

**INSTRUCTIONS FOR PREPARING AND SUBMITTING
THE SERVICE PERSONNEL EMPLOYMENT REPORTS
FOR THE 2014-15 YEAR**

1. Every county board of education is required to submit annually an employment report which lists every regular full-time employee, including those employed by the regional education service agencies (RESAs) and multi-county vocational centers (MCVCs). The data is used to calculate each county board's allowance under the Public School Support Program. According to WVC §18-9A-12, the data for the 2014-15 year is used in the computations for the 2014-15 year.
2. **Number of reports:** Two electronic reports of employment are to be submitted, a preliminary report of all personnel employed as of **September 1, 2014** (first school month) and a final (certified) report of all personnel employed as of **October 1, 2014** (second school month).
3. **Data file:** One data file is to be submitted for each submission, which is to include the information for all personnel, both professional and service. Separate instructions for professional and service personnel are provided simply as a convenience for those county boards that utilize different personnel for maintenance of the county's personnel records.
4. **Submission:** The data files are to be submitted to the WVDE electronically using the West Virginia Education Information System (WVEIS). Printed copies of the reports are not to be submitted.
5. **Due dates:** The data file for the first month (preliminary) report is to be as of September 1, 2014. In order to allow counties submission time, the report should be submitted as soon as possible after this date, but no later than **September 8, 2014**. The data file for the second month (final) report is to be as of October 1, 2014. The final submission should be as soon as possible after this date, but no later than **October 6, 2014**. It is essential that all reports be submitted in a timely manner.
6. **Personnel to be reported:** Report the employee's name that is filling every **REGULAR, FULL-TIME** 200-day position that a county board has created as of the September 1, 2014 or October 1, 2014, as applicable. The certified list data file is used for many purposes other than to determine state aid funding, so all regular full-time positions **MUST** be listed; do not intentionally omit listing personnel simply because the number employed exceed the number eligible for funding. Do not list, however, temporary, part-time employees who are not employed for the minimum 200-day employment term.

For the positions that are filled by a "regular full-time employee", report the name of the regular employee who is employed to fill the position, even if that employee is absent from work for an extended period of time, such as a medical leave of absence, a sabbatical, or because of an injury resulting in a workers' compensation claim. The term "regular full-time employee" is defined in WVC §18-1-1(i) as "any person employed by a county board of education who has a regular position or job throughout his employment term, without regard to hours or method of pay".

For the positions that are vacant as of September 1, 2014 or October 1, 2014, report the name of the substitute who is filling the position. If a position is truly vacant as of that day and no one is employed in the position, either as a regular employee or substitute employee, do not list the position in the personnel list. Blank positions without a name listed are not eligible for state aid funding and cannot be included in the personnel data files.

According to WVC §18A-4-8h, service personnel may not be employed in more than one regular full-time position or more than two regular half-time positions. This has been interpreted by the WVDE to include more than one school district.

Consequently, service personnel cannot be listed as being a regular full-time employee in more than one school district; they may, however, be listed as being a half-time employee in two districts, but the total regular FTE for the employee cannot exceed 1.00.

For regular full-time employees recently hired from another district within the State, the employee is to be listed by the school district where the employee was actually employed as of September 1, 2014 or October 1, 2014. In the rare instances where an individual may have been actually employed by both school districts as of these dates, the individual is to be reported by the gaining district.

7. **First month (preliminary report):** Provide all of the required information discussed below for every employee listed on the first month report.
8. **Edit of preliminary report:** County boards may edit the files and resubmit the data to the WVDE as often as necessary to correct any errors noted until the due date discussed above by using the edit programs on the Department's website at <http://wveis.k12.wv.us>. On the due date, the WVDE will process, review, and edit the preliminary data files that are submitted and contact the county boards concerning all errors noted.
9. **Second month (final) report:** County boards are to update the files submitted for the first month to reflect employment information as of October 1, 2014 for the second school month and resubmit the file electronically in the same manner as the preliminary reports were submitted. Submit the final file after all errors/discrepancies have been corrected on the file. Explain any discrepancies remaining in the comment field on the website. **All discrepancies identified as critical errors must be corrected in order for WVEIS to allow submission of the final file.** After the final file has been submitted, WVDE must unlock the file to allow resubmission.
10. **Edit of final report:** The information will again be processed, reviewed, and edited and each county board will be notified if any errors are noted. The final submission will be "locked" so that it cannot be changed without permission of the WVDE Office of School Finance. A final report will be printed and mailed to each county board for certification by the superintendent, RESA or MCVC director. Edits can also be run against the final version of the certified list from the WVEIS website.
11. **Changes for the 2014-15 Year:** The following changes have been made to the service personnel certified list instructions for the 2014-15 year:
 - (a) The following new position codes have been added for the 2014-15 year. Descriptions of these position codes can be found in the Position Code list beginning on page 11 and the certification requirements can be found on page 17:
 - 506 – Early Childhood Classroom Assistant Teacher – Temporary Authorization
 - 507 – Early Childhood Classroom Assistant Teacher – Permanent Authorization
 - 508 – Early Childhood Classroom Assistant Teacher – Paraprofessional Certificate
 - (b) The web-based edit program utilized for the certified list of personnel was moved from the WVEIS Web platform to the WVEIS on Web (WOW) platform. Access will automatically be granted to any county personnel who have been assigned the following roles assigned in WOW: CFO, Personnel Director, and Superintendent. For all other individuals who need access to the certified list in WOW (ex: personnel secretaries, certification specialists, etc.), access will be granted to their individual WOW account instead of through a role. To obtain individualized access for such individuals, a county employee who has previously been assigned to either the CFO, Personnel Director or Superintendent role must contact either the County or RESA WVEIS Contact to request the access on their behalf. This is a control measure to ensure only those individuals with authorization by the County have access to the Certified List of Personnel.
12. **Common errors to avoid:**
 - (a) **Position Code** – Report all employees under the appropriate position code for the position in which they are employed. For personnel who are employed in positions that have multiple levels, such as aides, secretaries, electricians, electronic technicians, plumbers, etc. where the levels are determined by training or experience requirements, be certain that the appropriate personnel

