

TRAINING AND EXPERIENCE POLICY

Health Leadership High School (HLHS) adheres to all guidelines mandated by the New Mexico Public Education Department (PED) regarding Training and Experience. Those guidelines are contained in the “Manual of Procedures for the Calculation of the Training and Experience Index” and are published on the PED website.

In cases where specific contract issues have not been herein addressed, and which are mandated by PED procedures governing Training and Experience, guidelines to be followed are those contained in the “Manual of Procedures for the Calculation of the Training and Experience Index” published by the PED.

DOCUMENTATION:

Training & Experience: It shall be the sole responsibility of the licensed staff member to obtain all official documentation required to confirm allowable training and experience for reporting purposes, as well as placement on the salary schedule. Required documentation is as follows:

1. Licensure: A valid, signed copy of a professional license issued by the New Mexico Public Education Department that is relevant to the work being performed.
2. Training: An official transcript from an accredited University that is to be examined by the Business Manager for degree completion and additional credit hours completed. When the transcripts are issued from a foreign accredited University, the applicant must also submit a translated approved credential evaluation with the transcripts. The transcripts must be original, official transcripts, and not copies.
3. Experience: Verification of Related Experience must be verified in writing by the prior employer and submitted to the Business Manager by e-mail, mail or fax. This documentation is to be received directly from the prior employer. The Business Office will provide Verification of Experience forms to the employee upon request.

SALARY SCHEDULES

- A. Licensed school personnel shall be paid for each contract year in accordance with verified training and experience earned as of the first day of school of the same academic school year. Note, changes to a licensed school personnel’s training and experience shall not be made during the school year other than as set forth below. Allowable training and experience shall be used to place the staff on the current year’s salary schedule. HLHS will adhere to all salary requirements required by statute and found in the School Personnel Act when establishing the current year’s salary schedule. **Positions tied to administrative roles or supporting roles will be eligible for experience**
- B. Salary increases for licensed teachers who are granted a higher level of licensure or educational degree after commencement of a school year, shall be made retroactive to the beginning of the contract school year if the documentation is issued by the PED Licensure Bureau or accredited University no later than September 30th of that school year and received by the Business Office as of that date.

FORFEITURE OF RIGHT TO COMPENSATION

In accordance with the School Personnel Act, Section 22-10A-3C, NMSA 1978, a person performing the duties of a licensed school employee, other than a practice teacher as defined by rules of the PED, “who does not hold a valid license or has not submitted a complete application for licensure or certification within the first three (3) months from beginning employment duties shall not be compensated thereafter for services rendered until he demonstrates that he holds a valid license or certificate.”

1. Employees who have not provided evidence of licensure or submitted a completed application for licensure and supporting documentation to the PED Licensure Bureau within three (3) months shall not be paid salary or accrue leave or any other benefits during the period of non-compliance. HLHS reserves the right to cancel such employee’s contract and terminate such employee.

DEADLINE FOR TRANSCRIPTS AND VERIFICATIONS OF PREVIOUS EMPLOYMENT:

- A. Employees who received a higher-level license, earned additional qualified credit hours and/or experience prior to the first day of the current school year, shall provide the Business Office with the new signed license, the official transcripts and/or the verifications of employment prior to September 30th of the current school year to receive salary credit in that school year.
- B. Employees hired after the first day of the school year shall be granted 90 calendar days, starting from the date of their contract, to provide official transcripts, verification(s) of employment and a signed copy of their NMPED license.
- C. Employees who fail to provide official transcripts, verification(s) of employment and a signed copy of their NMPED license by September 30th, or within 90 calendar days for late hires, shall not receive salary credit until the following year, should the employee return to HLHS the following year. Compensation for that year shall be based on official transcripts, current license, and employment verifications on file in the employee’s personnel file on September 30th of the current school year.

EXPERIENCE ALLOWANCE

- A. For purposes of experience credit on the salary schedule, full credit shall be granted to instructional staff for full-time equivalent years of experience in work-related fields to the maximum number of years designated on the salary schedule. In the event the instructional staff was a part-time teacher at HLHS, the staff will be given a full year’s credit for each year of experience working in an instructional position for HLHS.
- B. For purposes of experience credit on the salary schedule, partial years of experience (based on a school year calendar) will be awarded as follows:
 1. 79 days or less taught in a school year = no (0) credit
 2. 80 or more days taught in a school year = one (1) year credit

- C. Credit for out-of-state teaching experience will be accepted and credited in the same manner as above.
- D. Credit for experience in an instructionally-related position in a non-public school setting, including a University, shall be credited in the same manner and percentages as above.
- E. Credit for experience in an instructionally-related position in a non-school setting will not be recognized for experience purposes.
- F. Previous work performed as a substitute, intern, or as a practice teacher will not be accepted for credit as experience on the salary schedule.
- G. Upon request, military service and U.S. Peace Corps service will be counted only when verified by the Head of School or designee as instructionally related.
- H. Credit for prior experience must be verified in writing by the prior employer. HLHS reserves the right to confirm all employment verifications received by employees prior to credit being given on the salary schedule.

TRAINING/PREPARATION ALLOWANCE FOR LICENSED INSTRUCTIONAL STAFF

- A. Credit for training on the salary schedule shall commence with the conferral of a Bachelor's Degree from an accredited college or university. Credit for completion of a Bachelor's Degree shall be BA on the salary schedule.
- B. Only credit hours earned after the conferral of the Bachelor's Degree shall be allowed for placement beyond the Bachelor's Degree (BA + Hrs) on the salary schedule. Credit for placement on the salary schedule beyond the Bachelor's Degree will be allowed for upper-division or graduate courses directly related to the individual's current teaching assignment or licensure or courses directly related to an advanced degree plan. Employees shall obtain prior approval of courses for credits earned while employed from the Head of School prior to credit being given for advancement on the salary schedule.
- C. Licensed instructional personnel will not receive credit on the salary schedule beyond the BA+45 without conferral of a Master's Degree or Doctorate Degree from an accredited college or university.
- D. Upon completion of a Master's Degree, only credit hours earned after conferral of the Master's Degree (MA + hrs) shall be allowed for placement on the salary schedule. Credit for placement on the salary schedule beyond the Master's Degree will be allowed for upper-division or graduate courses directly related to the individual's current teaching assignment or licensure or courses directly related to an advanced degree plan. Employees shall obtain prior approval of courses for credits earned while employed from the Head of School prior to credit being given for advancement on the salary schedule.
- E. Licensed instructional personnel will not receive credit on the salary schedule beyond the MA+45 without conferral of a Doctorate Degree from an accredited college or university.
- F. Continuing Education Credits will not be accepted as credit for an individual's advancement on the salary schedule. Continuing Education Credits do not enhance a district's Training and Experience and will not be recognized for salary purposes.

- G. Credit for training/preparation must be in the form of official transcripts for an individual's placement on the salary schedule. HLHS reserves the right to confirm all transcripts and educational records prior to credit being given on the salary schedule.
- H. Credit for approved courses shall be allowed as follows:
1. Standard Semester Hours: one (1) credit is allowed for each semester hour earned.
 2. Quarter Hours: two third (2/3) credit is allowed for each one (1) quarter hour earned.
 3. Continuing Education Credits will not be accepted as credit for an individual's advancement on the salary schedule.

Approved by Governing Council on: Revision on 11/30/2022