

**NEGOTIATED AGREEMENT**

**Between**

**WASHOE COUNTY SCHOOL DISTRICT**

**And**

**WASHOE SCHOOL PRINCIPALS' ASSOCIATION**

**2021-2023**



Effective July 1, 2021

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Washoe County School District and Washoe School Principals' Association

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## **PREAMBLE**

WHEREAS, pursuant to the provisions of Chapter 288 of the Laws of the State of Nevada, known as the Local Government Employee-Management Relations Act, the Washoe School Principals' Association (hereinafter referred to as WSPA) has been recognized as the exclusive bargaining representative for the unit hereinafter described by

the Washoe County School District Board of Trustees (hereinafter referred to as the Board of Trustees), and

WHEREAS, the Board of Trustees and WSPA recognize a common responsibility to work together in cooperation in order to achieve high quality education and to cooperate in their common aims and their employer-employee relationships.

NOW, THEREFORE, the said parties have as a result of joint discussions agreed upon the following terms concerning the conditions of employment for all members of the bargaining unit represented by WSPA.

## **ARTICLE 1 DEFINITIONS**

- 1.1 The term "NRS 288," as used in this Agreement, shall refer to the Statutes of Nevada enacted by the 1969 session of the Nevada Legislature and revised by subsequent sessions of the Nevada Legislature, also known as the Local Government Employee-Management Relations Act.
- 1.2 The term "unit member" or "member" as used in this Agreement, shall refer to, Principals, Assistant Principals, Specialist, Directors and Assistant Directors, Coordinators 1 and 2, Lead Psychologist, Program Administrator, Site Administrators, Turning Point Administrator and other people who hold administrative credentials and serve in that capacity in WCSD. The exception will be those Administrators who are excluded by NRS 288.
- 1.3 The term "Agreement" shall refer to the name of this document as the Professional Negotiation Agreement between the Washoe County School District (WCSD) and the Washoe School Principals' Association (WSPA).
- 1.4 The term "Board of Trustees," as used in this Agreement, shall refer to the Board of Trustees of the Washoe County School District and is the entity known as the local government employer in NRS 288.
- 1.5 The term "Association," as used in this Agreement, shall refer to the Washoe School Principals' Association, as the bargaining unit.
- 1.6 The term "School District," as used in this Agreement, shall refer to the Washoe County School District.
- 1.7 The term "Superintendent," as used in this Agreement, shall refer to the Superintendent of Schools of the Washoe County School District or the designated representative of the Superintendent.

- 1.8 The terms "Board of Trustees" and "Association" will include authorized officers, representatives, and agents. Despite references to "Board of Trustees" and "Association," as such, each reserves the right to act hereunder by committee-designated representatives.
- 1.9 The term "School Year" shall refer to NRS 388.080, which states: "...the public-school year commences on the 1st day of July and ends on the last day of June."
- 1.10 The term "work year" shall mean the number of contractual days based on job descriptions that bargaining unit members work during each calendar year.
- 1.11 The term "day" shall mean the workday.
- 1.12 The term "Immediate Family," pertaining to the use of sick leave and bereavement leave, shall mean mother, father, husband, wife, son, daughter, brother, sister, mother-in-law, father-in-law, foster child, step child, step parent, grandmother, grandfather, grandchild, foster parent, and brother-, sister-, daughter- or son-in-law, of a bargaining unit member, or any person who maintains the same permanent residence with a bargaining unit member.

## **ARTICLE 2 RECOGNITION**

- 2.1 The Board of Trustees recognizes the WSPA as the exclusive representative of all who are eligible to become unit members and who are employed by the Washoe County School District, with the exception of such employees as are excluded by NRS 288.
- 2.2 Any reference to individual Administrators in this agreement in masculine terms, such as "he," "his," or "him," shall in every case be applicable to female employees as if these terms were written as "she," "hers," or "her."

## **ARTICLE 3 NEGOTIATIONS**

For purposes of meetings involving negotiations, including mediation and arbitration, members of the WSPA's bargaining team will be afforded the time without recrimination, retaliation or penalty. It is expressly understood that no

reference to unit members' participation in the negotiations process may be used or referred to within a negative connotation in the unit members' evaluation.

**ARTICLE 4  
FAIR PRACTICES**

- 4.1 The Association must equally represent all administrative personnel within the bargaining unit without regard to membership or participation in any other administrative employee organization. The Association will continue to admit administrative persons to membership and participation in its affairs without discrimination on the basis of race, creed, color, national origin, sex, age or handicap.

**ARTICLE 5  
NO STRIKES/WORK STOPPAGES**

- 5.1 It is hereby agreed by the Association that there will be no strikes, stoppages of work, or slowdown of the operations of the School District during the term of this Agreement.

**ARTICLE 6  
IMPASSE**

- 6.1 If the School District and the WSPA are unable to reach agreement as a result of negotiations, impasse proceedings may be invoked by either party in accordance with the provisions of NRS 288.