action has been taken before reporting the personnel in the higher positions for which they qualify.

Note that the position of paraprofessional is not considered a multiple level position, so do not automatically report an aide under this position simply because the employee meets the training or certification requirements of the position. The employee must be actually employed as a paraprofessional and be required to perform the duties of the position.

Position code 527 is now only for Braille Specialists since Sign Support Specialists (518) were given their own position code. List all personnel employed to provide braille assistance to students under this position code.

- (b) **Pay Grade** – Report each employee at the pay grade they are entitled to under state aid funding even if the county pays above scale. Report RESA employees at the pay grade they are entitled to under state aid funding even if the RESA pays above scale.
- (c) **Funding Source Code 1** - Report the funding source code of all personnel who meet the following criteria as Funding Source 1 - State Aid Eligible: the personnel are employed in positions that are state aid eligible, as identified in the attached position code list; they hold a valid certificate for the position for which they are employed, and; **their salary is NOT paid directly from a federal or state grant received for the purpose of employing personnel. Therefore, report all personnel who are employed with Step 7 funds, child nutrition program funds, and Medicaid reimbursements as Funding Source 1.**
- (d) **Annual Contracted Salary** – Report the total contracted salary of each employee’s REGULAR POSITION. Do not include “extra pay for extra duties”, or overtime pay.

13. **Required Information:** Provide the following information for all regular, full-time service personnel, using the appropriate WVEIS codes.

- a. **NAME** - Report the name of every employee employed in a regular 200-day position maintained by the county board as of September 1, 2014 and October 1, 2014, or if the position is vacant as of these dates, enter the name of the substitute employee who is working in the position. Do not list temporary, part-time employees who are not employed for the minimum 200-day employment term. Report the employee’s last name, first name and middle initial.

Note: According to WVC §18A-4-8h, service personnel may not be employed in more than one regular full-time position or more than two regular half-time positions. This has been interpreted by the WVDE to include more than one school district.

- b. **PERSONNEL NUMBER** – Enter each employee's social security number in the appropriate field.
- c. **LOCATION CODE** - Report the location code where each employee is assigned. Location codes must be valid codes as assigned or approved by WVDE. For itinerant employees, such as an aide or secretary assigned to work at two or more schools, list each location that an employee is assigned on an FTE basis. Location codes come from the position inventory in HMS or location code on the employee basic record in EMS.
- d. **SHIFT DIFFERENTIAL (NITE) PAY (ZNITE)** - For those service personnel who have a daily shift of work where any part is performed between the hours of 6:00 pm and 5:00 am the following day, report this fact either through a “Z” addenda pay code (ZNITE) or by manually entering a “Y” in the appropriate field on the Certified List of Personnel maintenance screen.

- e. **GENDER** - Indicate each employee's gender using the following codes: (Gender is found on the employee basic record in EMS)

<u>Code</u>	<u>Description</u>
M	Male
F	Female

- f. **POS (Position) CODE** – Enter the appropriate code for the position in which each employee is employed. Refer to the listing of position codes for the codes. All employees must be reported under a valid position code (Position codes come from the position inventory in HMS).

- g. **EDUCATION LEVEL (EDL)** - List the employee's education level in the degree classification field, using one of the following codes (The system will look at the degree code in the employee education record or the addenda record):

<u>Code</u>	<u>Description</u>	<u>Z-addenda</u>
NHS	No high school diploma	
HS	High school diploma or its equivalent	
AS	Associate degree	ZAS
BA	Bachelor's degree	ZBA
BAA	Bachelor's with associate degree	ZBAA
MA	Master=s degree	ZMA
MAA	Master's with associate degree	ZMAA
DR	Doctorate degree	ZDR
DRA	Doctorate with associate degree	ZDRA

Service personnel who have attained an associate, bachelor's, master's or doctorate degree will receive an additional \$40 bonus for each degree level attained.

NOTE: Comparable training in a trade or vocational school is NOT to be reflected in this field. Report only the education level attained such as high school level, undergraduate college level (BA), etc. Any degrees must be from an accredited institution.

- h. **SALARY CLASSIFICATION** - List in the salary classification field the appropriate pay grade for the position to which the individual is assigned using a letter between A-H. The pay grade is pulled from the employee assignment record. For those service personnel who are to be paid one pay grade higher for performing particular duties, such as being a supervisory aide or providing specialized health care procedures, list the pay grade that the individual is to be paid, and report the appropriate pay grade the individual is to be paid by either entering a "Z" addenda code or a "Y" in the appropriate field, as discussed in the following paragraphs.

