia teaching or State Board license (The 15 credit hours do not include courses that were used to meet the degree requirements of the bachelor’s degree).</td>
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<tr>
<td>Master's degree (MA)</td>
<td>Master’s Degree and a current, valid Virginia teaching or State Board license</td>
</tr>
<tr>
<td>Master's degree plus 30 semester hour credits</td>
<td>Master’s Degree, plus 30 graduate or undergraduate semester credit hours and a current, valid Virginia teaching or State Board license (The 30 credit hours do not include courses used to meet the degree requirements of the Bachelor’s or Master’s Degree).</td>
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<tr>
<td>Doctoral degree (includes Juris Doctorate)</td>
<td>Doctoral Degree and a current, valid Virginia teaching or State Board license</td>
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1. An employee on the teacher scale holding a bachelor's, master's, or doctoral level degree from an accredited* institution shall be placed appropriately on the salary scale.

2. Employees in positions assigned to Grade 12, which do not require a bachelor’s degree, shall be placed on the bachelor’s salary scale regardless of the incumbent’s highest education attained.

* A school shall be considered accredited if it is recognized as such by a state's department of education, the U.S. Department of Education, a U.S. Territorial accrediting association, one of the regional accrediting associations (e.g., Southern Association of Colleges and Schools, etc.), or is operated by the United States in conjunction with an international country and has been accredited by a recognized accrediting agency in the United States. International schools that are not operated in conjunction with the United States shall be considered accredited if designated as such by an agent of that country acting in an official capacity and having affixed the seal or stamp of their office on the verification of service form.