**ARTICLE 7  
DISABILITY CLAUSE**

- 7.1 If an Administrator becomes disabled as defined by the Americans with Disabilities Act (ADA), any potential transfer shall be implemented in accordance with said Act.

**ARTICLE 8  
GENERAL SAVINGS CLAUSE**

- 8.1 If any provision of the Agreement or any application thereof to any employee or group of employees is found contrary to law, then such provision or application will

be invalid and will remain in effect only to the extent permitted by law; however, all other provisions or applications will continue in full force and effect.

## **ARTICLE 9 DUES DEDUCTION**

- 9.1 Upon written authorization from the Administrator, the School District agrees to deduct Association dues from the salaries of unit members covered by this Agreement exclusively for members of the Washoe School Principals' Association, the Nevada Association of School Administrators, and for up to three additional organizations or programs approved by the Association. These monies shall be transmitted promptly to the appropriate organization.
- 9.2 The Association will certify to the Board of Trustees in writing the current rate of membership dues. The Board of Trustees will be notified of any change in the rate of membership dues thirty (30) days prior to the effective date of such change.
- 9.3 Deductions referred to in Section 8.1 will be made in equal installments, once each month during the year. The School District will not be required to honor any month's deductions authorization which is received later than the 10th of the month prior to the distribution of the payroll from which the deductions are to be made.
- 9.4 No later than October 10 of each year, the Association will provide the School District with a list of those employees who have voluntarily authorized the School District to deduct dues for the organizations named in Section 8.1. Copies of the executed dues authorization for all unit members must be submitted to the School District. The Association will notify the School District monthly of any changes to this list. Any unit member desiring to have the School District discontinue deductions previously authorized must notify the Association in writing by September 10 of each year for that year's dues and the Association must notify the School District in writing to discontinue the unit member's deduction.
- 9.5 Upon termination of a unit member covered by this Agreement, the current month's dues will be deducted from the final check.

The District agrees not to honor any check-off authorizations or dues deduction authorizations executed by any member in the bargaining unit in favor of any other organization attempting to represent unit members for the purpose of collective bargaining related to salaries, hours, working conditions and other fringe benefits.

- 9.6 It is recognized that the School District in agreeing to deduct dues is performing solely an administrative function on behalf of the Association for its convenience

and is not a party to any agreement between the Association and its members regarding the deduction of dues. The Association, therefore, agrees to hold the School District harmless and to reimburse the School District for any and all costs, of the Association and contrary to the instructions received from the individual employee. Further, in the event the School District fails to collect dues under this article, either because of a lack of available funds due to the employee or through error, the Association will be responsible for collection of the sum from the employee.

## **ARTICLE 10 TEMPORARY LEAVES OF ABSENCE**

### **10.0 LEAVE NOTIFICATION/REQUESTS/APPROVAL**

In order to be granted leave, Association bargaining unit members shall submit a "Leave Notification of Request / Approval Form", which will cover all Temporary and Extended Leaves and the conditions for notification, request and approval. The "Leave Notification of Request / Approval Form" shall be accessible from the District website.

### **10.1 ADMINISTRATIVE LEAVE**

Upon prior notification to the immediate supervisor, two (2) days shall be granted each year to 12-month unit members. 11-month and 10-month administrators shall be granted six (6) days of administrative leave. Administrative leave days may be accumulated to a maximum of eight (8) days over consecutive school years; however, only four (4) consecutive days will be granted per leave request, except in extenuating circumstances as approved by the appropriate supervisor. No deduction from salary will be made by the School District and no deduction from accumulated sick leave will be made.

### **10.2 BEREAVEMENT LEAVE**

Unit members may be granted one or more leaves of absence with pay, not to exceed twelve (12) days per funeral, to be deducted from accrued sick leave, to attend a funeral of the immediate family as defined in Article 1 of this Agreement.

Up to five (5) days per school year of leave may be granted to attend the funeral of a close, personal friend.

### **10.3 COMMUNITY SERVICE LEAVE**



Upon written request, a leave of absence not to exceed five (5) days in any contract year may be granted by the Chief Human Resources Officer, or her/his designee, for participation in civic or community activities. Such activities shall include, but not be limited to, service clubs, religious observances, charitable organizations, and political parties. No deduction from salary shall be made for approved leaves of this type.

#### 10.4 EDUCATIONAL SERVICES LEAVE

At the request of the Administrator, and with the approval of the building principal or the appropriate immediate supervisor, unit members shall be excused from their regular duties in order to organize or participate in events, which provide educational service to the School District.

#### 10.5 LEGAL LEAVE

A unit member, who serves as a member of a jury, shall not have a loss in pay due to such service. However, any jury pay received by the member shall be turned in to the Business and Finance Department of the School District. A member who is subpoenaed to testify or to provide a deposition in a proceeding in which he is not a party shall not have loss in pay due to such absence. However, any witness fees received shall be turned in to the Business and Finance Department of the School District.

#### 10.6 MILITARY LEAVE

Members who serve under orders in military program shall have no loss of salary from the School District for participation in such programs for up to fifteen (15) days per school year.