- i. **EDUCATIONAL BONUS (EBN)/ EXTRA PAY (Z12HR)** - For those service personnel who have completed 12, 24, 36, 48, 60, 72, 84, 96, 108 or 120 hours of college credit or comparable training in a trade or vocational school or those who have attained an associate, a bachelor's, a bachelor's plus fifteen, a master's, a master's plus fifteen, a master's plus thirty, a master's plus forty-five, a master's plus sixty, or a doctorate degree, report this fact either through a "Z" addenda, or by manually entering one of the following codes on the Certified List of Personnel maintenance screen:

<u>College Hours or Comparable Training</u>	<u>Z-addenda Code</u>	<u>WVEIS Code</u>
12	12	01
24	24	02
36	36	03
48	48	04
60	60	05
72	72	06
84	84	07
96	96	08
108	108	09
120	120	10
BA + 15	BA15	B1
MA + 15	MA15	M1
MA + 30	MA30	M2
MA + 45	MA45	M3
MA + 60	MA60	M4

- j. **SUPERVISORY DUTIES (SUPD)** - Aides, paraprofessionals, autism mentors, braille specialists, sign support specialists and educational sign language interpreters who have been assigned supervisory duties in accordance with provisions of WVC §18A-4-8a(m) and §18A-5-8 are entitled to receive one pay grade higher than the pay grade to which they are otherwise entitled. This includes LPNs if they employed as multi-classified in one of these eligible positions. LPNs who are not multi-classified in one of the eligible positions are not eligible for the bonus for performing supervisory duties. WVDE has also interpreted this to apply to early childhood classroom assistant teachers.

Report the appropriate pay grade for these employees by either entering the “Z” addenda “ZSUPAD” or by manually entering a “Y” in the appropriate field on the Certified List of Personnel maintenance screen. The employee must be full-time in one of these positions or full-time in a combination of these positions to be eligible for the additional pay.

- k. **SPECIALIZED HEALTH CARE PROCEDURES TRAINING (STH)** - For the service personnel who: (1) are employed as an aide or secretary; (2) have received specialized health procedures training as defined in WVC § 18-5-22, and; (3) are rendering these services to students, indicate this fact either through a “Z” addenda pay code (ZSTH) or by manually entering a “Y” in the appropriate field on the Certified List of Personnel maintenance screen.

Notes: (1) The term “aide” for this purpose includes the positions of paraprofessionals, autism mentors, and braille specialists, sign support specialists, educational sign language interpreters, and early childhood classroom assistant teachers.

(2) Personnel employed as LPNs are not eligible for the specialized health care procedures bonus, even if they are multi-classified with an eligible position, since these employees are employed for the specified purpose of providing these services and are not being assigned these duties as an additional responsibility.

(3) All three requirements must be met for an employee to be eligible for the additional pay for providing specialized health care procedures.

(4) Based on a state superintendent’s interpretation issued March 29, 2004, all service personnel who are employed either full-time or part-time in any of the eligible positions, or who may be multi-classified with a position that is not considered eligible (other than LPN), and meet the other requirements are eligible for the additional pay.

Specialized health care procedures are described in Section II of the manual entitled *Specialized Health Care Procedure Manual for West Virginia Public Schools*. These procedures include: treatments for anaphylactic reactions; catheterization; Crede's procedure; enteral feeding; glucagon; inhalation therapy by machine; long-term medication administration; manual resuscitation; measurement of blood sugar; metered dose inhaler (MDI) therapy; oral/nasal suctioning; ostomy care; oxygen administration; peak flow meter; postural drainage and percussion; and tracheostomy care.

Long-term medication administration is defined as the administration of a prescription drug that was prescribed by a physician for a child who has a chronic condition that necessitates the medicine be available for an extended period of time.

- I. **YEARS EXPER (Experience)** - Report the number of years each employee has been employed as a regular employee in any position by a county board of education in the State of West Virginia, as defined in WVC §18A-4-8. An employee must have worked a minimum of 133 days during the year to be entitled to a year's experience. Work as a contractor does not constitute years of experience for this purpose.

According to WVC §18A-4-8, "years of employment" for employees classified as service personnel means the number of years which the employee has been employed by a county board of education in any position, including service in the armed forces of the United States if the employee was employed at the time of induction. For the purpose of section eight-a [§18A-4-8a] of this article, years of employment shall be limited to the number of years shown and allowed under the state minimum pay scale as set forth in section eight-a [§18A-4-8a] of this article.

NOTE: Review carefully the number of years of experience reported for service personnel who may have been granted additional years of experience for pay purposes. Report only those years of experience employed in any position by a county board of education in the State of West Virginia, as defined in WVC §18A-4-8. WVDE has interpreted years of RESA service to meet the definition.

NOTE: The WVEIS uses the salary records as the source for reporting the number of years of experience. The years of experience is pulled from the step field on the employee assignment record. Manually edit the records of any employee who has been granted additional years of experience for pay purposes.

- m. **DAYS EMPLOYED** - Report the employee's number of contractual days (not months) employed. The minimum number of days that is to be reported is 200 and the maximum number is 261.

For those employees who are employed after the normal employment term begins, enter the number of days that the employee would have been entitled to, had that employee started on the first day of the employment term.

NOTE: The WVEIS uses the assignment record as the source for the number of days employed and automatically adjusts the number to a minimum of 200. For those employed after the normal start of the employment term for a contractual term in excess of 200 days, be certain to make the adjustment manually.

