

CERTIFIED LIST

Sponsored by:
West Virginia Department of Education

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SPECIALIZED HEALTH CARE PROCEDURES

- ✦ To be eligible, the employee must:
 - + Be employed as a secretary or an aide (aide, paraprofessional, autism mentor, braille specialist, sign support specialist, educational sign language interpreter I or educational sign language interpreter II) full time or part time
 - + Have received the required training AND
 - + Be rendering the services (at least in a backup role)

SCENARIO 1

- ✘ Sally is employed 0.50 FTE as an Aide III and 0.50 FTE as an Accountant I.
- ✘ Sally has received the STH training and is the backup person when the other secretary is out.
- ✘ Does Sally get the STH bump?
- ✘ If so, what is her pay grade?

SCENARIO 2

- ✘ Angie is employed full time as an LPN.
- ✘ Angie has received the STH training and is the person assigned to distribute meds.
- ✘ Does Angie get the STH bump?

MISSING DATA

- ✘ If any data is missing, an edit message will appear
- ✘ All missing data must be corrected prior to FINAL submission in October
- ✘ Providing an explanation is NOT sufficient for missing data, instead, the data must be completed
 - Retirement code is missing - entry required for all employees
 - Certification code is missing - entry required for all funding source 1 employees

POSITION CODE

- ✘ Report employees in the position code that matches the job they are performing
- ✘ Report the individual based on the duties they actually perform even if they hold certification for another position

SCENARIO 3

- ✘ Bill is certified as a high school teacher and also an administrator.
- ✘ Last year, Bill taught high school and was funded through state aid but this year he is serving as the Child Nutrition Director.
- ✘ In what position code should Bill be listed?

SCENARIO 4

- ✘ Savannah is working as an Option Pathways Teacher at a vocational school.
- ✘ She has her initial teaching certificate.
- ✘ She is being paid through state aid funding.
- ✘ In what position code should Savannah be listed?

CERTIFICATION MATCHES POSITION CODE

- ✘ For employees with multiple certificates, make sure the certificate reported on the certified list corresponds with the position code
- ✘ For example, if the individual is listed in an administrative position code, be sure to list an administrative certificate even if the employee holds a valid teaching certificate
- ✘ Otherwise, the individual will not be eligible for state aid funding

SCENARIO 5

- ✘ Dave is certified as a high school teacher and also an administrator.
- ✘ This year he is serving as the Director of Secondary Instruction and is listed in position 106.
- ✘ What certification code should be listed for Dave?

PENDING CERTIFICATION

- ✘ A certificate may be considered pending and reported on the certified list ONLY IF
 - + The completed application has been submitted to and received by WVDE by the end of the second school month
- ✘ If so, report the certificate for which the individual has applied (do this also for salary upgrades)
- ✘ DO NOT leave the certificate code field blank, or this will appear as an edit, and the individual will appear to be ineligible for state aid funding
- ✘ If the individual does not have a valid certificate or a certificate pending, report the employee in the proper position code with funding source 4 - County

SCENARIO 6

- ✘ Helen is an elementary teacher right out of college
- ✘ She has applied for a teacher certificate with WVDE well before the second month deadline
- ✘ Her certificate has not been received yet so I listed her as position 212 and left the CERT CODE field blank
- ✘ An edit message tells me that she doesn't have a valid certificate or is not on file with the certification office
- ✘ Can I correct this by submitting a comment explaining that the certificate is pending?

YEARS OF EXPERIENCE

- ✘ Years of experience included for state aid funding can only be years in the teaching profession
- ✘ Manually edit the records of employees who have been granted additional years of experience for pay purposes
 - + Vocational teachers
 - + Administrators

SCENARIO 7

- ✘ Charlie is an auto mechanic who has recently begun teaching in the county school system in a state aid funded position.
- ✘ Charlie has 15 years experience as an auto mechanic but only 1 year as a teacher.
- ✘ Charlie is paid on the county pay scale at the level of 15 years experience.
- ✘ How many years of experience should be listed for Charlie on the certified list?