#### 10.7 PERSONAL BUSINESS LEAVE

Upon reasonable and prior notification to the immediate supervisor, two (2) days of personal business leave shall be granted each year and deducted from accumulated sick leave. The leave will be granted if the personal business is such that it will not reflect adversely on the School District.

#### 10.8 PROFESSIONAL LEAVE

Bargaining unit members are encouraged to participate in continuing education, professional organizations and community projects. A short-term leave without pay

may be granted to members for work in these areas as well as on advanced degrees and special studies that promote professional development.

With the approval of the immediate supervisor, leave may be granted for the purpose of attending professional meetings, workshops, seminars, conferences, assemblies and conventions, with no deduction from salary, if it is determined such attendance will render an educational service of value to the Washoe County School District or professional growth for the Administrator. This leave with pay shall not be granted for the purpose of taking courses for college credits. The preceding sentence notwithstanding, the District recognizes that there are some workshops, seminars, conferences, which may offer credits for attendance, and as such, bargaining unit members may accept such credits.

Such leave shall not be requested during the first two (2) or last two (2) weeks of the school year, except in extenuating circumstances as approved by the Superintendent.

#### 10.9 PUBLIC OFFICE LEAVE

Any member who is elected to a public office may request, from the immediate supervisor with the approval of the Superintendent, a leave of absence without pay in order to discharge the duties of the office.

#### 10.10 VISITATION LEAVE

Upon approval of the immediate supervisor, members may be granted leave to visit schools outside of the School District for the purpose of observing methods of discipline, organization, methods of instruction, experimental programs or other activities related to education. No deduction from salary shall be made for visits of this type.

#### 10.11 FAMILY MEDICAL LEAVE

Annually, within the first 30 days of each school year the administration will provide each unit member with a summary of the Family Medical Leave Act, its benefits and any restrictions the district has established. The summary will include the procedures which a unit member is to follow if an application for use of such leave is needed.

#### 10.12 VACATION LEAVE

10.12.1 Effective July 1, 2017, Eleven (11) month School based and Non-school based Principals, Specialists, Instructional Coordinators, Assistant

Principals, Directors assigned to Elementary Schools, Middle Schools and High Schools as listed in the attached salary schedule appendix shall receive eighteen (18) days of vacation leave each year. Accrual of Employee's vacation shall not exceed forty-five (45) days. The District shall make available reasonable periods of time for employees to take earned vacation. Upon reasonable prior notification to and approved by the immediate supervisor, unit members will be able to use such leave so long as it will not reflect adversely on the District.

10.12.2 Effective July 1, 2017, twelve (12) month School based and Non-school based High School and Multi-track Year-Round Principals as listed in the attached salary schedule appendix shall receive twenty (20) days of vacation leave each year. Accrual of Employee's vacation shall not exceed forty-five (45) days. The District shall make available reasonable periods of time for employees to take earned vacation. Upon reasonable prior notification to and approved by the immediate supervisor, unit members will be able to use such leave so long as it will not reflect adversely on the District.

10.12.3 Once and employee reaches the cap of forty-five (45) days maximum accrual, the employee will no longer accrue vacation days until the accrued days fall below the forty-five (45) day maximum.

10.12.3.1 Effective July 1, 2017 10-month unit members shall not accrue vacation leave.

10.12.4 Effective July 1, 2020, upon request, bargaining unit members who accrue vacation leave may cash out up to five (5) days per year of accumulated, but unused vacation leave by providing notice to the District in June. The cash out shall be provided to the covered member in their subsequent July paycheck.

Effective upon ratification, for the term of this agreement bargaining unit members who accrue vacation leave may cash out an additional five (5) days per year of accumulated, but unused vacation leave. For the 2021-2022 and 2022-2023 school years bargaining unit members may cash out an additional five (5) days of accumulated, but unused vacation leave for a total of ten (10) days by providing notice in June for payment in their subsequent July paycheck.

## **ARTICLE 11 EXTENDED LEAVES OF ABSENCE**

## 11.1 EXTENDED LEAVES OF ABSENCE

11.1.1 Upon submission of the "Leave Notification Request/Approval Form", any unit member may request, a leave of absence for a period of up to one (1) year. Requests for the above leave shall be in writing and received by the Human Resources Office no later than April 15, except when approved by the Chief Human Resources Officer, or her/his designee, in extenuating circumstances. Leaves are reviewed and approved by the Chief Human Resources Officer, or her/his designee. Unit members shall be provided written notice regarding the approval status of their request.

11.1.2 Written notice must be filed with the Chief Human Resources Officer, or her/his designee, by March 1, of the school year during which the leave is effective, stating whether or not the unit member plans to return. Failure to give such notice will automatically forfeit the right for the unit member to return. Upon written application to the Chief Human Resources Officer, or her/his designee, showing unusual and extenuating circumstances necessitating an extension of the leave of absence, the Chief Human Resources Officer, or her/his designee, may, at its discretion, extend the leave for an additional period up to twelve (12) calendar months.