- n. **ANNUAL SALARY** - Report the total annual contracted salary amount that is paid or stipulated to be paid to each individual for their regular duties for the year, before deductions for employee benefits. Do not include extra-curricular contracts for performing additional duties or over-time pay. The amount that should be reported is the total contracted salary

that is to be paid to each individual for his/her regular contract for the year even if they begin employment after the start of the year.

Note: The contracted salary is used to calculate each county's average salary so it is important that the correct contracted salary for the year be reported. For each full-time employee who is listed on a FTE basis, report the portion of the individual's total contracted salary that pertains to the line entry. The program will calculate the total salary (contract plus addendas) and multiply by the FTE for each location or position.

For each full-time employee who is listed on a "MU" or "EX" basis, report the portion of the individual's total contracted salary that pertains to the line entry. The annual contracted salary is used to calculate each county's average contracted salary.

- o. **RET SYS (Retirement System Membership)** - Report each employee's retirement system membership:

<u>Code</u>	<u>Description</u>
0	Not a member of any retirement system
1	A member of the Defined Benefit Retirement System – RET I
2	A member of the Defined Contribution Retirement System – RET II
4	A member of the Defined Benefit Retirement System who was employed on or after July 1, 2005, or a member of the Defined Contribution System who elected to transfer to the Defined Benefit System in 2008 – RET IV

NOTE: Do not leave the Retirement System Membership field blank.

- o. **PEIA PREMIUM** - Report the employer's PEIA annual premium cost for health and basic life insurance for each employee. For substitute employees who do not have PEIA insurance coverage, report the PEIA amount shown in the following chart for substitutes. This is to ensure that the funds appropriated for PEIA are allocated accurately to each school district and MCV, since the final allocations for the year are based on the amounts reported in this field and, most likely, vacant positions will be filled with a regular employee during the year.

Do not include the administrative fee in the total. The allowance for the administrative fee is computed separately. This amount is calculated based on the deduction on the employee assignment record and the premium on the deduction record.

The PEIA employer's premium amounts for the 2014-15 year are as follows, therefore, the annual amounts reported for regular full-time employees should be one of the following amounts:

For the following plans: The Health Plan A, The Health Plan B, The Health Plan C, PEIA PPB Plan A

	<u>Basic Health</u>	<u>Monthly RHBT</u>	<u>Annual Life</u>	<u>Total</u>	<u>Total</u>
Active Employees Under 65 Years of Age:					
Employee Only	\$ 236.00	\$ 164.00	\$ 2.00	\$ 402.00	\$ 4,824.00
Employee with Children	\$ 338.00	\$ 164.00	\$ 2.00	\$ 504.00	\$ 6,048.00
Family	\$ 653.00	\$ 164.00	\$ 2.00	\$ 819.00	\$ 9,828.00
Family with Emp. Spouse	\$ 653.00	\$ 164.00	\$ 2.00	\$ 819.00	\$ 9,828.00
Basic Life Only	\$ 0.00	\$ 0.00	\$ 2.00	\$ 2.00	\$ 24.00

	Basic Health	Monthly RHBT	Annual Life	Total	Total
Active Employees 65 – 69 Years of Age:					
Employee Only	\$ 236.00	\$ 164.00	\$ 1.30	\$ 401.30	\$ 4,815.60
Employee with Children	\$ 338.00	\$ 164.00	\$ 1.30	\$ 503.30	\$ 6,039.60
Family	\$ 653.00	\$ 164.00	\$ 1.30	\$ 818.30	\$ 9,819.60
Family with Emp. Spouse	\$ 653.00	\$ 164.00	\$ 1.30	\$ 818.30	\$ 9,819.60
Basic Life Only	\$ 0.00	\$ 0.00	\$ 1.30	\$ 1.30	\$ 15.60

Active Employees 70 Years of Age and Older:

Employee Only	\$ 236.00	\$ 164.00	\$ 1.00	\$ 401.00	\$ 4,812.00
Employee with Children	\$ 338.00	\$ 164.00	\$ 1.00	\$ 503.00	\$ 6,036.00
Family	\$ 653.00	\$ 164.00	\$ 1.00	\$ 818.00	\$ 9,816.00
Family with Emp. Spouse	\$ 653.00	\$ 164.00	\$ 1.00	\$ 818.00	\$ 9,816.00
Basic Life Only	\$ 0.00	\$ 0.00	\$ 1.00	\$ 1.00	\$ 12.00

For the following plans: PEIA PPB Plan B, PEIA PPB Plan C

	Basic Health	Monthly RHBT	Annual Life	Total	Total
Active Employees Under 65 Years of Age:					
Employee Only	\$ 153.00	\$ 164.00	\$ 2.00	\$ 319.00	\$ 3,828.00
Employee with Children	\$ 234.00	\$ 164.00	\$ 2.00	\$ 400.00	\$ 4,800.00
Family	\$ 483.00	\$ 164.00	\$ 2.00	\$ 649.00	\$ 7,788.00
Family with Emp. Spouse	\$ 483.00	\$ 164.00	\$ 2.00	\$ 649.00	\$ 7,788.00
Basic Life Only	\$ 0.00	\$ 0.00	\$ 2.00	\$ 2.00	\$ 24.00

Active Employees 65 – 69 Years of Age:

