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***Washoe County  
School District***

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**Welcome to the Washoe County School District**

*#WeAreWCSD  
#HeartofWashoeCounty*





## **WASHOE COUNTY SCHOOL DISTRICT**

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

### **Professional and Technical Administrators (Pro-Tech) & Psychologists**

#### **Negotiated Agreement:**

- Pro-Tech employees fall under the Washoe Professional Technical Association (WPTA) Negotiated Agreement and the benefits associated with it.
- Psychologists fall under the School Psychologist Association OF Washoe (SPAW) 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

#### **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 you start after July 1<sup>st</sup>, your monthly pay and your sick and vacation accruals will be pro-rated.
- The salary schedule, posted on the District website, is based on 250 contract days

#### **Probationary Period:**

- Employees serve a three (3) year probation

#### **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
  - Details can be found in the applicable WPTA or SPAW Negotiated Agreements

#### **Vacation Days (for Pro-Tech employees working 230 days or more):**

- 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 50 days over consecutive contract years
- Employees are eligible for a vacation leave payout, not exceeding the maximum accrued, upon separation
  - Details can be found in the WPTA Negotiated Agreement

### **Administrative Leave Days (for Pro-Tech employees working 230 days or more:**

- 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

### **Administrative Leave Days (for Pro-Tech employees and Psychologists working fewer than 230 days:**

- Employees are eligible to use four (4) 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 (does not include Psychologists):**

- 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 WPTA Negotiated Agreement

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

- Employees with a Masters' degree are eligible for an additional \$1,000.00
- 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:**

- The District's operating budget includes funding of travel and training needs, which is available for its employees to attend training and/or professional development as part of their yearly rating and/or evaluation at no cost to the employee. The employee can choose, with the approval of their supervisor, what training they will attend to fulfill this requirement.
- More information can be found in the applicable WPTA or SPAW Negotiated Agreement.

### **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.
  - Vacation requests over 5 days are not included in this process.
- 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 Pro-Tech 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. Please contact PERS for additional information on vesting.

- 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 negotiated agreement for further details on benefits offered. The information in the negotiated agreement 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!