

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: June 18, 1999

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 twenty-four, thirty-six and forty-eight hours of college or comparable training in a trade or vocational school. The original statute provided an additional \$10 only for those who have completed twelve hours of college or comparable training.

PROPOSED REVISIONS:

- Changes the specific definition of 12 semester hours being comparable to 180 contact hours to a more generic ratio that one semester hour is comparable to 15 contact hours.
- Adds the definition that a college hour from an institution of higher education on the quarter system is equal to two-thirds of a semester hour.
- Clarifies the requirement that the additional training in a trade or vocational school must be post-secondary training.
- Clarifies the phrase "comparable training in a trade or vocational school" to include technical, business or similar institutions.
- Clarifies the accrediting agencies.

IMPACT:

Provides an additional incremental salary increase of \$10 per month for the service personnel who have attained twelve, twenty-four, thirty-six or forty-eight hours of college or comparable training, for a maximum of \$40 per month.

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126CSR163

FILED

TITLE 126
LEGISLATIVE RULE
BOARD OF EDUCATION

MAY 17 11 21 AM '99

SERIES 163

OFFICE OF THE CLERK OF THE WEST VIRGINIA
SECRETARY OF STATE

~~School Service Personnel Training Comparable to
Twelve (12) Semester Hours of College Credit
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 the number of contact hours received from a vocational or trade school which for pay purposes is comparable to twelve (12) hours of college credit 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 (12); twenty-four (24); thirty-six (36); or forty-eight (48).~~

1.2. Authority - ~~The authority for this legislative rule is established in the West Virginia Constitution, Article XII, Section 2 and in West Virginia Code §18-2-5 and §18A-4-8a.~~

1.3. Filing Date - ~~July 13, 1994.~~

1.4. Effective Date - ~~August 15, 1994.~~

1.5. ~~Repeal of Former Rule - None - This is a new policy.~~

§126-163-2. Applicability.

2.1. ~~This policy applies only to service personnel. The number of contact hours of training in a vocational or trade school comparable to twelve (12) semester hours of college credit is defined to give county boards of education direction in establishing each individual's service personnel salary schedule policy provides guidance for county boards of education in determining the additional monthly pay service personnel are to receive who have earned twelve, twenty-four, thirty-six or forty-eight college hours or comparable training in a trade or vocational school.~~

§126-163-3. Definition of College Hours or Comparable Training.

~~Twelve semester hours of credit shall be defined to include any one or a combination of the following:~~

3.1 ~~Twelve semester hours of credit from an accredited institution of higher education in course work relevant to a current or anticipated area of employment.~~

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~~3.2 — One hundred eighty (180) contact hours of training from an approved vocational or trade school in an area relevant to current or anticipated employment.~~

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

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

3.1.2. 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.

3.1.3. Comparable credit obtained in a trade or vocational school - Each fifteen contact hours of training obtained from a 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 approved accredited institution of higher education or a grade report of completed contact hours in a post-secondary program from a vocational, and/or trade, school technical, business, or similar institution approved by the State Board of Education, Board of Directors of the State College System, and/or a state or national institutional or specialized accrediting agency or the Bureau of Apprenticeship and Training, U.S. Department of Labor. Each employee is responsible for obtaining and providing copies of the required records to his/her employer.

4.2. ~~Transcripts or grade reports should be sent to the respective county board of education personnel office for verification of training and assignment of credit for payroll purposes. 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 \$164,239 for the 1999-2000 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 \$9,000.

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

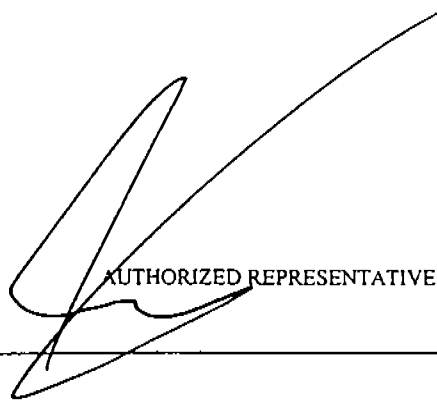
DATE

4-28-99

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 **June 18, 1999** to:

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

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Fax: (304) 558-8867**