Employee Only	\$ 153.00	\$ 164.00	\$ 1.30	\$ 318.30	\$ 3,819.60
Employee with Children	\$ 234.00	\$ 164.00	\$ 1.30	\$ 399.30	\$ 4,791.60
Family	\$ 483.00	\$ 164.00	\$ 1.30	\$ 648.30	\$ 7,779.60
Family with Emp. Spouse	\$ 483.00	\$ 164.00	\$ 1.30	\$ 648.30	\$ 7,779.60
Basic Life Only	\$ 0.00	\$ 0.00	\$ 1.30	\$ 1.30	\$ 15.60

Active Employees 70 Years of Age and Older:

Employee Only	\$ 153.00	\$ 164.00	\$ 1.00	\$ 318.00	\$ 3,816.00
Employee with Children	\$ 234.00	\$ 164.00	\$ 1.00	\$ 399.00	\$ 4,788.00
Family	\$ 483.00	\$ 164.00	\$ 1.00	\$ 648.00	\$ 7,776.00
Family with Emp. Spouse	\$ 483.00	\$ 164.00	\$ 1.00	\$ 648.00	\$ 7,776.00
Basic Life Only	\$ 0.00	\$ 0.00	\$ 1.00	\$ 1.00	\$ 12.00

For the following plan: PEIA PPB Plan D

	Basic Health	Monthly RHBT	Annual Life	Total	Total
Active Employees Under 65 Years of Age:					
Employee Only	\$ 192.00	\$ 164.00	\$ 2.00	\$ 358.00	\$ 4,296.00
Employee with Children	\$ 283.00	\$ 164.00	\$ 2.00	\$ 449.00	\$ 5,388.00
Family	\$ 564.00	\$ 164.00	\$ 2.00	\$ 730.00	\$ 8,760.00
Family with Emp. Spouse	\$ 564.00	\$ 164.00	\$ 2.00	\$ 730.00	\$ 8,760.00
Basic Life Only	\$ 0.00	\$ 0.00	\$ 2.00	\$ 2.00	\$ 24.00
Active Employees 65 – 69 Years of Age:					
Employee Only	\$ 192.00	\$ 164.00	\$ 1.30	\$ 357.30	\$ 4,287.60
Employee with Children	\$ 283.00	\$ 164.00	\$ 1.30	\$ 448.30	\$ 5,379.60
Family	\$ 564.00	\$ 164.00	\$ 1.30	\$ 729.30	\$ 8,751.60
Family with Emp. Spouse	\$ 564.00	\$ 164.00	\$ 1.30	\$ 729.30	\$ 8,751.60
Basic Life Only	\$ 0.00	\$ 0.00	\$ 1.30	\$ 1.30	\$ 15.60
Active Employees 70 Years of Age and Older:					
Employee Only	\$ 192.00	\$ 164.00	\$ 1.00	\$ 357.00	\$ 4,284.00
Employee with Children	\$ 283.00	\$ 164.00	\$ 1.00	\$ 448.00	\$ 5,376.00
Family	\$ 564.00	\$ 164.00	\$ 1.00	\$ 729.00	\$ 8,748.00
Family with Emp. Spouse	\$ 564.00	\$ 164.00	\$ 1.00	\$ 729.00	\$ 8,748.00
Basic Life Only	\$ 0.00	\$ 0.00	\$ 1.00	\$ 1.00	\$ 12.00
Average to be used for substitutes					\$ 6,173.33

Note: For personnel who are listed multiple times on the personnel list, for convenience, report the full amount of the PEIA premium for each listing. DO NOT prorate the PEIA premium amount among the various listings, as is required for the contracted salaries.

The program that produces the PEIA summary report will eliminate duplicate entries to arrive at the total PEIA premium paid for each individual.

- p. **ACCOUNT CODE** - Report the full dimension account code from which each employee's annual contracted salary is paid, including the fund and program/function codes. The account code comes from the position inventory in HMS first or the employee assignment record.
- q. **FUNDG (Funding Source) CODE** - Report the funding source code from which each employee's salary is paid, using the following codes:

Funding Source Code	Source	Description
1	State Aid	Salary funded through state aid to schools
2	State Grants	Salary funded through special state grants other than basic state aid

<u>Funding Source Code</u>	<u>Source</u>	<u>Description</u>
3	Federal Grants	Salary funded through federal grants
4	County	Salary funded by county board
6	RESA	Salary funded through basic state aid for RESAs
7	Donations	Salary funded through donations from businesses or non-profit agencies
8	Other Sources	Salary funded through reimbursements from other agencies or other sources not listed

NOTES: For individuals employed with Step 7, child nutrition, or Medicaid reimbursement funds, report the Funding Source Code as "1", state aid to schools.

For RESA employees, use Funding Source Code 6 only for the employee whose salary is funded from the basic state aid for RESAs. Those whose salaries are funded from other sources, use the appropriate funding source, such as 2 for state grants (other than state aid to schools) or 3 for federal grants.

