

**WASHOE COUNTY SCHOOL DISTRICT  
EMPLOYEE HANDBOOK**

**FOR**

**CLASSIFIED EMPLOYEES  
REGULARLY SCHEDULED TO WORK  
LESS THAN TWENTY-FIVE (25) HOURS A WEEK**

**JULY 1, 2007**



## **WELCOME**

Welcome to Washoe County School District (“District”), and we hope you enjoy your employment with us. We wish to thank you beforehand for the service you will provide to the students of Washoe County. The District appreciates you and the talents you bring to your job. As an employee regularly scheduled to work less than twenty-five (25) hours a week (hereinafter referred to as “employee”) of the District, you represent the District in both your work life and private life. As a result, you are expected to always be sensitive to how others may see you professionally and ethically.

This Handbook has been developed to provide you with an overview of the benefits you will be eligible for as an employee of the District. If you should ever need assistance or have questions regarding the information contained in this Handbook, please feel free to contact a representative in the Human Resources Division. They would be happy to assist you.

Sincerely,

Human Resources

## **MISSION STATEMENT**

The Washoe County School District provides each student the opportunity to achieve his or her potential through a superior education in a safe and challenging environment in order to develop responsible and productive citizens for our diverse and rapidly changing community.

## **INTEGRATION CLAUSE AND THE RIGHT TO REVISE**

It is not possible to anticipate every situation that may arise in the workplace or to provide information that answers every possible question. As a result, the District reserves the right to modify, supplement, rescind or revise any policy, benefit or provision from time to time, with or without notice, as it deems necessary or appropriate, except for the policy of at-will employment. The information in the employee handbook supersedes and replaces all previous human resource policies, benefits and policies at the time of publication. Any written changes to this handbook will be distributed to you so that you will be aware of the new policies or procedures. No oral statements or representations can in any way change or alter the provisions of this handbook. Nothing in this handbook or any other personnel document creates or is intended to create a promise or representation of continued employment for any employee.

## **EQUAL OPPORTUNITY IN EMPLOYMENT**

The District is committed to equal opportunity in employment. The District seeks to employ the individual who is best qualified for a particular position regardless of race, color, religion, national origin, sex, age, marital status, disability or the presence of any sensory, physical or mental handicap unless the disability disqualifies an applicant because of a bona fide position requirement. Equal employment opportunity is considered by the District to include all aspects of employment: recruitment, selection, training, promotion, compensation, benefits, leave, transfer, and termination.

The District will offer reasonable accommodations to qualified applicants and employees with a known disability except where such accommodation poses an undue hardship to the District. Any qualified applicant or employee with a disability who needs reasonable accommodations should notify a representative in the Human Resources Division. Beyond this, the Washoe County School District seeks to include both minorities and non-minorities, both men and women, in all categories and locations of its work force according to their qualifications and availability. All employees of the District will familiarize themselves with the District’s policies regarding equal opportunity. The Washoe County School District will continue to work cooperatively with appropriate federal and state agencies and community organizations which share its equal opportunity objectives.

## **JOB DESCRIPTIONS**

You have been given a job description before you started to work. The job description summarizes your duties and responsibilities and gives you important information about your position. Please read and study your position description carefully and discuss it with your supervisor if you have any questions. The District reserves the right to revise and update your job description from time to time as it deems necessary and appropriate.

## **PERSONAL APPEARANCE**

Your appearance reflects not only on you as an individual, but on the District as well. We expect you to take pride in your appearance and strive to achieve a positive image when representing the District.

## **DEFINITIONS**

The term "employee" or "employees," as used in this Handbook, means a classified employee(s) who is/are regularly scheduled to work less than 25 hours a week.

## **LEAVES**

Employees regularly scheduled to work between 20 to 24.5 hours per week, with the supervisor's and Human Resource's approval, may be eligible for a non-paid leave up to one (1) year. Employees on a leave of more than three (3) months are required to inform their administrative supervisors no later than two (2) months prior to the expiration of their leave, if they will or will not return to work. Notification must be in writing. Failure to provide written notification in accordance with this section will automatically forfeit the right of the employee to return and shall be considered a resignation.

## **LEAVE OF ABSENCE FOR VOTING**

Absence with pay may be granted by the District to an employee, who is a registered voter, in order to allow time off to vote in public elections, pursuant to the provisions of NRS 293.463.

## **WAGE SCHEDULES**

Pay ranges for employees are included in the salary schedule(s) in Appendix A. Placement on the salary schedule will be determined by and at the discretion of the Washoe County School District

## **SALARY ADVANCEMENT**

Employees hired prior to January 1 of any year will be eligible for a step increment on July 1. Those employees hired after January 1 of any year will be eligible for a step increment on July 1 of the following year.

An employee may not be eligible to receive a salary step advance (step increase) within a pay grade if performance deficiencies have been identified by the supervisor.

## **LONGEVITY STIPEND**

Longevity Stipend Schedule (Based on Completed Years of Continuous Service in the District), effective July 1, 2006:

<u>Completed Years</u>	<u>Stipend</u>
12-14 years	\$700
15-17 years	\$1000
18+ years	\$1,100

The stipend will be paid on the pay warrant following the employee's anniversary date. Eligible employees who retire prior to their anniversary date shall have the amount of longevity stipend prorated.