The request to extend the leave of absence must be made no later than 30 days prior to the date completing the term of the leave. In cases of extreme emergency, a leave extension may be requested fewer than 30 days prior. The unit member must be notified in writing of the Chief Human Resources Officer or her/his designee's decision within ten (10) days of their decision.

11.1.3 While assurances cannot be given, every effort shall be made to place the member in the same or as comparable an assignment as is available upon return. Refer to overage placement article.

11.1.4 No benefits shall accrue (vacation, sick leave, or PERS service as applicable) to members while on an extended leave, except the member shall be credited with one (1) year of service for salary advancement, if they worked the major portion of the contract days at the time such leave commenced. Upon their return, they shall retain any accumulated unused sick and/or vacation leave (as applicable).

11.1.5 In the event a bargaining unit member is on probation, whether or not the year will be counted toward completion of the probationary period shall be determined as outlined in NRS.

11.1.6 Leave approved according to the Family Medical Leave Act (FMLA) occurs concurrent with any approved leave of absence under this agreement.

## 11.2 SABBATICAL LEAVE

11.2.1 Upon proper application and approval by the Chief Human Resources Officer, or her/his designee a Sabbatical Leave of one (1) school year duration may be granted for completion of advanced program of study in the Administrator's area of specialization or an allied teaching field. The application requires.

- A description of the course of study for which the sabbatical leave is requested, including the specific classes to be taken (department, class number & title, if possible);
- Confirmation of formal acceptance into an advanced study program; and
- A description of how the sabbatical leave will benefit the District.

11.2.2 Members must have completed seven (7) consecutive years with the District by September 1, of the year in which the leave is to commence and must not have taken Sabbatical Leave during the preceding seven (7) years.

11.2.3 Members must apply by March 1, preceding the school year in which the Sabbatical Leave is to be taken, using forms developed by the Human Resources Office. They must substantiate the benefit of the Sabbatical Leave to the District and must describe the nature of the course of study.

11.2.4 If a member receives a grant, scholarship, fellowship, job study program, or other academic award after March 1, but not later than August 1, of the school year, the Chief Human Resources Officer, or her/his designee shall consider the request for Sabbatical Leave, provided the number of Administrators approved for Sabbatical Leave has not already exceeded the defined limit. The unit member will receive a written notification of the Superintendent's decision within ten (10) days.

11.2.5 The salary will be one-half (1/2) of the unit member's annual rate in effect during the Sabbatical Leave year. While on leave, the member shall furnish a surety bond indemnifying the District against loss in the event he fails to render the minimum service required after return from leave. If the member does not wish to furnish a surety bond, payment of Sabbatical Leave salary is to be made in twelve (12) monthly installments added to the salary received by the member during the year following the year in which the Sabbatical Leave is taken. That portion of the group medical insurance premium normally paid by the District shall be continued during the

Sabbatical Leave, but no other employee benefits may be paid during the period of the Sabbatical Leave with the exception that up to one-half (1/2) of the Benefit Reserve Program (BRP) be paid. The Sabbatical Leave shall count for a year's experience, as if the Administrator were not on a leave of absence.

Members must agree to return to the District for a minimum of two (2) school years following Sabbatical Leave and must submit a report that includes transcripts, which describes and evaluates the Sabbatical Leave.

11.2.6 Members granted a Sabbatical Leave will return to duty at the same placement on the salary schedule as shown on the date leave was granted, unless they qualify for advancement. While assurances cannot be given the Administrators, every effort shall be made to place the Administrator in the same or a comparable assignment. He shall also be credited with the unused sick leave accumulated at the time the leave of absence was granted.

11.2.7 A Sabbatical Leave committee appointed by the Association and the School District shall be established to review applications for Sabbatical Leave and make recommendations for approval or disapproval to the District.

11.2.8 Only one bargaining unit member may be granted Sabbatical Leave annually. If the sabbatical leave is not used in one year that allocation can be rolled over to the next year for a maximum of two (2) leaves able to be granted for bargaining unit members during any one year.

### 11.3 CHILD-REARING LEAVE

11.3.1 Upon written verification from the physician that a unit member is unable to perform duties due to disabilities caused by or attributed to pregnancy, miscarriage, childbirth, or recovery there from, that member may have the option of charging such period of disability to accrued sick leave.

11.3.2 A member shall be granted a child-rearing leave without pay, not to exceed twelve (12) calendar months, upon written application submitted at least one (1) month prior to the commencement of the requested leave, unless extenuating circumstances prevent the member from doing so. Such request must be accompanied with appropriate documentation substantiating the need for such request.

11.3.3 Such leave may be requested at any time during the pregnancy or within four (4) months after the birth of the child.

11.3.4 Members granted child-rearing leave will return to duty at the same placement on the salary schedule as shown on the date leave was granted, unless they qualify for advancement. While assurance cannot be given that they will return to the same position, reasonable effort will be made to do so, or to place them in the same or a comparable assignment. They shall also be credited with the unused sick leave accumulated at the time the leave of absence was granted.