**SERVICE PERSONNEL
POSITION CODES
For the 2014-15 YEAR**

- 501** **Aide I (A)** - Personnel selected and trained for teacher-aide classifications such as monitor aide, clerical aide, classroom aide or general aide.
- 502** **Aide II (B)** - Personnel referred to in the Aide I classification who have completed a training program approved by the State Board of Education, or who hold a high school diploma or who have received a general educational development certificate. Only personnel classified in at least an Aide II class title shall be employed as an aide in any special education program.
- 503** **Aide III (C)** - Personnel referred to in the Aide I classification who hold a high school diploma or a general educational development certificate, and who have completed six semester hours of college credit at an institution of higher education or are employed as an aide in a special education program and have one year's experience as an aide in special education.
- 504** **Aide IV (D)** - Personnel referred to in the Aide I classification who hold a high school diploma or a general educational development certificate, and who have completed eighteen hours of state board-approved college credit at a regionally accredited institution of higher education, or who have completed fifteen hours of state board-approved college credit at a regionally accredited institution of higher education and have successfully completed an in-service training program determined by the state board to be the equivalent of three hours of college credit.
- 506** **Early Childhood Classroom Assistant Teacher – Temporary Authorization (E)** – Personnel employed who do not possess the minimum requirements for the permanent authorization requirements, but are enrolled in and pursuing requirements. Under WVC §18-5-18, Personnel employed in these positions must be employed to work in a kindergarten program (which includes pre-kindergarten).
- 507** **Early Childhood Classroom Assistant Teacher – Permanent Authorization (E)** – Personnel who have completed the minimum requirements for a state-awarded certificate for early childhood classroom assistant teachers that meet or exceed the requirements for a child development associate. Equivalency for the West Virginia Department of Education will be determined as the child development associate or the West Virginia Apprenticeship for Child Development Specialists. Under WVC §18-5-18, Personnel employed in these positions must be employed to work in a kindergarten program (which includes pre-kindergarten).
- 508** **Early Childhood Classroom Assistant Teacher – Paraprofessional Certificate (F)** – Personnel who have completed the permanent authorization requirements, as well as additional requirements comparable to the current paraprofessional certificate. Under WVC §18-5-18, Personnel employed in these positions must be employed to work in a kindergarten program (which includes pre-kindergarten).
- 511** **Licensed Practical Nurse (F)** – A nurse licensed by the West Virginia Board of Examiners for Licensed Practical Nurses and employed to work in a public school under the supervision of a school nurse.
- 515** **Paraprofessional (F)** - Personnel certified pursuant to the provisions of WVC §18A-3-2a who are employed to perform duties in a support capacity including but not limited to facilitating in the instruction and direct and indirect supervision of students under the direction of a principal, a teacher, or another designated professional educator.
- 516** **Educational Sign Language Interpreter I (F)** - Personnel employed to provide communication access across all educational environments to students who are deaf or hard of hearing, and who

hold the Initial Paraprofessional Certificate – Educational Interpreter.

- 517 **Educational Sign Language Interpreter II (G)** – Personnel employed to provide communication access across all educational environments to students who are deaf or hard of hearing, and who hold the Permanent Paraprofessional Certificate – Educational Interpreter.
- 518 **Sign Support Specialist (E)** - Personnel employed to provide sign supported speech assistance to students who are able to access environments through audition. A person who has held or holds an aide title and becomes employed as a sign support specialist shall hold a multi-classification status that includes both aide and sign support specialist titles, in accordance with WVC §18A-4-8b.
- 519 **Autism Mentor (F)** - Personnel employed to work with autistic students who meet the standards established by the State Board of Education.
- 521 **Director or Coordinator of Services (H)** - Personnel employed to direct a department or division. Effective July 1, 1996, professional personnel as defined in WVC §18A-4-8 may not be assigned to this class title unless the employee has held a service personnel title prior to being assigned to this position.
- 522 **Accountant I (D)** - Personnel employed to maintain payroll records and reports and perform one or more operations relating to a phase of the total payroll.
- 523 **Accountant II (E)** - Personnel employed to maintain accounting records and to be responsible for the accounting process associated with billing, budgets, purchasing, and related operations.
- 524 **Accountant III (F)** - Personnel who are employed in the county board of education office to manage and supervise accounts payable and/or payroll procedures.
- 525 **Auditor (G)** - Personnel employed to examine and verify accounts of individual schools and to assist schools and school personnel in maintaining complete and accurate records of their accounts.
- 526 **Buyer (F)** - Personnel employed to review and write specifications, negotiate purchase bids and recommend purchase agreements for materials and services that meet predetermined specifications at the lowest available costs.
- 527 **Braille Specialist (E)** - Personnel employed to provide braille and/or sign language assistance to students.
- 528 **Clerk I (B)** - Personnel employed to perform clerical tasks.
- 529 **Clerk II (C)** - Personnel employed to perform general clerical tasks, prepare reports and tabulations and operate office machines.
- 530 **Mail Clerk (D)** - Personnel employed to receive, sort, dispatch, deliver or otherwise handle letters, parcels and other mail.
- 531 **Maintenance Clerk (C)** - Personnel employed to maintain and control a stocking facility to keep adequate tools and supplies on hand for daily withdrawal for all school maintenance crafts.
- 532 **Warehouse Clerk (C)** - Personnel employed to be responsible for receiving, storing, packing, and shipping goods.
- 533 **WVEIS Data Entry and Administrative Clerk (B)** - Personnel employed to work under the direction of a school principal to assist the school counselor(s) in the performance of administrative duties, to perform data entry tasks on the West Virginia Education Information System, and to perform other administrative duties as assigned by the principal.

