

Welcome!

- Please help yourself to coffee and a snack
- All seating is open
- All materials are on the tables
- Please be sure to sign in at the registration tables



Navigating the New ESP Contract

Department of Labor Relations

Office of the General Counsel

November 8, 2019



Washoe County School District
Every Child, By Name And Face, To Graduation™



Presentation Purpose

- This presentation is designed to give secretaries/timekeepers a broad view of the most common concerns and issues that come up regarding non-licensed employees governed by the Negotiated Agreement between the District and the Washoe Education Support Professionals (WESP).
- [Full contract](#) is available on the District website for additional information.



Probationary Employees

- Probationary Employees
 - New employees – 9 month probation period
 - Current employees in new positions – 6 month probation period
 - Probation may be extended for up to 3 months
 - No appeal rights for discipline



Personal Leaves

- One (1) day per year without deduction. Cannot be used first or last two weeks of the school year, or the day before or day after a scheduled holiday or break.
- Employees who have at least three (3) years of service may take an additional personal leave day, deducted from sick leave. This second day must be for business that cannot be taken care of outside of work time.
- Supervisor must approve, and leave must be requested at least five (5) days in advance (except in emergencies).



Leaves of Absence



- After five (5) consecutive days absent from work, employees fill out Leave of Absence (LOA) paperwork.
 - If employee returns to work on the sixth day, provide paperwork to them. If still absent, have it mailed to them.
 - Once complete, you sign acknowledging receipt (**not** approving) and send to HR.



Vacation Leave

- Employees who work less than 12 months are encouraged to take vacation during non-school periods. All vacation leave requests must be pre-approved **with a ten day notice. Vacation leave shall not be used by an employee in lieu of sick leave, except in cases of extreme emergency involving long-term illness or injury.**
- If comp time is utilized in conjunction with vacation leave, comp time must be taken before vacation leave. **Vacation time need not** be used immediately after completion of the employees work schedule.
- Employees may use vacation or Compensatory Time the day before or the day after December 25 and/or January 1 to be paid for those holidays.



Overtime and Comp Time

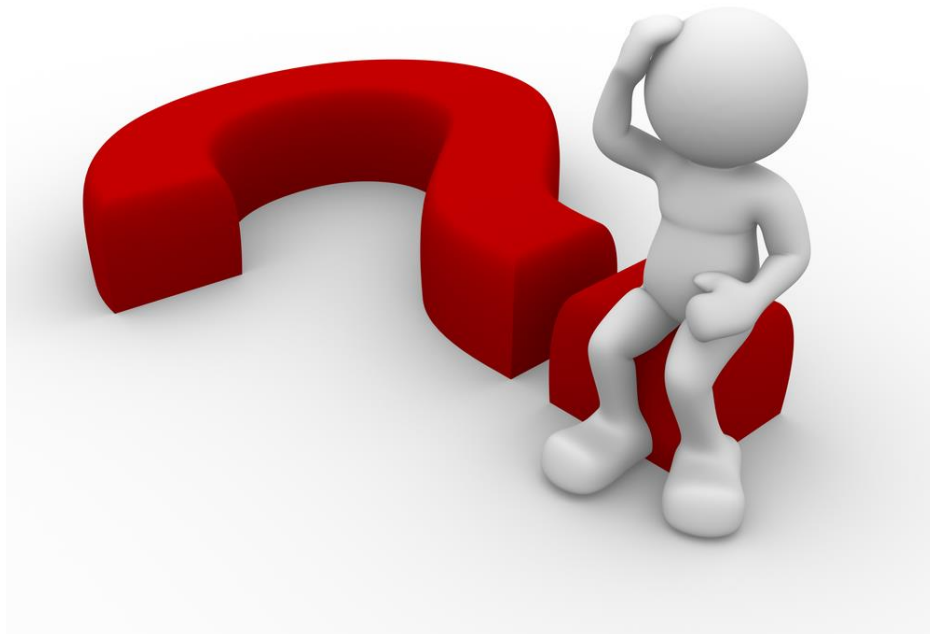
- **Overtime** is defined as time worked in excess of forty (40) hours per week (Saturday-Friday).
 - Must be approved in advance by appropriate administrator
- Employees who work in excess of their schedule receive comp time or pay on an hour-for-hour basis until the employee works 40 hours in that week.
- Employees who work in excess of 40 hours per week received comp time or overtime at time-and-a-half (1 hour = 1.5 hours of comp or overtime).
- **ALL** overtime or comp time must be entered into the appropriate timekeeping system when it is earned. No overtime or comp time is to be kept “off the books”.



Comp Time vs. Flex Time

- Comp Time that is worked by the employee in excess of 40 hours a week that is recorded for use later.
 - If comp time earned cannot be granted within three (3) months it will be paid at employee’s hourly rate, upon the employee’s request. After nine (9) months, it must be paid out.
- **Flex time** is adjusting an employee’s schedule within the same week so that the employee does not exceed their scheduled hours.
 - *Ex.:* A Parent Involvement Facilitator works 2 hours in the evening for an event. The Administrator may permit the PIF to then come in 1 hour late (or leave 1 hour early) for the next 2 days of the week to “balance” the schedule.
- **Holidays and sick time taken during the week do not qualify as hours worked for the computing of overtime.**





Questions?



Washoe County School District
Every Child, By Name And Face, To Graduation™

