

Salary Placement on the Annual Teacher Salary Schedule for New Clark County School District Licensed (Certified) Employees

As potential candidates considering employment with the Clark County School District (CCSD), the following information is provided for your reference.

Please be advised that placement on the Annual Teacher Salary Schedule must be made in accordance with the following documents:

- Nevada Revised Statute (NRS) 391.160
- Article 26 of the licensed Negotiated Agreement between the CCSD and the Clark County Education Association (CCEA)
- CCSD Regulation 4292: Placement and Advancement on the Teacher Salary Schedule

A formal Offer of Employment for initial salary placement is based on the information contained on record at time of preparation. As applicable, subsequent salary adjustments may be considered for qualifying years of outside appropriate experience, and for PK-12 education-related degrees, and/or coursework which must be completed after earned degree and completed prior to date of hire. The salary will not be finalized until all official documents, including verifications of employment and all official transcripts have been received and verified. In order to receive appropriate salary credit, retroactively to the date of hire, all documents must be received within 45 days after date of hire. Under no circumstances can a retroactive adjustment be considered for documents submitted outside of the year in which you are hired.

The following frequently asked questions (FAQs) are intended to provide general answers to salary placement questions and are not intended to replace the provisions of the NRS 391.160, Article 26 of the licensed Negotiated Agreement or applicable District Policies and Regulations. In case of any conflict, NRS 391.160, Article 26 of the licensed Negotiated Agreement and the applicable Clark County School District Policies and Regulations will govern teacher salary placement.

Clark County School District Step Placement (Vertical) on the Annual Teacher Salary Schedule

1: What is step placement?

Step placement is service credit granted in recognition of appropriate full-time contracted teaching experience.

2: How many qualifying years of previous experience are accepted by CCSD?

Article 26-5 of the licensed Negotiated Agreement provides for a maximum of 12 years of qualifying experience in which 11 is the corresponding step number assigned according to the applicant's level of education in the appropriate class column. The corresponding step number assigned is according to the salary placement chart (Licensed Personnel Salary Placement Information). The chart may be accessed at: http://ccsd.net/employees/resources/pdf/salary_licensed_placement.pdf

3: How do I provide my verification of teaching experience to CCSD?

Prior teaching experience outside of CCSD must be verified on CCSD's preprinted Verification of Experience Form available on-line at:

<http://ccsd.net/employees/resources/pdf/verification-of-experience.pdf>

4: My years of teaching experience were outside of the United States. Does the CCSD verification(s) of teaching experience form need to be translated?

If the verification of experience is completed in a foreign language before the experience can be credited for salary placement an English translation must be obtained by one of the independent nationally recognized evaluation agencies. The list of approved evaluation service agencies may be accessed at: http://teachers.nv.gov/Getting_Started/Getting_Started/

5: Will CCSD accept years of experience for working at a university or a college?

Salary step credit may be granted for appropriate full-time experience at an accredited college or university. The experience must be verified on the District's pre-printed Verification of Experience form available on-line at: <http://ccsd.net/employees/resources/pdf/verification-of-experience.pdf>

Clark County School District **Class Placement (Horizontal) on the Annual Teacher Salary Schedule**

1: What is class placement?

Class placement is educational credit granted in recognition of appropriate PK-12 education-related degrees or coursework. Official transcripts must indicate the degree and conferral date.

2: Can any course be submitted for class placement on the teacher salary schedule?

All course credit for salary placement must:

- Be earned from a regionally accredited college or university
- Be upper division (junior/senior) or graduate level measured in semester credit; if the college or university is on a quarter calendar system, the quarter credit received must be converted to semester credit (e.g., quarter credit x 2/3 = semester credit).
- Be credit-bearing toward a degree at the college or university where completed
- Be related to current assignment and/or endorsements held
- Be completed after the date the degree was earned, e.g., **after** the bachelor's degree for placement at bachelor's degree plus 16/32, and after the master's degree for placement at master's degree plus 16/32.
- Be completed prior to the date of hire

3. Will CCSD accept foreign transcripts?

Foreign transcripts must be evaluated by an approved evaluation service agency. The evaluation must include a course-by-course evaluation and contain a U.S. equivalency statement. A list of approved evaluation service agencies may be accessed at:

http://teachers.nv.gov/Getting_Started/Getting_Started/

4: Can courses offered from a college or university through the Division of Continuing Education/Extension Campus be approved for class placement on the teacher salary schedule?

