

**BOARD OF TRUSTEES
CARSON CITY SCHOOL DISTRICT**

**REGULATION No. 330
CERTIFIED STAFF**

ADVANCEMENT ON CERTIFIED SALARY SCHEDULE

Following are explanations of the three different credits and their application for movement on the Certified Salary Schedule:

Professional Growth Credits

1. Designed to allow the District to offer credits for salary schedule advancement for “in-house” courses, committee work, staff development, etc. These are classes designed by District staff for District staff. If college/university credit is offered, no District professional growth credit may be earned.
2. Six (6) of these credits may be used for each column move.
3. If the class is given during school hours, professional growth credit will not be given.
4. The originator(s) of the class, committee, etc., must obtain prior credit approval from the Associate Superintendent of Educational Services. A standard course outline must be submitted 30 days prior to the beginning of the class. Classes are not retro-active. (Participants may not seek prior-year class approval beyond the current school year.)
5. In case of a decision (of the Associate Superintendent) to deny credit approval for a class, a Review Committee, consisting of two (2) OCEA members and one (1) administrator, will review the case and may overturn the decision with a majority (2 to 1) vote upon written request by the course applicant.

University Credits

University credits for graduate or undergraduate courses, which meet the criteria for salary advancement (see below), must be submitted to Human Resources on official transcripts:

1. Within the teacher’s current certification, including major and minor;
2. Within the teacher’s current area of assignment;
3. Within an additional certification or degree being sought by the teacher, with prior approval by the Review Committee (defined below);
4. At an undergraduate level, if accepted by the State Department of Education for recertification requirements.
5. In case of a decision (of the Associate Superintendent) to deny credit approval for a class, a Review Committee, consisting of two (2) OCEA members and one (1) administrator, will review the case and may overturn the decision with a majority (2 to 1) vote upon written request by the course applicant.

REGULATIONS No. 330 – CONTINUED

Recertification Credits

1. Designed to help a staff member renew his/her teacher license.
2. Recertification Credits are not accepted for salary advancement.
3. Credit is only available if approved courses are taken during non-contract hours.
4. Requires a course outline to be received by the Nevada Department of Education thirty (30) days prior to the start of class. This outline includes an instructor resume.
5. In case of a decision (of the Associate Superintendent) to deny credit approval for a class, a Review Committee, consisting of two (2) OCEA members and one (1) administrator, will review the case and may overturn the decision with a majority (2 to 1) vote upon written request by the course applicant.
6. If the class is given after hours, an application may be made by the presenter for Professional Growth Credit through the Associate Superintendent of Educational Services.

Salary Schedule Advancement Procedures

If there are any questions concerning a course meeting the above criteria for salary credit, course approval forms may be obtained in the school administrative offices. Approval forms should be submitted to Human Resources at least two weeks in advance.

The staff will be required to notify the Human Resources Department, in writing, by the second Friday in March if they anticipate a column change on the salary schedule for the following year. This information will be provided to assist the District in developing a budget.

Classes used for a column change must be completed by August 31 and official transcripts submitted to the Human Resources Department by October 1. Credits earned after August 31 of any year will apply to placement on the salary schedule for the following school year.

Credit which has been earned during a time period in which the employee has been compensated by the District for services rendered or for which any portion of the employee's travel, per diem, registration free or a substitute teacher has been paid by the District cannot be used for advancement on the salary schedule.

NRS: 391.019
NAC: 391.075

Adopted: April 15, 1981
Revised: July 29, 1999
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