

Form #2

OFFICE OF THE ATTORNEY GENERAL
SECRETARY OF STATE

TITLE OF RULE BEING PROPOSED: _____

ATTACH A BRIEF SUMMARY OF YOUR PROPOSAL

3.20

EXECUTIVE SUMMARY
WEST VIRGINIA BOARD OF EDUCATION
Policy Number and Title: Policy 5301 - College Hours
or Comparable Training in a Trade or Vocational School

PUBLIC COMMENT PERIOD ENDING: May 17, 2000

BACKGROUND:

Policy 5301 was initially filed on July 13, 1994 to establish the number of contact hours considered to be comparable to 12 college hours for determining the additional pay for service personnel.

PURPOSE:

The purpose of the proposed revisions is to reflect the changes made to West Virginia Code §18A-4-8a during the recent legislative session. The statute was revised to provide an additional \$10 per month in pay to the service personnel who have completed sixty and seventy-two hours of college or comparable training in a trade or vocational school. The previous statute provided an additional \$10 only for those who have completed twelve, twenty-four, thirty-six or forty-eight hours of college or comparable training.

PROPOSED REVISIONS:

- The only change is that sixty and seventy-two hours were added to the policy to conform to the statute.

IMPACT:

Provides an additional incremental salary increase of \$10 per month for the service personnel who have attained twelve, twenty-four, thirty-six, forty-eight, sixty, or seventy-two hours of college or comparable training, for a maximum of \$60 per month.

5301s

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 following college hours or comparable training in a trade or vocational school: twelve; twenty-four; thirty-six; ~~or forty-eight~~; sixty; or seventy-two.

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 20, 1999

1.4. Effective Date - August 19, 1999

§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 for service personnel who have earned twelve, twenty-four, thirty-six, ~~or forty-eight~~, sixty or seventy-two college hours or comparable training in a trade or vocational school in an area relevant to current or anticipated employment by a West Virginia county board of education.

§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. 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:

126CSR163

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 from an approved trade, vocational, technical, business or similar institution shall be equivalent to one semester hour of college credit.

§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 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.

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 \$220,095 for the 2000-01 year for county board employees. This is an additional cost for the State through the Public School Support Program.

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

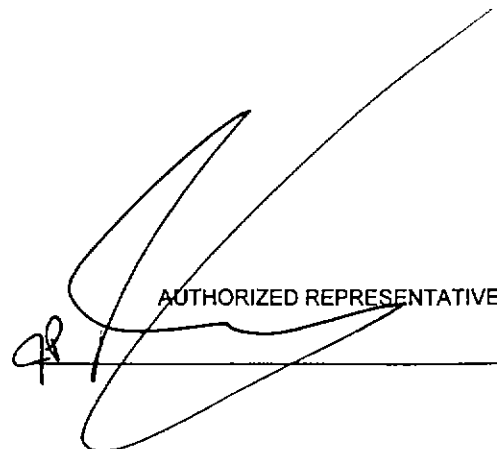
DATE

3-27-2000

AGENCY

Education

AUTHORIZED REPRESENTATIVE



**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

Complete response form by listing each section of the policy.

Return comments by **May 17, 2000** to:

**Joseph Panetta
Director of School Finance
West Virginia Department of Education
Building 6, Room 215
1900 Kanawha Boulevard East
Charleston, WV 25305**

**E-mail: jpanetta@access.k12.wv.us
Fax: (304) 558-8867**