



Welcome to the Washoe County School District

#WeAreWCSD
#HeartofWashoeCounty





WASHOE COUNTY SCHOOL DISTRICT

Need-to-Know Information: Certified

Negotiated Agreement:

- Certified employees fall under the Washoe Education Association (WEA) Negotiated Agreement and the benefits associated with it.
 - Agreement can be located on the District website
 - Departments > Human Resources > Negotiated Agreements
 - [Click here](#) to view this webpage
 - WEA Contact
 - 775-828-9282
 - weatoday.org

Contract Pay Requirements:

All items listed below **MUST** be completed and/or returned to your HR Technician to be placed on contract pay.

- Pre-employment requirements:
 - Complete employment application (Recommended for Hire status)
 - Four (4) professional/confidential references returned in employment application
 - References must be completed and returned within 18 months.
 - Background investigation clearance by Washoe County School District
- Current NV teaching license with proper endorsement for selected teaching assignment
- Completed New Employee Orientation (includes):
 - Training videos
 - Reading material
 - New hire paperwork submission
 - Fingerprinting completed by WCSD School Police
 - **Fingerprints are required for WCSD employment and MUST be completed by WCSD School Police.**
 - **NOTE: This employment requirement is separate from any NV licensure fingerprint requirements (Nevada Department of Education).**
 - Fingerprints completed by an outside agency will NOT be accepted for employment purposes.
 - Completed Form I-9
- **Official transcripts**
 - For salary placement, WCSD requires **official** transcripts for the highest conferred degree.
 - **NOTE: This requirement is separate from any transcripts required for NV licensure (Nevada Department of Education).**
 - Additional credits completed AFTER the highest conferred degree date as verified on an official transcript may also be considered for placement on the salary schedule.
 - Official transcripts must be submitted directly to your designated Human Resources Technician.
 - **Option 1:** Order an electronic transcript(s) to be sent directly from the institution to your HR Technician's email address
 - **Option 2:** Drop off/mail a hard copy transcript(s) in a sealed envelope to your HR Technician/HR Welcome Center
 - **NOTE:** transcripts uploaded to individual employment applications are NOT considered official and will NOT be accepted for salary placement purposes.
- Verification of Experience Form(s) (if applicable) - **see Step 3 - Part 2: Required Paperwork - Wet Signature Forms below**

- Verification forms must be completed by any prior school district/institution for any prior contracted experience (if applicable).
 - NOTE: employees will be placed on the entry level step of the salary schedule until completed verification(s) are received by Human Resources Technician – no retro pay will be issued for late verification.

Without these items, an employee will receive substitute pay (with a NV substitute license) – no retro pay will be issued for late submission.

Employees who do not have a NV teaching license will NOT be allowed to begin work in the classroom until the license is issued and received by HR Licensing Technician

Contract Pay Structure:

- The annual salary listed on the teacher salary schedule is based on a 1.0 FTE position and working the full 185-day contract.
- The annual salary is spread and paid over a 12-month period (August through July).
- Example:
 - The employee's highest degree conferred is a bachelor's degree and the employee is a first-year teacher. Salary would be based on the employee working the full 185-day contract.
 - Salary placement: TB/06
 - Annual salary: $\$41,080 \div 185 \text{ days} = \222.05 gross daily rate
 - Annual salary: $\$41,080 \div 12 \text{ months} = \$3,423.33$ gross monthly salary
- **Employees who are placed on contract after the first contract day of the year are considered late hires, and their salary will be pro-rated based on number of days the employee will work for remainder of the contract year.**
- Example:
 - The employee's highest degree conferred is a bachelor's degree and the employee is a first-year teacher. Employee is hired on contract as of January 4th and would be working 94 pro-rated days for the remainder of the contract year.
 - Salary placement: TB/06
 - Annual salary: $\$41,080 \div 185 \text{ days} = \222.05 gross daily rate
 - Gross daily rate: $\$222.05 \times 94 \text{ days to be worked} = \$20,873.08$ pro-rated gross annual salary
 - Pro-rated gross annual salary of $\$20,873.08 \div 7 \text{ pay cycle months remaining in the contract year (January through July)} = \$2,981.87$ pro-rated gross monthly salary
 - The employee's salary will revert to full respective amount on salary schedule for the position held for the following school year.
 - If approved, employees will increment (move to the next step on the salary schedule) if they have been paid for 50% or more of the previous school year. Employees who are paid less than 50% of the contract year will not be eligible to increment for the following school year.

Once all New Employee Orientation and contract requirements have been completed and submitted to HR Technician, the employee will be emailed an official Employment Offer Letter and Salary Confirmation that will outline salary placement and contract details.