11.3.5 Upon written application to the Chief Human Resources Officer, or his/her designee, showing unusual and extenuating circumstances, the leave may be extended for an additional period up to twelve (12) calendar months. Members will be notified in writing within ten (10) days of the decision to extend the leave.

#### 11.4 ADOPTION LEAVE

11.4.1 Adoption leave up to twelve (12) months shall be granted to unit members. A leave shall commence no later than nine (9) months after the placement of the child in the home. The School District shall be notified by March 1, whether the member plans to return to work the following year. Upon return, members shall return to duty at the same placement on the salary schedule as shown on the date leave was granted, unless they qualify for advancement. Refer to Article 11.1.4.

11.4.2 Upon reasonable prior notification to the immediate supervisor and documentation, if requested, one parent who is adopting an infant shall be granted up to two (2) days of leave with pay, to be deducted from accumulated sick leave.

#### 11.5. PERSONAL AND FAMILY ILLNESS

11.5.1. Upon submission of the "Leave Notification Request/Approval Form", along with appropriate documentation to substantiate the request, the Chief Human Resources Officer, or his/her designee, may approve a leave of absence for a period of up to one (1) year.

11.5.2. Members granted personal or family illness will return to duty at the same placement on the salary schedule as shown on the date leave was granted, unless they qualify for advancement. Refer to Article 11.1.4.

11.5.3. "Family" for the purposes of requesting family illness leave is defined in Article 1 of the agreement.

#### 11.6. EDUCATION LEAVE

11.6.1. Upon submission of the "Leave Notification Request/Approval Form", along with appropriate documentation to substantiate the request, the Chief Human Resources Officer, or his/her designee, may approve a leave of absence for a period of up to one (1) year.

11.6.2. While assurances cannot be given, every effort shall be made to place the member in the same or as comparable an assignment as is available upon return. Compensation will be determined by the salary schedule in effect at the time of return. Refer to overage placement article.

#### 11.7. CHARTER SCHOOL LEAVE

11.7.1. Upon submission of the "Leave Notification Request/Approval Form", along with appropriate documentation to substantiate the request, the Chief Human Resources Officer, or his/her designee, may approve a leave of absence of one (1) year at a time for no more than three (3) years.

11.7.2. Any statutory changes to charter school leave allowances shall be reflected in practice.

11.7.3. In the event that an employee requests to return from Charter School Leave after the March 1 deadline, requests are subject to approval from the Chief Human Resources Officer, or his/her designee.

11.7.4. While assurances cannot be given, every effort shall be made to place the member in the same or as comparable an assignment as is available upon return. Compensation will be determined by the salary schedule in effect at the time of return. Refer to overage placement article.

11.7.5. If, after the third year of Charter School Leave, the employee does not notify the District of their intent to return the following year by March 1, the employee is considered resigned from the District.

### **ARTICLE 12 WSPA LEAVE**



## 12.1 WSPA LEAVE

12.1.1 For each separate fiscal year covered by the term of this Agreement, the Association will be allocated a total of forty (40) days leave without loss of pay for Association members to attend Association meetings, conferences, workshops legislative sessions, and conventions. No individual shall be granted approval for more than twenty (20) days of the forty (40) days allocated to Association representatives. Per diem and/or travel shall not be provided by the Board of Trustees.

## **ARTICLE 13 SICK LEAVE, DISABILITY BENEFITS, AND SICK LEAVE BANK**

13.1 Each member shall be credited with fifteen (15) days of sick leave at the beginning of the school year. Accumulation shall be unlimited. The full fifteen (15) days of sick leave are not earned until the member has completed the entire school year.

If members leave the system before all of their sick leave is earned, a payroll deduction will be made for any unearned days of sick leave used.

Members who begin service later in the contract year shall be credited with the number of sick leave days that may be prorated for each month of service that may be completed by the end of the contract year.

13.2 Sick leave is to be used only if members are unable to perform their duties. If, in the opinion of the Chief Human Resources Officer, or her/his designee, reasonable cause exists, verification of the member's illness or disability or verification of the member's fitness to return to work may be required in order to charge any portion of the absence to sick leave. If such verification is requested, it shall be in writing and provide the detail of the reasonable cause. The Chief Human Resources Officer, or her/his designee may require an independent medical examination of the member at the School District's expense, with a physician selected by the School District. The results of such examination are to be forwarded to the School District and to the member. Independent medical examinations are to be required judiciously.

13.3 The School District will, on a monthly basis, notify members of accumulated days of sick leave.

13.4 Members may be granted a leave of absence with pay, to be deducted from sick leave, for not more than ten (10) days, per school year, for unavoidable absence because of a serious accident or critical illness within the immediate Family as

defined in Article 1 of this Agreement. Members may request from the Superintendent an extension of family illness leave.

13.5 Under this Agreement, all unit members may join the Sick Leave Bank by voluntarily contributing one (1) sick leave day for the establishment and operation of the Bank. This Bank is to assist employees who have profound long term illness or disabilities and who have exhausted their sick leave accumulation.

