



**Welcome to the Washoe County School District**

*#WeAreWCSD*  
*#HeartofWashoeCounty*





## **WASHOE COUNTY SCHOOL DISTRICT**

### **Need-to-Know Information: Leadership Team**

#### **Employee Handbook:**

- Leadership Team Members are at-will employees and will receive a copy of their employee manual and at-will acknowledgement from Human Resources upon hire.

#### **Contract Year:**

- The contract year runs from July 1<sup>st</sup> of each year through June 30<sup>th</sup> of the following year
  - If your contract starts after July 1<sup>st</sup>, your monthly pay and your sick and vacation accruals will be pro-rated.

#### **Sick Days:**

- Sick days are credited at the start of the contract year and reflect on an employee's first paycheck in July
  - If an employee separates prior to completing the contract year, a percentage of sick days will need to be returned to the District
- Employees accrue 15 sick days each contract year (full-time 1.0 FTE)
  - Sick days will be pro-rated for late hires and part-time (less than 1.0 FTE) employees
- Unused sick days accumulate
- Employees who have at least 10 years of continuous WCSD service are eligible for a percentage of their sick leave payout upon voluntary separation
- 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.

#### **Vacation Days:**

- Vacation days are credited at the start of the contract year and reflect on an employee's first paycheck in July
  - If an employee separates prior to completing the contract year, a percentage of vacation days will need to be returned to the District
- Employees accrue 20 vacation days each contract year (full-time 1.0 FTE)
  - Vacation days will be pro-rated for late hires and part-time (less than 1.0 FTE) employees
- Unused vacation days accumulate to a maximum of 63 days over consecutive contract years
- Employees are eligible for a vacation leave payout, not exceeding the maximum accrued, upon separation

#### **Administrative Leave Days:**

- Employees are eligible to use two (2) administrative leave days each contract year
- Up to 8 days may be accumulated over consecutive contract years, but no more than 4 days can be used consecutively

### Personal Days:

- Employees are eligible to use two (2) personal days each contract year
  - Days are deducted from accumulated sick leave
  - Personal days do not accrue – they must be used during the contract year or they will be forfeited for that year

### Benefit Reserve Program:

- This program allows an employee to offset up to \$750.00 for the cost of premiums for paid dependent medical coverage, life insurance, and dues or fees related to memberships in professional associations
- Employees with fewer than 10 years are eligible for this program
- More information can be found in the employee handbook

### Education Incentive Bonus (does not include Psychologists):

- Employees with a Masters' degree are eligible for an additional \$700.00
- Employees with a Doctorate degree are eligible for an additional \$1,200.00
- This incentive is paid one (1) time a year in July and is based on the employee completing the full contract year
- Transcripts must be turned in to your HR Technician by July 1<sup>st</sup>

### Professional Development:

- Employees will receive \$625.00 for the professional development of the employee
  - More information can be found in the employee handbook

### 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.

### 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 Leadership Team 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](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:

- 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: [eopy@washoeschools.net](mailto: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 your handbook for further details on benefits offered. The information in the employee handbook supersedes and replaces all previous human resource 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!