



Responsible: Office of Human Resources

PURPOSE

This administrative procedure establishes the process in which the Human Resources Department grants credit experience to certified employees in the Washoe County School District ("District").

PROCEDURE

1. Human Resources ("HR") is in receipt of employment application obtained via the District's online application software (SearchSoft) or hard copy. The HR technician reviews the employment section of the application.
 - a. The HR technician verifies employment date and type of experience to ensure appropriate experience forms are available to the employee before/at matriculation.
 - b. Prior experience is verified by forms HR-F044 and HR-F045 that are pre-filled out by the employee with the previous district's information included.
 - c. Once page one (1) is completed by the employee, HR technician sends verification form(s) to previous district(s).
 - d. The verification request form(s) will be faxed or emailed by the HR technician. Two types of verification forms are:
 - i. Verification of Professional Employment Washoe County School District- Nevada Public Schools & Nevada Charter Schools form (HR-F044).
 - ii. Verification of Professional Employment -Out-of-State Schools & Private Schools form (HR-F045).
 - e. If the verification form(s) is not returned, the employee will be placed on initial step, or appropriate step based on returned verifiable documentation. Employee will also be asked to follow up on verification form.
 - f. If verification is received after first paycheck, the step increases are to be accounted for on the next pay cycle. No retro would occur.
2. Credit Granted
 - a. Private Teaching Experience for teaching in a single, non-public school
 - i. A maximum of 2 years is granted if the following criteria are met:

- 1) Foreign teaching experience (out of the country.) Employee held a teaching license in any US State during the time of the foreign experience.
- 2) Rite of Passage (Teaching)
- 3) Sierra Nevada Job Corps
- 4) Job Opportunities in Nevada (JOIN)
- 5) Peace Corps
- 6) At least 80% of the teaching experience must have been in subjects commonly taught in the public schools.
- 7) The applicant must have been certified or licensed as a teacher by the state in which the applicant taught at the time the experience was gained.
- 8) The experience must have been in a school licensed by the state.

b. Occupational Education Teacher Experience

- i. Up to a maximum of 5 years is granted if the following criteria are met:
 - 1) Experience is at the journeyman or managerial level or above and is progressively responsible including supervisory responsibilities.
 - 2) This is reviewed on a "case-by-case" basis for Occupational Therapists, Counselors, Physical Therapists, Nurses and Speech Language Pathologists.
 - 3) The HR specialist will determine the number of years granted, based on information submitted by the applicant and the hiring administrator.

c. Public Teaching Experience outside of Nevada

- i. A maximum of 10 years is granted if the following criteria are met:
 - 1) Public Schools (.5 FTE or greater) - the employee must have completed 50% of the contract days in the school year.

- 2) Charter Schools (if the school is licensed by the state, the employee is fully licensed by the state, and 50% of the contract days were completed.)
- 3) Department of Defense Schools
- 4) Foreign Schools accredited through the US accrediting agencies
- 5) Teaching in a prison setting with school age prisoners (employee was under contract and taught K-12 subjects.)
- 6) Teaching adults in a public school system that is equivalent to the RISE Academy for Adult Achievement, High School Equivalency program or Adult Diploma Program.

d. Military Experience

- i. A maximum of 2 years is granted if the following criteria is met:

- 1) Employee was **ACTIVE** duty with DD-214 verification and honorable discharge.

e. Experience credit is granted for the following:

- i. Sabbatical leave

f. Nevada Public School Experience may be granted in excess of 10 years. (.5 FTE or greater.)

- i. The employee must have completed 50% of the contract days in the school year.
- ii. This includes licensed Charter schools in the State of Nevada.

3. Credit Not Granted

a. Credit is NOT granted for the following

- i. Rite of Passage (non-teaching positions)
- ii. College or University Teaching
- iii. Pre-School
- iv. Administrative Experience
- v. 80/5 year leave

4. HR Technician Credit Process

- a. HR technician enters verified experience into Business Plus system under employee's "Experience" tab in the "Education and Skills" section.
- b. HR technician enters salary step into the District's HR information system software (Business Plus) under employee's "Salary" tab in the "Pay Assignment" section.
- c. Salary Confirmation Form (CE4024) is prepared by HR technician.
- d. Salary Confirmation Form is distributed to the employee for signature and returned.
- e. Salary Confirmation Form is returned and filed into employee's personnel file

IMPLEMENTATION GUIDELINES & ASSOCIATED DOCUMENTS

1. This Administrative Procedure reflects the goals of the District's Strategic Plan and complies with the District's governing documents, to include:
 - a. Administrative Procedure HR-P004, New Employee Hiring
 - b. Administrative Form HR-F044, Verification of Professional Employment Public and Charter Schools
 - c. Administrative Form HR-F045, Verification of Professional Employment Out-of-State Schools and Private Schools
 - d. Form CE4024, Salary Confirmation

REVIEW AND REPORTING

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

REVISION HISTORY

Date	Revision	Modification
1/11/2006	1.0	Adopted as CSI procedure
4/25/2007	2.0	Revised
11/26/2007	3.0	Revised
9/1/2016	4.0	Revised