13.5.1 At the beginning of each school year all bargaining unit members are eligible to participate. Employees must notify the Association of their desire to participate by a form returned by October 15<sup>th</sup> of that year.

13.5.2 Only individuals who have contributed to the bank are eligible for benefits.

13.5.3 Responsibility for determining who shall receive days from the Sick Leave Bank rests exclusively with the Association. The Association holds the District harmless in the event of any action by an employee relative to use of the bank.

13.5.4 The maximum accumulated number of days which any one person can be granted from the bank during his/her period of employment with the Washoe County School District is 75 days per year.

13.5.5 The maximum number of days which can be used from the Sick Leave Bank in any given year will be 225.

13.5.6 In the event that requests exceed the total number of days available in a given year, and additional days are available in the Sick Leave Bank, an appeal for the use of additional days from the Sick Leave Bank may be made to the Superintendent by the Association.

13.5.6 Those members enrolled in the Bank will automatically continue their participation from year to year unless they notify the Association in writing of their intent to withdraw from the Bank. Such withdrawal from the Bank must occur during the enrollment period and will not result in re-instatement of the time contributed to the Bank.

13.5.8 If the total number of days in the Sick Leave Bank is less than 100, the Association will inform the Sick Leave Bank membership that a special assessment of one (1) sick leave day per member will be made in the month of July.

13.5.9 At the end of each fiscal year, all days in the bank will be carried over to the next fiscal year.

13.5.10 Unit members who retire from the District may elect to donate one (1) additional day at the time of his retirement from their remaining accumulated sick leave.

13.5.11 Procedures required for the reporting of all information relevant to membership and use of the Sick Leave Bank will be jointly developed by the Association and Human Resources.

#### **ARTICLE 14 ADVISORY COUNCIL**

14.1 An Advisory Council shall be established by the Association and the Superintendent.

14.2 The purpose of the council is:

14.2.1 to advise the Superintendent regarding policies, administrative regulations, procedures, practices, and programs, which will result in a more productive educational atmosphere in the Washoe County School District:

Copies of all proposed policies and administrative regulations, which will be presented to the Board, will be provided to the members of the Advisory Council.

14.2.2 improve morale;

14.2.3 apprise the Superintendent and staff of actual or potential problems involving the School District;

14.2.4 improve communication between members, the Superintendent, and staff;  
and

14.2.5 secure maximum productive and constructive involvement of all unit members in their primary goal, which is the educational process of the Washoe County School District.

14.3 The Council shall consist of the Superintendent, who shall act as the chairperson; the President of the Association; four (4) members of the WSPA, one (1) of which

may include the Advocate for WSPA; and others who may be called upon by the Superintendent or the Association to attend the meetings.

- 14.4 The Superintendent shall convene the Advisory Council at least four (4) times a year. Additional meetings may be held with the mutual consent of the Superintendent and the President of the WSPA.

The Superintendent will make every effort to provide a proposed Calendar of the Advisory Council meetings within 30 days of the commencement of the school year.

- 14.5 The agenda of each meeting shall be determined in advance. Both the Superintendent and the Association may place on the agenda any item dealing with the conduct, policies, or welfare of the public schools of Washoe County. The Superintendent will request from the Association President any items to be placed on the Agenda as well as items which the Superintendent wishes to place on the agenda at least ten (10) days prior to the scheduled meeting. Subjects which are mandatory topics for collective bargaining or are covered by the Negotiated Agreement will be excluded from Advisory Council agendas.

- 14.6 The Advisory Council shall adopt its own operational procedures.

- 14.7 Either party may call a meeting of the Advisory Council subject to the provisions of 15.4.

## **ARTICLE 15 USE OF FACILITIES**

- 15.1 The Association shall have the right to use school mail boxes and the inter-school mail service and faculty bulletin boards for organizational materials, provided that all such materials are signed by an Association officer or are clearly identified as Association materials and the Association accepts the responsibility for such material. Copies of all such materials shall be provided to the Superintendent. The Association and individual members will not be prohibited from judicious use of the school mail service and faculty bulletin board.

- 15.2 The Association shall be allowed the use of school buildings for Association meetings on regular days so long as arrangements have been made with the principal of the building. Such meetings shall not conflict with any regular or specific educational activities and such use shall not involve additional or extra custodial services and/or other unusual expense to the District. Use of the building on other than days requires the approval of the Superintendent in addition to the

school principal. Any added expense resulting from Association use shall be paid by the Association.

## **ARTICLE 16 REQUIRED DAYS**

- 16.1 The minimum number of regularly scheduled working months for all unit members will be specified in Appendix B as 10 month, 11 month or 12 month administrator positions.
- 16.2 Unit members who are in positions that are less than 12 months in duration may request and, with the approval of their immediate supervisor utilize non-contract days during the contract year for the purposes of working during non-contract periods if such work is necessary for their position.

An employee's request to use non-contract days shall be granted unless it negatively impacts or creates a hardship for the operation of the school, department or District. Such denial will be in writing.