RESA EMPLOYEES

- ✘ The funding source for each RESA employee must be the funding source from which that individual's salary is paid
 - + Federal
 - + State
 - + State Aid
- ✘ Do not list every RESA employee as Funding Source 6 - state aid for RESAs

EDUCATIONAL LEVEL

- ✘ This field will indicate the employee's highest degree level attained
- ✘ The bonus pay for degrees earned will be calculated using this field
- ✘ The system will look at the degree code in the employee education record or the addenda record

EDUCATIONAL BONUS

- ✘ The number of college hours earned are reported in this field
 - + 12 hours through 120 college hours or comparable training in a trade or vocational school
 - + Additional college hours past a BA or a MA degree
- ✘ May be reported through a "Z" addenda or by manually entering the appropriate code on the Certified List of Personnel maintenance screen

SCENARIO 8

- ✘ John is a service personnel with a bachelor's degree and 120 hours of college credit.
- ✘ What code do you use for Educational Level?
- ✘ What code do you use for Educational Bonus?

SCENARIO 9

- ✘ Carla is a service personnel with 2 associate's degrees.
- ✘ Between the 2 degrees, Carla has 120 total college hours.
- ✘ What code do you use for Educational Level?
- ✘ What code do you use for Educational Bonus?

TOTAL CONTRACTED SALARY

- ✘ Be sure to include all salary paid to the individual directly relating to the position code reported
 - + Include regular contracted salary, stipend as a band director and stipend for department chair
 - + DO NOT include coaching supplements, supplemental pay for summer school, overtime (extra pay for extra duties)
- ✘ If the person is listed more than once, be sure the salary listed for each entry corresponds to the FTE in that listing

EXECUTIVE SECRETARY

- ✘ By definition, an executive secretary must be at the central office location
- ✘ Do not report secretaries assigned to other locations as executive secretaries

VACANT POSITIONS

- + Do not list vacant positions on the certified list
- + List the substitute that is filling the position if the position is to be posted and filled later
- + List the average PEIA premium amount per the instructions

PERSONNEL REPORTED IN MORE THAN ONE COUNTY

- + For personnel employed in more than one county at the end of the second school month, the gaining county is to report the individual. The losing county is to report a substitute.
- + If two counties both employ a service person full time, only one county can claim the employee as a funding source 1 on the certified list. The other county must list the employee as a funding source 4. The two counties must work together to determine how the employee will be reported on the certified list.

**PAY CODE DOES NOT MATCH POSITION CODE
(FOR SERVICE PERSONNEL)**

- ✘ The pay code listed for service personnel positions should correspond to the pay code established for that position in Code. Exceptions include only pay codes for the Specialized Health Care Training, Supervisory Duties, and Multi-Classified employees
 - ✘ List the pay code of the highest position in both positions if the person is multi-classified
- ✘ This exception will appear if STH or SUP has been flagged, but you forgot to increase the pay grade of the employee accordingly

SCENARIO 10

- ✘ Alice is an Aide III with supervisory duties
- ✘ She is listed in position 503 at pay grade C with a "Y" in SUPV
- ✘ The edit listing shows "PAY GRADE DOES NOT MATCH POSITION CODE" for her
- ✘ What might be wrong?

PEIA PREMIUM REPORTED INCORRECTLY

- ✘ Annual Employer Premium to be reported on certified list
 - ✘ Include premiums for individuals who have health and life and those who have basic life only
 - ✘ DO NOT include the admin. fee when reporting the employer premium
 - ✘ If properly set-up the premium should come over automatically from payroll deductions
 - ✘ Premiums reported on certified list should match one of the premium amounts in the instructions

ERRORS MUST BE CORRECTED FOR FINAL SUBMISSION

- ✘ All exceptions that are ERRORS appearing on the edit listing MUST be corrected by the date of the final submission
- ✘ If the edit message still appears on the edit listing, then it hasn't been corrected
- ✘ Do not simply provide an explanation if the exception is an ERROR
- ✘ If the exception is not an error (example: pending certification or denial of PEIA coverage), simply provide an explanation in the comment field or separately in writing

QUESTIONS?

WV DOE