In general, most often these types of courses are not accepted by the college or university as credit-bearing toward a degree and are not accepted or applicable to their own advance degree programs; and, therefore, are not acceptable for salary placement.

5: Can any advanced degree be used for class placement on the teacher salary schedule?

Only advanced PK-12 education-related degrees are acceptable for placement on the teacher salary schedule, unless specifically provided for by Article 26 of the Negotiated Agreement between the Clark County School District and the Clark County Education Association.

6: Are in-service courses taken from another school district acceptable for class placement on the teacher salary schedule?

In-Service courses taken outside of CCSD are not acceptable for salary placement.

**Clark County School District
General Pay/Employment Related Questions:**

1: I am a new licensed employee with a bachelor's degree and have no experience in my field. Where will I be placed on the Annual Teacher Salary Schedule?

Your placement on the Annual Teacher Salary Schedule will be Step 1 Class A (bachelor's degree).

2: When and how often are licensed employees paid?

Teachers are paid in twenty-four (24) equal installments on the 10th and 25th of each month beginning on September 10th through August 25th each school year.

3: How is a licensed employee's salary calculated?

This information can be found by accessing the following link:

<http://ccsd.net/employees/resources/pdf/how-to-calculate-contracted-pay.pdf>

4: Will I receive credit for working as a substitute, student teacher, or part-time teacher at another school district?

Credit for outside experience, appropriate for the position in which you are applying for can be considered if you worked in a full-time contracted teaching position.

5: What is the probationary period for a licensed employee new to the District?

A new licensed employee is employed on a yearly contract basis for three probationary years.

6: Does CCSD offer a retirement plan?

CCSD is a member of the Public Employees' Retirement System of Nevada (PERS) and provides contributions based on applicable earnings on behalf of regular-status employees. For information regarding retirement benefits, please visit the PERS Web site at: <http://www.nvpers.org/>

Clark County School District Former Teachers

1: How is step placement determined for former CCSD teachers?

Depending on the length of your separation, you may get credit for your actual CCSD years of experience and up to 12 years of qualifying experience not previously recognized according to your level of education in the appropriate class column for horizontal placement.

2: How is class placement determined for former CCSD teachers?

Initially, a former teacher will be placed at the same class secured with CCSD prior to separating employment. If an advanced degree and/or additional coursework were obtained after separation from the District, placement may be made appropriately on the class column correctly reflecting appropriate education.

3: How is post-probationary or probationary employment status determined for former CCSD teachers?

Per NRS 391.31965, if a post-probationary employee of a school district or charter school in this state:

1. Voluntarily leaves his or her employment; and
2. Is, within 5 years after the date on which the employee left that employment, employed by any school district or charter school in this state in a position that is comparable to the position in which the employee attained post-probationary status, he or she must be allowed to continue as a post-probationary employee.

4: How is seniority determined for former CCSD teachers?

A former teacher of the District, who returns to work with CCSD within one year of separation, will retain the same seniority date and for employees rehired after one year of separation, seniority is determined by the first date of hire after the separation.

5: Is sick leave reinstated for a former CCSD teacher?

Accumulated sick leave is reinstated if a teacher is re-hired within 11 years of separation. The Human Resources Unit will submit a request for reinstatement to the Payroll Department.

Clark County School District Links to Useful Information

1. Negotiated Agreement between the Clark County School District and the Clark County Education Association:
http://ccsd.net/employees/resources/pdf/ccea_agreement.pdf
2. Annual Salary Schedules:
http://ccsd.net/employees/resources/pdf/salary_licensed_placement.pdf
http://ccsd.net/employees/resources/pdf/salary_licensed_benefits.pdf
http://ccsd.net/employees/resources/pdf/salary_licensed_placement.pdf
3. Clark County School District Verification of Experience Form:
<http://ccsd.net/employees/resources/pdf/verification-of-experience.pdf>
4. How To Calculate Contracted Pay For Licensed Personnel
<http://ccsd.net/employees/resources/pdf/how-to-calculate-contracted-pay.pdf>
5. Clark County School District Regulation 4292: Placement And Advancement On The Teacher Salary Schedule:
http://ccsd.net/district/policies-regulations/pdf/4292_R.pdf
6. Nevada Department of Education:
<http://www.doe.nv.gov/>
7. The Teachers Health Trust:
<http://teachershealthtrust.org/Default.aspx>
8. Public Employees' Retirement System of Nevada:
<https://www.nvpers.org/>