### **NON-CONTRACT DAY DEFINED:**

A non-contract work day is any weekend or holiday or vacation (if applicable) that is not a regular work day.

### **CONTRACT WORK MONTH DEFINED:**

A contracted work month consists of Monday through Friday day and excludes weekends and holidays. Any paid leave time (sick, vacation, administrative days, etc.), if applicable, are included.

### **10 WORK MONTHS DEFINED:**

A ten 10 month work schedule is defined as ten (10) work months within the school year and excludes weekends and holidays. Any paid leave time (sick, vacation, administrative days, etc.), if applicable, are included.

**11 WORK MONTHS DEFINED:**

An eleven (11) month work schedule is defined as eleven (11) work months within the school year and excludes weekends and holidays. Any paid leave time (sick, vacation, administrative days, etc.), if applicable, are included.

**12 WORK MONTHS DEFINED:**

A twelve (12) month work schedule is defined as twelve (12) work months within the school year and excludes weekends and holidays. Any paid leave time (sick, vacation, administrative days, etc.), if applicable, are included.

- 16.3 All days worked by unit members shall count toward their minimum number of contract months required, including holidays and weekends. However, this may not result in unit members having completed their required months prior to the last day of the school year when teachers are in attendance.
- 16.4 If, due to the scope of the job, unit members are required by their immediate supervisor to work extra days above and beyond the minimum contract time, they will be compensated at their daily rate of pay.

**ARTICLE 17  
ADMINISTRATOR FILES**

- 17.1 In accordance with NRS 391.755(b), a written admonition must allow reasonable time for improvement, which must not exceed three (3) months for the first admonition. The admonition must include a description of the deficiencies of the administrator and the action that is necessary to correct those deficiencies.
- 17.1.1 An admonition issued to any employee covered by this bargaining group who, within the time granted for improvement which may be longer than three (3) months and who has met the standards set for the employee by the administrator who issued the admonition must be removed from the records of the employee (upon email or written request of the employee to the Chief Human Resources Officer) together with all notations and indications of its having been issued. The admonition must be removed from the records of the employee not later than three (3) years after it is issued.
- 17.2 Materials derogatory to unit members' conduct, service, character, or personality shall not be placed in their file unless they have had an opportunity to read such material and to indicate that reading has occurred by affixing their signature on the actual copy to be filed. Such signature does not indicate agreement with the content of such material. The member is entitled to a copy upon request.

- 17.3 Unit members shall have the right to respond in writing to any material filed, and their answer shall be submitted to the immediate supervisor and forwarded to the Chief Human Resources Officer, who shall attach it to the file.
- 17.4 Access to personnel files of unit members shall be on a need-to-know basis only. Permanent files of members shall be kept in the Human Resources office. Review of such files shall be noted by the date and signature of the reviewer. Members of the Board of Trustees, the Superintendent, the appropriate associate or assistant superintendent, the member's immediate supervisor, all employees of Human Resources, District legal counsel, or as otherwise authorized by law shall be exempt from this requirement.
- 17.5 Unit members shall have the right to place pertinent material in their file. This material shall be submitted to the immediate supervisor or Superintendent, forwarded to Human Resources, and placed in the member's file. The immediate supervisor or other administrative personnel shall have the right to attach comments to such materials subject to 18.2. No such material shall be deleted without the member's consent.
- 17.6 Unit members shall have the right, upon request, to review the contents of their personnel file. Members will be entitled to have a representative of the Association accompany them during such review.
- 17.7 All references and information originating outside the School District on the basis of confidentiality and information obtained within the School District in the process of recommending the unit member for employment or promotion shall not be subject to this Agreement and, therefore, shall not be available for inspection by the member.

**ARTICLE 18**  
**DISMISSAL AND DISCIPLINARY PROCEDURES INCLUDING GRIEVANCE AND**  
**BINDING ARBITRATION**

- 18.1 Disciplinary actions, including but not limited to, demotion, suspension, dismissal, and non-renewal actions taken against post-probationary unit members (in accordance with NRS 391), shall be progressive in nature and related to the nature of the infraction. Unit members shall be given reasonable opportunity for improvement.

The School District shall not discharge, demote, suspend or take any other disciplinary action against a post probationary bargaining unit member of this unit without just cause.

