



**Welcome to the Washoe County School District**

*#WeAreWCSD*  
*#HeartofWashoeCounty*





## WASHOE COUNTY SCHOOL DISTRICT

### Need-to-Know Information: Licensed Administrator

#### Negotiated Agreement:

- Licensed Administrator employees fall under the Washoe School Principals' Association (WSPA) 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
  - WSPA Contact
    - <https://wspanv.com>

#### 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.

#### Contract Structure:

- The annual salary listed on Licensed Administrator Salary schedule is associated with the position one is hired for, as well as the employee's highest level of education. Administrative experience is also reviewed in relation to placement.
- The annual salary is equally spread and paid over a 12-month period (July through June).
- Employees who are hired late in the contract year will have their salary pro-rated based on number of days and pay periods available to work for remainder of the contract year.
  - The employee's salary will revert to the full respective amount on salary schedule for the position held for the following contract 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 contract year. Employees who are paid less than 50% of the contract year will not be eligible to increment for the following contract 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](mailto:LPorsow@WashoeSchools.net)
  - Washoe County School District  
C/O Human Resources – Lisa Porsow  
PO Box 30425  
Reno, NV 89520

#### Sick Days:

- Licensed Administrator employees will accrue 15 sick days each contract year (full-time/1.0 FTE).
  - These will reflect on the July paycheck for the forthcoming year.
  - Sick days will be pro-rated for late hire 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 WSPA 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.

### **Vacation Days:**

- 11-month Licensed Administrator employees will accrue 18 vacation days each contract year (full-time/1.0 FTE).
  - These will reflect on the July paycheck for the forthcoming year.
  - Vacation days will be pro-rated for late hire employees.
  - If an employee separates prior to completing the contract year, a percentage of vacation days will need to be returned to the District.
- 12-month Licensed Administrator employees will accrue 20 vacation days each contract year (full-time/1.0 FTE).
  - These will reflect on the July paycheck for the forthcoming year.
  - Vacation days will be pro-rated for late hire employees.
  - If an employee separates prior to completing the contract year, a percentage of vacation days will need to be returned to the District.
- Unused vacation days accumulate each year, to a maximum of 45 days over consecutive contract years.
  - Earned unused vacation to be paid out upon separation.

### **Administrative Leave Days:**

- 10- and 11-month Licensed Administrator employees will be eligible for 6 administrative leave days each contract year.
- 12-month Licensed Administrator employees will be eligible for 2 administrative leave days each contract year.
  - Administrative Leave days can be accumulated to a maximum of 8 over consecutive contract years; further details regarding usage to be found in the WSPA Negotiated Agreement.
  - No deduction from salary or accruals will be made for these days.

### **Personal Days:**

- Licensed Administrator employees are eligible to 2 personal days each contract year.
  - These days are deducted from available sick accruals.
  - Personal days do not accrue – they must be used during the contract year, or they will be lost.

### **Professional Development:**

- Licensed Administrator employees will have \$625.00 available in department budgets for the use of professional development.
  - Further details regarding usage to be found in the WSPA Negotiated Agreement.

### **Education Incentive:**

- Licensed Administrator employees who have completed a doctoral program will receive \$1,100.00 in addition to their salary in July of each year.
  - This incentive is intended as a salary bonus for the forthcoming year and is not earned until the end of the contract year.
  - If an employee separates prior to completing the contract year, a percentage of the incentive will need to be returned to the District.

### Benefits Reserve Program:

- Licensed Administrator employees who have completed fewer than 10 years of educational service with WCSD are eligible to receive \$700.00.
  - Further details regarding usage to be found in the WSPA Negotiated Agreement.

### Longevity Bonus:

- Licensed Administrator employees who have completed:
  - 10-14 total years of educational service with WCSD prior to July 1<sup>st</sup> will receive a stipend of \$1,870.00 in June.
  - 15-19 total years of educational service with WCSD prior to July 1<sup>st</sup> will receive a stipend of \$2,035.00 in June.
  - 20 or more total years of educational service with WCSD prior to July 1<sup>st</sup> will receive a stipend of \$2,145.00 in June.
  - 25 or more total years of educational service with WCSD prior to July 1<sup>st</sup> will receive a stipend of \$2,360.00 in June.
    - Those who separate prior to the contract year ending will receive a pro-rated longevity.

### 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 40<sup>th</sup> day of instruction, 80<sup>th</sup> day, and 120<sup>th</sup> day
  - 1<sup>st</sup> year: three formal observations are required
  - 2<sup>nd</sup> year: two formal observations are required
  - 3<sup>rd</sup> year: one formal observation is required
  - Each formal observation requires a pre- and post-conference
- Evaluations occur annually and are due the 3<sup>rd</sup> Monday in April.
- A new probationary period would occur for a promotion from Assistant Principal to Principal.
  - This new probationary period would be a 1-year period.

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