- 535 **Secretary I (D)** - Personnel employed to transcribe from notes or mechanical equipment, receive callers, perform clerical tasks, prepare reports and operate office machines.
- 536 **Secretary II (E)** - Personnel employed in any elementary, secondary, kindergarten, nursery, special education, vocational or any other school as a secretary. The duties may include performing general clerical tasks, transcribing from notes or stenotype or mechanical equipment or a sound-producing machine, preparing reports, receiving callers and referring them to proper persons, operating office machines, keeping records and handling routine correspondence.
- 537 **Secretary III (F)** - Personnel assigned to the county board of education office administrators in charge of various instructional, maintenance, transportation, food services, operations and health departments, federal programs or departments with particular responsibilities of purchasing and financial control or any personnel who have served in a position which meets the definition of Secretary II or Secretary III for 8 years.
- 538 **Secretary - Executive (G)** - Personnel employed as the county school superintendent's secretary or as a secretary who is assigned to a position characterized by significant administrative duties in the central board office or a MCVV.
- 541 **Switchboard Operator - Receptionist (D)** - Personnel employed to refer incoming calls, to assume contact with the public, to direct and to give instructions as necessary, to operate switchboard equipment, and to provide clerical assistance.
- 545 **Computer Operator (E)** - Qualified personnel employed to operate computers.
- 546 **Programmer (H)** - Personnel employed to design and prepare programs for computer operation.
- 547 **Key Punch Operator (B)** - Qualified personnel employed to operate keypunch machines or verifying machines.
- 549 **Draftsman (D)** - Personnel employed to plan, design and produce detailed architectural/engineering drawings.
- 551 **Graphic Artist (D)** - Personnel employed to prepare graphic illustrations.
- 555 **Inventory Supervisor (D)** - Personnel who are employed to supervise or maintain operations in the receipt, storage, inventory and issuance of materials and supplies.
- 557 **Printing Operator (B)** - Personnel employed to operate duplication equipment, and as required, to cut, collate, staple, bind, and shelve materials.
- 559 **Printing Supervisor (D)** - Personnel employed to supervise the operation of a print shop.
- 560 **Accounts Payable Supervisor (G)** - Personnel employed who have primary responsibility for the accounts payable function, which may include the supervision of other personnel, and who have either completed twelve college hours of accounting from an accredited institution of higher education or have at least eight years of experience performing progressively difficult accounting tasks.
- 561 **Payroll Supervisor (G)** - Personnel employed who have primary responsibility for the payroll function, which may include the supervision of other personnel, and who have either completed twelve college hours of accounting from an accredited institution of higher education or have at least eight years of experience performing progressively difficult accounting tasks.
- 570 **Supervisor of Maintenance (H)** - Skilled personnel not defined as professional personnel or professional educators as in WVC '18A-1-1. Responsibilities include directing the upkeep of buildings

and shops, issuing instructions to subordinates relating to cleaning, repairs and maintenance.

- 574 **Audiovisual Technician (C)** - Personnel employed to perform minor maintenance on audiovisual equipment, films, supplies and the filling of requests for equipment.
- 576 **Cabinet Maker (G)** - Personnel employed to construct cabinets, tables, bookcases, and other furniture.
- 578 **Carpenter I (E)** - Personnel classified as a carpenter's helper.
- 579 **Carpenter II (F)** - Personnel classified as a journeyman carpenter.
- 581 **Chief Mechanic (G)** - Personnel employed to be responsible for directing activities which insure that student transportation or other board owned vehicles are properly and safely maintained.
- 583 **Crew Leader (F)** - Personnel employed to organize the work for a crew of maintenance employees to carry out assigned projects.
- 587 **Electrician I (F)** - Personnel employed as an apprentice electrician helper or who holds an electrician helper license issued by the state fire marshal.
- 588 **Electrician II (G)** - Personnel employed as an electrical journeyman or holds a journeyman electrician license issued by the state fire marshal.
- 591 **Electronic Technician I (F)** - Personnel employed at the apprentice level to repair and maintain electronic equipment.
- 592 **Electronic Technician II (G)** - Personnel employed at the journeyman level to repair and maintain electronic equipment.
- 595 **Foreman (G)** - Skilled persons employed for supervision of personnel who work in the areas of repair and maintenance of school property and equipment.
- 597 **General Maintenance (C)** - Personnel employed as helpers to skilled maintenance employees and to perform minor repairs to equipment and buildings of a county school system.
- 599 **Glazier (D)** - Personnel employed to replace glass or other materials in windows and doors and to do minor carpentry tasks.
- 601 **Handyman (B)** - Personnel employed to perform routine manual tasks in any operation of the county school system.
- 605 **Heating & Air Conditioning Mechanic I (E)** - Personnel employed at the apprentice level to install, repair, and maintain heating and air conditioning plants and related electrical equipment.
- 606 **Heating & Air Conditioning Mechanic II (G)** - Personnel employed at the journeyman level to install, repair, and maintain heating and air conditioning plants and related electrical equipment.
- 609 **Locksmith (G)** - Personnel employed to repair and maintain locks and safes.
- 613 **Lubrication Man (C)** - Personnel employed to lubricate and service gasoline or diesel-powered equipment of a county school system.
- 617 **Machinist (F)** - Personnel employed to perform machinist tasks which include the ability to operate a lathe, planer, shaper, threading machine and wheel press. Such personnel should also have ability to work from blueprints and drawings.

