



**Welcome to the Washoe County School District**

*#WeAreWCSD*  
*#HeartofWashoeCounty*





## WASHOE COUNTY SCHOOL DISTRICT

### Need-to-Know Information: ESP

#### Negotiated Agreement:

- ESP employees regularly scheduled to work **25+ hours per week** fall under the Washoe Education Support Professionals (WESP) Negotiated Agreement and the benefits associated with it.
  - Some benefits include vacation and sick hour accruals and holiday pay.
  - Agreement can be located on the District website
    - Departments > Human Resources > Negotiated Agreements
    - [Click here](#) to view this webpage
  - WESP Contact
    - 775-398-1320
    - [www.wesp-nv.org](http://www.wesp-nv.org)
    - [WashoeESP@gmail.com](mailto:WashoeESP@gmail.com)
- ESP employees regularly scheduled to work **less than 25 hours per week** are not covered under the WESP Negotiated Agreement and do not receive the benefits associated with contract
  - These employees are covered under the Employee Handbook
  - Agreement can be located on District website
    - Departments > Human Resources > Negotiated Agreements
    - [Click here](#) to view this webpage

#### 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 with HR and will be not shared with school/department.
- If unpaid days are utilized during the leave of absence, it may affect the employee's paycheck and/or benefits.

#### Evaluations/Probation:

- The probationary period for new hires is nine months.
- Probationary employees are evaluated three times during their probationary period: three months, six months, and nine months.
- Once probationary period is complete, evaluations occur annually.
- If an employee changes positions once post-probationary status is achieved, a new six-month probationary period will be served in the new position with two evaluations at three months and six months.
- Employees are encouraged to review the Performance Evaluation Procedure prior to their evaluation.

#### Employee Pay:

- ESP employees are paid bi-weekly on Wednesdays.

- Employees who do not elect to enroll in direct deposit will have their paycheck mailed to their address on file. Employees may elect to enroll in direct deposit at any time via the Direct Deposit Enrollment form or through Employee Online.

#### Retirement:

- Washoe County School District employees who are **regularly scheduled to work 20 hours or more per week** will contribute to the Public Employee's Retirement System (PERS) of Nevada. An employee's PERS contribution takes the place of a social security contribution each paycheck.
- There are two contribution plans available which are outlined below. Eligible ESP employees will be auto enrolled in plan B upon hire.

**Plan A (Employer):** Only the employer pays into the plan.

- WCSD pays the full contribution into the employee's PERS account (the employee does not contribute wages).
- The Plan A selection would result in the employee being placed on the ESP A salary schedule at the entry step for the designated grade of their position.
- The employee has a lower hourly rate (as designated by the ESP Plan A salary schedule), but take-home pay is slightly higher than Plan B selection (see comparison example below).
- Employees who elect to enroll in Plan A will remain on the A plan for the remainder of the time they work at a PERS choice agency throughout Nevada.

**Plan B (Employee/Employer):** Both the employee and employer pay into the plan.

- The employee pays half of the contribution into the employee's PERS account.
- WCSD pays half of the contribution into the employee's PERS account.
- The Plan B selection would result in the employee being placed on the ESP B salary schedule at the entry step for the designated grade of their position.
- Employee has higher hourly rate of pay, but take-home pay is lower due to the PERS employee contribution (see comparison example below).
- If enrolled in Plan B, the employee may switch to Plan A at any time and will remain on Plan A for the remainder of the time they work at a PERS choice agency throughout Nevada.
- If enrolled in Plan B, there is an option to refund the **employee's portion only** of the contributions upon separation from WCSD.

#### Example Contribution Plan Comparison:

	Plan A Employer	Plan B Employee/Employer
Adjusted Gross Salary	\$2,270	\$2,500
Employee Retirement Contribution	N/A	\$263
15% Income Tax Withholding	\$341	\$375
Take-Home Pay	\$1,929	\$1,862

\*\*\*Based on this example, the Employer Plan A has an overall higher take-home pay due to the employee not contributing to the retirement contribution, as well as a smaller dollar amount of the gross salary being taxed, and therefore, a smaller amount of money being withheld for taxes.

- **The mandatory PERS forms requires a wet/physical signature and MUST be completed and returned to your HR Technician in person or via mail at the time of orientation. Electronic copies will NOT be accepted.**
- If a PERS plan selection is not made within five (5) business days from the employee's start date, the District will select the Employee/Employer Plan B.
- 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](http://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:

- Employees regularly scheduled to work 27.5 hours or more per week are eligible for benefits
- 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.

#### 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](mailto: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: [ecopy@washoeschools.net](mailto:ecopy@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!