

PERSONNEL

Salary Allowances

~~VBCPS~~The School Division has a comprehensive allowance program that recognizes formal education and/or training beyond that which is required for the position, Allowances are available as designated in the compensation plan.

A. Educational Allowances

Employees may earn an allowance for completing additional degrees, licenses, and/or certifications, provided the education and training is directly relevant to the position, enhances the employee's ability to further ~~VBCPS~~the School Division's mission and strategic goals, and is approved by the Department of Human Resources.

1. In order to earn these allowances, employees must provide documentation of program completion either within 60 days of hire, or for current employees, once official transcripts, licenses, or certifications are issued.
2. Allowances will begin to be paid at the beginning of the next pay cycle once documentation is received and approved by the Department of Human Resources. ~~Approved salary adjustments allowances shall be implemented the month following approval. Salary credit shall~~ Allowances shall not be ~~made paid~~ retroactively.ly.-

B. Non-Instructional Renewable Allowance Program (NIRA)

NIRA awards money to eligible, non-instructional employees who have completed college credits, earned a degree, accumulated significant hours of professional development, or who hold a current nationally recognized industry standard certification.

1. Eligibility
 - a. The employee must be in an employee position/group that is included in the NIRA program guidelines.
 - b. The employee must be in an active status at the time of the application approval.
 - c. The position must be attached to an allocation that is equal to or greater than a .5 allocation (positions ranging from .5 to .9 will receive the allowance on a pro-rated basis).

2. Program Guidelines

Guidelines for the Non-Instructional Renewable Allowance and position will be maintained on the Human Resources Intranet page.

3. Documentation

- a. Employees must provide documentation of completion of the program either within 60 days of hire, or for current employees once official documents of completion are received.
- b. Allowances will begin to be paid at the beginning of the next pay cycle once official documentation is received and approved by the Department of Human Resources. ~~Approved salary adjustments shall be implemented the month following approval. Salary credit~~Allowances shall not be ~~made paid~~ retroactively.ly.

C. Career Teacher Allowance

1. A VBCPS Career Teacher Allowance is a three-year cycle.
2. Minimum requirements for allowance eligibility:
 - a. Hold an active Virginia Department of Education 5 or 10-year renewable license; or hold a valid school speech-language pathologist license issued by the Virginia Board of Audiology and Speech-Language Pathology; or hold National Board Certification (NBC) issued by the National Board for Professional Teaching Standards.
 - b. Be on a continuing contract with VBCPS.¹
 - c. Have completed ten years of total teaching experience or hold National Board Certification (NBC) issued by the National Board for Professional Teaching Standards regardless of years of experience.
 - d. Have received ratings of "Proficient" or higher in each standard on the most recent summative evaluation and have not been on a performance improvement plan within the three-year cycle.
 - e. Have received Comments/Reinforcements/Refinements on the most recent summative evaluations which are reflective of a career teacher.
 - f. Have demonstrated balanced professional involvement over the course of three years immediately preceding the initial or renewal application by earning a minimum of 100 points with at least 20 points earned in each of the four categories: Teaching & Learning,

Building Leadership Capacity, Professional Learning, and Community Relations.

3. A teacher may apply for a Career Teacher allowance for a period of three years by filing the appropriate application form with the Department of Human Resources.
4. A teacher must have the building principal verify and sign off on the evidence presented for each of the four areas in the Career Teacher application. The teacher and principal must sign the application indicating that all information and evidence is accurate prior to submitting the application to the Department of Human Resources.
5. A renewal application shall be required every three years.
6. If the teacher changes to a position that is not eligible for the allowance, the allowance may not be renewed; however, and the allowance will continue until it expires.
7. The allowance will end if
 - a. The teacher's teaching license expires; or
 - b. The teacher's National Board Certification expires, and this certification was the basis for eligibility for the allowance.
8. The Department of Human Resources staff shall review, verify, and process applications.
9. A teacher desiring to appeal the decision by the principal may do so by initiating the grievance procedure.

Notes

¹ Teachers in the Adult Learning Center (ALC) do not receive continuing contracts; however, they do qualify for the Career Teacher Allowance if they meet all other criteria.

Related Links

School Board [Policy 4-35](#)

Adopted by Superintendent: January 26, 2022
Revised by Superintendent: November 13, 2023
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APPROVED AS TO
LEGAL SUFFICIENCY

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3/19/24