## **OVERTIME AND COMPENSATORY TIME**

Overtime is defined as work in excess of the employee's regular scheduled work day and work week. Work week is defined as any seven (7) consecutive day period commencing Saturday and ending the following Friday.

All overtime and Compensatory Time Off (CTO) in lieu of paid overtime must be authorized in advance by the appropriate administrator.

An administrator will consider the desires of the employee in determining whether to award pay for overtime or CTO, but the final decision shall rest with the District.

If accrued CTO cannot be granted during the three (3) month period immediately following the overtime performance, upon request by the employee, the earned CTO may be paid. After nine (9) months, the earned CTO must be paid. Compensation shall be paid in accordance with District pay policies.

Employees are eligible to utilize CTO during break periods. For example, CTO may be utilized during off track, summer, winter breaks and spring breaks. The CTO may be utilized during any break period and must be used immediately following completion of his/her work schedule.

An employee requesting to use CTO must provide the appropriate timekeeper at his/her school or department with sufficient advanced notice to meet the payroll deadline.

All time worked in excess of a regular work day or regular work week (except hours worked above 40 in a week) will be paid at the straight time hourly rate or credited as CTO on an hour-for-hour basis.

All time worked in excess of forty (40) hours in a work week will be paid at the rate of time-and-one-half (1-1/2) or credited as CTO on a one-and-one-half (1-1/2) hours off for each hour worked in excess of forty (40) hours.

An employee who performs two (2) or more different kinds of work, for which different straight time hourly rates are established, will be paid during the overtime hours according to District pay policies.

Overtime and compensatory time will be processed in accordance with the Fair Labor Standards Act (FLSA).

## **CALL BACK PAY**

Any employee who is called back to work after completion of his/her regular shift with less than twelve (12) hours notice shall be paid from the time the employee arrives at the work location until the employee has completed his/her task. The employee shall also receive call back pay of three (3) additional hours. Call back pay shall be paid at straight time.

If an employee is called back to work because of inefficiency or error in the performance of his/her responsibilities, appropriate discipline will be taken which may include not being paid the call back pay.

## **CALL IN EARLY PAY**

Any employee who is called in to perform work early more than one (1) hour prior to the start of their scheduled shift, due to unforeseen circumstances, shall receive call in early pay of one and one-half (1 ½) additional hours. Call in early pay shall be paid at straight time.

## **REPORT TO WORK PAY**

Should the employee be required to report to work and no work can be provided, then the employee shall be paid as provided for under NRS 391.180(7), if applicable, or for two (2) hours of work beyond the time actually worked, if any, if NRS 391.180(7) is not applicable.

For example, Mrs. A reports to work Monday morning works two (2) hours and extensive storm damage forces closure of the building. Mrs. A receives pay for actual time worked plus two (2) hours. However, under no circumstances shall any employee be given report pay that exceeds his/her regular scheduled workday.

## **TEMPORARY ASSIGNMENT PAY**

Employees may be temporarily assigned to fill a position at a higher job classification. If such assignment exceeds three (3) consecutive working days duration, and if the employee is to continue in the temporary assignment without a break, he/she shall then be reclassified to the higher classification for the balance of such temporary assignment.

## **COMPLAINT PROCEDURES**

Employees who have a concern should review such with their supervisor. If a resolution is not reached, the employee may notify the Assistant Superintendent, Human Resources, in writing of the concern. Employees who have a complaint regarding harassment or sexual harassment may file a complaint through Administrative Regulation 4111.3.

## **“AT WILL” EMPLOYEES**

The District recognizes the employee’s right to resign at any time for any reason; similarly the District may terminate any employee at any time, with or without cause. Employees are at will employees. The District may discipline an employee up to and including dismissal from service with or without cause.

## **EMPLOYMENT AT-WILL AGREEMENT**

EMPLOYMENT IS WITH MUTUAL CONSENT OF YOU AND THE DISTRICT. CONSEQUENTLY, BOTH YOU AND THE DISTRICT HAVE THE RIGHT TO TERMINATE THE EMPLOYMENT RELATIONSHIP AT ANY TIME, WITH OR WITHOUT CAUSE OR ADVANCE NOTICE. THIS EMPLOYMENT AT-WILL AGREEMENT CONSTITUTES THE ENTIRE AGREEMENT BETWEEN YOU AND THE DISTRICT ON THE SUBJECT OF TERMINATION AND IT SUPERSEDES ALL PRIOR AGREEMENTS. THE DISTRICT POLICIES AND PROCEDURES MAY CHANGE FROM TIME TO TIME. THIS EMPLOYMENT AT-WILL AGREEMENT WILL REMAIN IN EFFECT THROUGHOUT YOUR EMPLOYMENT WITH THE DISTRICT UNLESS IT IS SPECIFICALLY MODIFIED BY AN EXPRESS WRITTEN AGREEMENT SIGNED BY YOU AND THE ASSISTANT SUPERINTENDENT, HUMAN RESOURCES, WITH THE APPROVAL OF THE SUPERINTENDENT. THIS AT-WILL AGREEMENT CAN NOT BE MODIFIED BY ANY ORAL OR IMPLIED AGREEMENT.

# APPENDIX A