- 619 **Mason (G)** - Personnel employed to perform tasks connected with brick and block laying and carpentry tasks related to such laying.
- 623 **Mechanic Assistant (E)** - Personnel employed as a mechanic apprentice and helper.
- 625 **Mechanic (F)** - Personnel employed who can independently perform skilled duties in the maintenance and repair of automobiles, school buses and other mechanical and mobile equipment to use in a county school system.
- 631 **Office Equipment Repairman I (F)** - Personnel employed as an office equipment repairman apprentice or helper.
- 633 **Office Equipment Repairman II (G)** - Personnel responsible for servicing and repairing all office machines and equipment. Such personnel shall be responsible for parts being purchased necessary for the proper operation of a program of continuous maintenance and repair.
- 635 **Painter (E)** - Personnel employed to perform duties of painting, finishing, and decorating of wood, metal and concrete surfaces of buildings, other structures, equipment, machinery and furnishings of a county school system.
- 638 **Plumber I (E)** - Personnel employed as an apprentice plumber and helper.
- 639 **Plumber II (G)** - Personnel employed as a journeyman plumber.
- 641 **Roofing/Sheet Metal Mechanic (F)** - Personnel employed to install, repair, fabricate and maintain roofs, gutters, flashing and duct work for heating and ventilation.
- 644 **Welder (F)** - Personnel employed to provide acetylene or electric welding services for a school system
- 650 **Supervisor of Transportation (H)** - Qualified personnel employed to direct school transportation activities, properly and safely, and to supervise the maintenance and repair of vehicles, buses, and other mechanical and mobile equipment used by the county school system.
- 652 **School Bus Supervisor (E)** - Qualified personnel employed to assist in selecting school bus operators and routing and scheduling of school buses, operate a bus when needed, relay instructions to bus operators, plan emergency routing of buses and promoting good relationships with parents, pupils, bus operators and other employees.
- 655 **Bus Operator (D)** - Personnel employed to operate school buses and other school transportation vehicles as provided by the State Board of Education.
- 657 **Heavy Equipment Operator (E)** - Personnel employed to operate heavy equipment.
- 659 **Truck Driver (D)** - Personnel employed to operate light or heavy duty gasoline and diesel-powered vehicles.
- 670 **Food Services Supervisor (G)** - Qualified personnel not defined as professional personnel or professional educators as in §18A-1-1, employed to manage and supervise a county school system's food service program. The duties would include preparing in-service training programs for cooks and food service employees, instructing personnel in the areas of quantity cooking with economy and efficiency, and keeping aggregate records and reports.
- 672 **Cafeteria Manager (D)** - Personnel employed to direct the operation of a food services program in a school, including assigning duties to employees, approving requisitions for supplies and repairs, keeping inventories, inspecting areas to maintain high standards of sanitation, preparing financial

reports and keeping records pertinent to food services of a school.

- 675** **Cook I (A)** - Personnel employed as a cook's helper.
- 676** **Cook II (B)** - Personnel employed to interpret menus, to prepare and serve meals in a food service program of a school and shall include personnel who have been employed as a Cook I for a period of four years, if such personnel have not been elevated to this classification within that period of time.
- 677** **Cook III (C)** - Personnel employed to prepare and serve meals, make reports, prepare requisitions for supplies, order equipment and repairs for a food service program of a school system.
- 681** **Custodian I (A)** - Personnel employed to keep buildings clean and free of refuse.
- 682** **Custodian II (B)** - Personnel employed as a watchman or groundsman.
- 683** **Custodian III (C)** - Personnel employed to keep buildings clean and free of refuse, to operate the heating or cooling systems and to make minor repairs.
- 684** **Custodian IV (D)** - Personnel employed as head custodians. In addition to providing services as defined in Custodian III, their duties may include supervising other custodian personnel.
- 686** **Groundsman (B)** - Personnel employed to perform duties that relate to the appearance, repair and general care of school grounds in a county school system. Additional assignments may include the operation of a small heating plant and routine cleaning duties in buildings.
- 688** **Watchman (B)** - Personnel employed to protect school property against damage or theft. Additional assignments may include operation of a small heating plant and routine cleaning duties.
- 690** **Sanitation Plant Operator (G)** - Personnel employed to operate and maintain a water or sewage treatment plant to insure the safety of the plant's effluent for human consumption or environmental protection.

**SERVICE PERSONNEL
VALID LICENSURE CODES FOR POSITIONS
FOR WHICH CERTIFICATION IS REQUIRED
FOR THE 2014-15 YEAR**

Position	Title	Certification Code	Type of Certificate
506	Early Childhood Classroom Assistant Teacher – Temporary Authorization	50	Temporary Authorization
507	Early Childhood Classroom Assistant Teacher – Permanent Authorization	59	Permanent Authorization
508	Early Childhood Classroom Assistant Teacher – Paraprofessional Certificate	14*	Paraprofessional Certificate
515	Paraprofessional	14, 16	Paraprofessional Certificate
516	Educational Interpreter I	16	Paraprofessional Certificate
517	Educational Interpreter II	14	Paraprofessional Certificate

*Individuals classified as an Early Childhood Classroom Assistant Teacher – Paraprofessional must actually have both a certificate 14 (paraprofessional) and either a 50 (temporary authorization) or 59 (permanent authorization) in the area of Early Childhood Assistant Teacher. Because the certified list of personnel can only accept one certificate code per individual, enter the valid 14 in the certified list of personnel.

Service Certified List Instructions 15