126CSR163

TITLE 126
LEGISLATIVE RULE
BOARD OF EDUCATION

SERIES 163
College Hours or Comparable Training
in a Trade or Vocational School (5301)

§126-163-1. General.

1.1. Purpose - The purpose of this policy is to establish guidelines for providing the additional pay specified in West Virginia Code §18A-4-8a for service personnel who have earned the college hours or comparable training in a trade or vocational school specified in the code section, or those who have earned an associate, a bachelor's, or a master's or doctorate degree.

1.2. Authority - West Virginia Constitution, Article XII, Section 2 and West Virginia Code §18-2-5 and §18A-4-8a.

1.3. Filing Date - July 15, 2002

1.4. Effective Date - August 14, 2002

§126-163-2. Applicability.

2.1. This policy applies only to service personnel. The policy provides guidance for county boards of education in determining the additional monthly pay as specified in West Virginia Code §18A-4-8a for service personnel who have earned the college hours or comparable training in a trade or vocational school specified in the code section, or those who have earned an associate, a bachelor's, or a master's or doctorate degree. The bonus specified in code for a college degree is for each degree level.

§126-163-3. Definitions.

3.1. Accredited institution of higher education - A college or university accredited: (1) by the official accrediting agency of the state in which the institution is located, and; (2) by one of the six regional accrediting agencies recognized by the National Commission on Accrediting (Middle States, New England, Northwest, North Central, Southern, and Western associations), the American Association of Bible Colleges, the Association of Independent Colleges and Schools or the Association of Theological

Schools, to award degrees at a stipulated level, i.e. associate degree, bachelor's degree, master's degree, and/or doctorate degree.

3.2. Approved trade, vocational, technical, business or similar institution - An institution approved by a state or national institutional or specialized accrediting agency or the Bureau of Apprenticeship and Training, U.S. Department of Labor.

3.3. College hours or comparable training in a trade or vocational school shall be defined to include any combination of the following:

3.3.1. Semester hour - An hour of college credit from an accredited institution of higher education on the semester system.

3.3.2. Quarter hour - An hour of college credit from an accredited institution of higher education on the quarter system. One quarter hour is equivalent to two-thirds of a semester hour.

3.3.3. Comparable credit obtained in a trade or vocational school - Each fifteen contact hours of training obtained in a post-secondary program from an approved trade, vocational, technical, business or similar institution shall be equivalent to one semester hour of college credit.

3.3.4. The term "associate degree" means an associate or "two-year" degree earned from an accredited institution of higher education.

3.3.5. The term "BA" means a bachelor's degree earned from an accredited institution of higher education.

3.3.6. The term "BA+15" means a bachelor's degree earned from an accredited institution of higher education plus fifteen hours of undergraduate or graduate work also earned from an accredited institution of higher education. The undergraduate hours must have been completed after the bachelor's degree was awarded.

3.3.7. The term "MA" means a master's degree earned from an accredited institution of higher education approved to do graduate work.

3.3.8. The term "MA+15" means a master's degree earned from an accredited institution of higher education approved to do graduate work plus fifteen hours of undergraduate or graduate work also earned from an accredited institution of higher education. This classification requires 45 semester hours including a master's degree,

of which 15 may be undergraduate hours completed after the bachelor's degree was awarded.

3.3.9. The term "MA+30" means a master's degree earned from an accredited institution of higher education approved to do graduate work plus thirty hours of undergraduate or graduate work also earned from an accredited institution of higher education.
This classification requires 60 semester hours including a master's degree, of which 15 may be undergraduate hours completed after the bachelor's degree was awarded.

3.3.10. The term "MA+45" means a master's degree earned from an accredited institution of higher education approved to do graduate work plus forty-five hours of undergraduate or graduate work also earned from an accredited institution of higher education. This classification requires 75 semester hours including a master's degree, of which 15 may be undergraduate hours completed after the bachelor's degree was awarded.

3.3.11. The term "MA+60" means a master's degree earned from an accredited institution of higher education approved to do graduate work plus sixty hours of undergraduate or graduate work also earned from an accredited institution of higher education. This classification requires 90 semester hours including a master's degree, of which 15 may be undergraduate hours completed after the bachelor's degree was awarded.

3.3.12. The terms "doctorate" means a doctor's degree earned from a university qualified and approved to confer such a degree.

§126-163-4. Verification of Hours.

4.1. Verification of credit will be an official transcript of course work completed from an accredited institution of higher education or a grade report of completed contact hours in a post-secondary program from an approved trade, vocational, technical, business, or similar institution. Each employee is responsible for obtaining and providing official copies of the required records to his/her employer.

4.2. County boards of education are responsible for verifying the number of hours completed by their respective employees for additional pay purposes.

FORM HD 201
(10-66)

FISCAL NOTE WORKSHEET

(Submit 4 Copies)

HD NO _____ DRAFT NO _____ BILL NO _____ RESOLUTION NO _____

SUBJECT Policy 5301: College Hours or Comparable Training FUND _____

SOURCE OF REVENUE: ? GENERAL FUND ? SPECIAL ? OTHER (SPECIFY) _____

COST OF ESTIMATE BASED ON: ? AN ORIGINAL ESTIMATE ? BUDGET BILL ? OTHER (SPECIFY) _____

INCOME ESTIMATE BASED ON: ? AN ORIGINAL ESTIMATE ? BUDGET BILL ? OTHER (SPECIFY) _____

SHOW OVER-ALL EFFECT IN ITEMS 1 AND 2 & GIVE EXPLANATION OF BREAKDOWN BY FISCAL YEAR INCLUDING LONG-RANGE EFFECT

EFFECT OF PROPOSAL	ANNUAL		FISCAL YEAR		
	INCREASE	DECREASE	CURRENT	NEXT	THEREAFTER
1. ESTIMATED TOTAL COST	$	$	$	$ See Below	$ See Below
PERSONAL SERVICES CURRENT EXPENSES REPAIRS/ALTERATIONS EQUIPMENT OTHER	$	$	$	$	$
2. ESTIMATED TOTAL REVENUES	$	$	$	$	$

3. EXPLANATION OF ABOVE ESTIMATES (INCLUDING LONG-RANGE EFFECT):

The cost of the legislative change to West Virginia Code §18A-4-8a was estimated to be $338,652 for the 2002-03 year for county board employees. This is an additional cost for the State through the Public School Support Program. The additional cost for Department staff is estimated to be $10,000.

No additional cost will be incurred as a result of the policy.

DATE	AGENCY	AUTHORIZED REPRESENTATIVE
5-01-02	Education	

Policy 5301: College Hours or Comparable Training In A Trade or Vocational School

Comment Response Form

Please use this form when commenting on proposed Policy 5301. You may attach additional sheets if necessary.

Individual/Organization:_____

Title: _____

Street Address: _____ City/State/Zip_____

Comments/Suggestions

126-163-1. General

126-163-2. Application.

126-163-3. Definitions.

126-163-4. Verification of Hours.

Return comments by June 14, 2002 to:

Joseph Panetta
Executive Director
Office of School Finance
West Virginia Department of Education
Building 6, Room 215
1900 Kanawha Boulevard, East
Charleston, WV 25305-9969
E-mail: jpanetta@access.k12.wv.us
FAX: (304) 558-8867