Professional Growth/Salary Advancement:

- Occurs when an employee completes additional education/credits and becomes eligible to move across on the salary schedule.
- The employee is required to submit **official** transcripts from an accredited college or university showing the completion of the credits for review.
 - Official transcripts may be submitted to Professional Growth Technician via hard copy in a sealed envelope or ordered directly from the institution to your Professional Growth Technician via email.

- Copies of in-service certificates signed by the NV Superintendent of Public Instruction are also accepted for review.
- Transcripts/credits must be received by the first working day of the calendar month to be evaluated for that month's pay warrant.
 - Transcripts/credits received after the first working day of the calendar month will be evaluated for the following pay cycle – no retro pay for late submission.
- Transcripts/credits must be submitted to Professional Growth Technician, Lisa Porsow
 - LPorsow@WashoeSchools.net
 - Washoe County School District
C/O Human Resources – Lisa Porsow
PO Box 30425
Reno, NV 89520

Sick Days:

- Certified employees will accrue 15 sick days each school year (full-time/1.0 FTE).
 - Sick days will be pro-rated for late hire and part-time (less than 1.0 FTE) employees.
 - If an employee separates prior to completing the contract year, a percentage of sick days will need to be returned to the District.
- Unused sick days accumulate each year.
- Employees who have at least 10 years of continuous WCSD service are eligible for a percentage of their sick leave to be paid out upon voluntary separation.
 - Details can be found in the WEA Negotiated Agreement.
- Per [NRS 391.180](#), employees with prior contracted Nevada public or charter school experience must transfer their accumulated unused sick leave from their former district(s) to WCSD.
 - It is the employees' responsibility to ensure the sick balance information is collected from the appropriate department of the former district(s) and provided to WCSD Human Resources.

Personal Days:

- Certified employees are eligible to use up to five (5) personal days each fiscal year.
 - First day: "free" – no charge
 - Second, third, and fourth days: charged to available sick accruals
 - Fifth day: no charge to sick accruals but results in a paycheck deduction to cover the cost of a substitute.
- Personal days do not accrue – they must be used during the fiscal year, or they will be lost.

Request for Leave of Absence:

- If an employee will be out for more than 5 days, the employee must contact their Supervisor and HR Technician to request a Leave of Absence packet.
- All medical information is kept confidential within HR and will not be shared with school/department staff.
- If unpaid days are utilized during the leave of absence, it may affect the employee's paycheck and/or benefits.

Evaluations:

- Employees who have not completed a probationary period in Nevada will serve a three (3) year probationary period.
- Observations occur by the 40th day of instruction, 80th day, and 120th day
 - 1st year: three formal observations are required
 - 2nd year: two formal observations are required
 - 3rd year: one formal observation is required
 - Each formal observation requires a pre- and post-conference
- Evaluations occur annually and are due the 3rd Monday in April.
- A new probationary period would occur for any promotions (e.g., teacher to administrator).

Retirement:

- As a public employer, WCSD participates in Public Employees' Retirement System (PERS) of Nevada.
- The District pays the PERS contributions on behalf of all certified employees.
- **The mandatory PERS forms require wet/physical signatures and MUST be completed and returned to your HR Technician in person or via email at the time of orientation. Electronic copies will NOT be accepted.**
- Employees are vested in PERS after 5 years of service credit.
 - Vesting refers to the timeframe necessary for an employee to earn the right to receive a retirement benefit.
- Visit the PERS website at www.nvpers.org at any time for additional information, to access any forms, and to check PERS contributions.
- Carson City Office: (775) 687-4200

Health Insurance:

- Benefits will be effective on your first day of employment if all enrollment documents are submitted beforehand.
- Please reference the orientation website for additional information.

National Boards:

- Submit National Board/ASHA Certification to HR Technician (if applicable).
 - Eligible for 5% or 8% increase on monthly pay

Important Contacts:

- [Human Resources Department](#)
 - Visit the Human Resources webpage to locate your HR Technician's contact information
 - Employee Services main line: 775-348-0321
 - General email: HumanResources@washoeschools.net
- [Payroll Department](#)
 - Visit the Payroll Department webpage to locate your Payroll Technician's contact information
 - Payroll main line: 775-348-0341
 - General email: eopy@washoeschools.net

*The information contained in this Need-to-Know document is an overview and does not encompass all benefits entitled to an employee. Please reference the Negotiated Agreement for more details about the benefits offered by WCSD. The information in the Negotiated Agreement supersedes and replaces all previous Human Resources policies, benefits, and provisions at the time of publication.

Welcome to the Washoe County School District!



Please refer back to the New Employee Orientation webpage to continue completing orientation!