

Policy Identification

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POLICIES RELATED TO EXPERIENCE/DEGREE CREDIT FOR SALARY PURPOSES

6.00 Experience Credit as a Professional Educator

Salary for a NC public school employee shall be determined by the amount of creditable experience an individual has. Credit awarded for professional school experience shall be calculated according to the following rules:

- 1) Full-time work in a school unit of not less than six calendar months within one fiscal year (July 1 through June 30) shall earn one year of experience credit (excluding experience in a one-teacher private school).
- 2) Part-time work shall require a minimum of 15 hours per week to establish experience credit in a school unit. One year of experience can be earned, if the experience totals six calendar months of full-time experience during a single fiscal year.
- 3) Partial years of full-time or part-time experience can be combined for experience credit. For example, two years of part-time work can be combined for one year of experience, if it is equivalent to six months of full-time experience. Full-time experience of less than six calendar months in a fiscal year can be combined with another partial year of part-time or full-time experience to equal one year of experience credit.
- 4) Experience credit for a single year served in two or more school administrative units shall be allowed unless the State Board of Education has been advised that the person's contract was willfully breached during the school year.
- 5) Credit for college teaching shall be calculated based on the number of clock hours spent in the classroom teaching per week. Six class hours per week shall be considered half-time teaching and twelve class hours per week shall be considered full-time teaching.

- 6) Service as a tutor, clerical paraprofessional, or substitute teacher shall not be recognized for professional educator experience credit. It may be recognized for non-teaching work experience credit if it meets the criteria identified below in 6.20
- 7) Experience credit as a professional educator shall not be awarded for a period of time designated as a leave of absence except as required by Workmen's Compensation and the Uniform Services Employment Re-employment Rights Act (USERRA).
- 8) One full year of experience credit shall be awarded for every two years of full-time instructional duties performed in an instructional setting while on active military duty in the Armed Forces of the United States, regardless of academic degree held while serving in instructional roles. This applies to military veterans initially employed by an NC LEA starting July 1, 2014. "Non-teaching Experience Credit for Military Experience in Instructional Roles" shall be defined as professional work experience in a dedicated instructional setting while on active military duty that is clearly an instructional role and is verifiable on government issued service documents. Military service for which this credit is awarded must be characterized as honorable. This provision does not apply to JROTC instructors covered under TCP-A-006.30.

6.20 Experience Credit for Non-Teaching Work Experience

For salary purposes, non-teaching work experience can be credited toward an individual's total licensure experience rating on the recommendation of the designated personnel administrator of the NC LEA which has employed the individual in a professional position.

"Relevant non-teaching work experience" shall be defined as professional work experience in public or private sectors that is directly related to an individual's area of licensure and work assignment. Credit for non-teaching work experience is not transferable to other licensure areas for which the experience is not relevant. In addition, to be eligible for credit, such experience must meet the following criteria:

- 1) was at least half-time (20 hours or more per week);
- 2) was completed after age 18;
- 3) did not include on-the-job training;
- 4) was paid and documented.

One year of experience credit can be awarded for every two years of full-time relevant non-teaching work experience completed before the individual earned a bachelor's degree. One year of experience credit can be awarded for every year of full-time relevant non-teaching work experience completed after the individual earned a bachelor's degree. For Class V Career-Technical Trade and Industry Education licenses one year of experience credit can be awarded for every year of full-time relevant non-teaching work experience after the individual has completed the required training and work experience to qualify for the provisional license.

Partial years of full-time or part-time experience can be combined for experience credit.

Periodic audits of non-teaching work experience will be conducted by the DPI Licensure Section and LEAs will be required to repay amounts if duplicate years of experience, experience credit exceeding the policy limits, or credit for non-relevant experience have been awarded.

6.30 Experience Credit for JROTC

Military experience shall be awarded up to a maximum of 10 years for JROTC instructors, based on a minimum of 20 years of service and retirement from the military service.

6.35 Non-teaching Experience Credit for Military Experience in Leadership Roles

Consistent with TCP-A-006.20, at the recommendation of an employing NC LEA, the Department shall award non-teaching experience credit for military experience for leadership roles performed while on active military duty. This applies to military veterans initially employed by an NC LEA starting July 1, 2014.

With respect to non-teaching military work experience that is not directly related to the area of licensure or work assignment, one full year of experience credit shall be awarded for every two years of full-time leadership duties while on active military duty in the Armed Forces of the United States, regardless of academic degree held while in instructional or leadership roles.

“Non-teaching Experience Credit for Military Experience in Leadership Roles” shall be defined as professional work experience in one or more of the official United States military branches while on active military duty that is clearly a leadership role and is verifiable on government issued service documents. Military service for which this credit is awarded must be characterized as honorable. Experience credit for “Leadership Roles” is limited to verifiable experience in a military leadership position with primary responsibility over a team of other military service members following successful completion of a sanctioned military leadership course. Members eligible for this non-teaching work experience credit are: commissioned officers, warrant officers, and non-commissioned officers. Junior enlisted members that have not completed formal military leadership training are excluded from eligibility for this credit.

Non-Teaching work experience that is directly related to an individual’s area of licensure and work assignment shall be credited as set forth in Section 6.20.

Military experience credit may only be awarded once for each role period (i.e. no overlapping credit award).

This provision does not apply to JROTC Instructors covered under TCP-A-6.30.

6.40 Graduate Licensure/Salary Policy

Effective July 1, 2000, licensed public school personnel shall be paid on the salary schedule applicable to their assignment at the highest license level held. This policy shall apply to all areas, including administration, student services, and teaching.

6.50 Graduate Degrees

The Licensure Section shall authorize salary on the master's level (or other appropriate) salary schedule for professional educators who hold master's degrees or advanced degrees that do not lead to a professional educator license if the following criteria are met:

- 1) The master's or higher degree is from a regionally accredited IHE.
- 2) The master's or higher degree is in an education or subject area directly related to an existing area of licensure and current teaching assignment or instructional support responsibilities.
- 3) The educator's assignment for the majority (50% or more) of the school day is in the area for which the master's or higher degree applies.

The regional accrediting agencies are: Middle States Association of Colleges and Schools, New England Association of Schools and Colleges, North Central Association of Colleges and Schools, Northwest Commission on Colleges and Universities, Southern Association of Colleges and Schools, and Western Association of Schools and Colleges.

6.60 Appeals Panel

The Department shall establish an Appeals Panel to consider appeals of requests for non-teaching work experience or graduate salary that have not been approved. The panel shall be coordinated by the Licensure Section. Membership of the panel will include LEA Personnel Administrators, higher education faculty, and representatives of professional teacher associations.