- 18.2 The procedures embodied in NRS Chapter 391.750 for short-term suspension, demotion or dismissal applies to Certificated Administrators.
- 18.3 In lieu of using the procedure embodied in NRS 391.750, for short-term suspension, demotion and dismissals, unit members may choose to have the matter heard pursuant to binding arbitration using an arbitrator mutually selected by the member or the member's designee and the District following the Federal Mediation and Conciliation Services' (FMCS) rules for choosing an arbitrator from a list submitted by the Federal Mediation and Conciliation Services' (FMCS).
- 18.4 PROGRESSIVE DISCIPLINE – Except as otherwise provided by this Agreement, demotion, suspension, dismissal, and non-renewal actions taken against employees covered by this Agreement shall comply with all provisions of NRS Chapter 391 as amended through the Nevada Legislature. It is understood that all references to NRS Chapter 391 throughout this Article imply the current Chapter 391 and any future amendments by the Nevada Legislature.
- 18.5 The parties to this Agreement recognize and subscribe to the philosophy of progressive discipline. Progressive discipline is an effective, reasonable system of disciplinary action that is founded on the premise that disciplinary actions are, where possible, to be corrective rather than punitive; that generally disciplinary actions are to be progressively more severe; and that the disciplinary actions imposed and their progression fit the nature of the specific circumstances.
- 18.6 Demotion, suspension, dismissal, and non-renewal actions taken against employees in accordance with NRS 391 and this Agreement shall be appropriate to the specific failure to act of the individual employee, shall be progressive in nature and reasonably related to the nature of the problem. If requested, employees must be provided with a representative of their choice in accordance with the provisions as set forth in Article 21 of this agreement.
- 18.7 INVESTIGATIONS/FORMAL COMPLAINT PROCESS – After the District has conducted its preliminary initial investigation and that investigation results in a formal investigation of an employee it shall be conducted as follows:
- 18.7.1 Allegations of unsatisfactory performance and/or misconduct by an employee will be investigated by the employee's supervisor or the supervisor's designee.
- 18.7.2 When an employee is performing unsatisfactorily and/or is engaged in alleged misconduct that may lead to disciplinary action against the employee, the supervisor shall meet with the employee in an Investigatory/Due Process (IDP)



meeting in order to discuss the allegations of unsatisfactory performance and/or misconduct.

18.7.3 If exigent circumstances exist, a supervisor may discuss with an employee a situation that needs to be addressed immediately.

18.7.4 The supervisor shall give a written notice to the employee who is the subject of the investigation that the supervisor is scheduling an administrative, Investigative Due Process (IDP) Meeting. The notice shall include:

- A. A description of the nature of the investigation;
- B. A summary of alleged unsatisfactory performance and/or misconduct of the employee including the administrative policies that are being investigated;
- C. The date, time and place of the IDP meeting.
- D. The individual(s) who will conduct any meeting;
- E. The name of any other person who will be present at any IDP the meeting.

18.7.5 At the beginning of an IDP meeting, the supervisor shall inform the employee who is the subject of the investigation orally on the record that:

The employee is required to provide a statement and answer questions related to the employee's alleged unsatisfactory performance and/or misconduct.

If the employee fails to provide such a statement or to answer any such questions, the District may charge the employee with insubordination.

18.7.6 The scope of the questions at the IDP meeting shall be related to the alleged noticed unsatisfactory performance and/or misconduct of the employee who is the subject of the investigation.

If any evidence is discovered during the course of an IDP meeting which establishes or may establish any other possible unsatisfactory performance and/or misconduct engaged in by the employee, the person(s) conducting the IDP meeting shall notify the employee of that fact and shall not conduct any further interrogation of the employee concerning the other possible unsatisfactory performance and/or misconduct until a subsequent IDP meeting notice of that possible unsatisfactory performance and/or misconduct is provided to the employee pursuant to section 18.7.4 above. The employee may waive that right to the subsequent IDP meeting notice and respond to questions about the other possible unsatisfactory performance and/or at the current IDP meeting.

18.7.7 The IDP meeting may be recorded by the parties.

18.7.8 Effective upon ratification of the 2019-2021 agreement, supervisors providing an Investigation/IDP notice to employees covered under this agreement shall, within twenty (20) calendar days after providing said notice to the employee, conduct the Investigation/IDP of the employee. The Investigation/IDP meeting may be extended beyond twenty (20) calendar days only by mutual agreement of the Association and the District. Upon the date of the Investigation/IDP meeting taking place, the District shall complete the investigation/IDP process (including any follow-up investigation) within forty-five (45) workdays. The time constraints may be extended beyond the forty-five (45) workdays providing circumstances exist to prevent a thorough investigation. The individual conducting the investigation, with the approval of his/her supervisor, shall provide the employee who is the subject of the investigation and his/her representative with a written notice ten (10) days prior to the forty five (45) deadline by e-mail with delivery confirmation, the circumstances as to why the investigation had to be extended. In no event shall an investigation conclusion exceed sixty (60) workdays from the time the Investigation/IDP meeting has taken place. If the investigation is not completed in the time frames as described in this section the administrative investigation shall be closed with the conclusions listed as "non-sustained."

18.7.9 The employee who is the subject of the investigation shall be notified in a timely manner of the findings of the investigation and shall be notified of the appeal rights as described in this article.

18.8 Except for incidents of a serious nature as defined in this Article, progressive discipline action shall generally follow the pattern of:

18.9 Oral/Written Warning:

- A. The supervisor must verbally communicate the deficiencies to the employee regarding his/her performance or behavior.
- B. The supervisor must discuss the deficiencies in which improvement is required.
- C. An oral/written warning may be memorialized in writing in an oral/written warning conference summary.
- D. If an oral/written warning conference summary is developed, a written acknowledgement of receipt of the oral/written warning conference summary must be obtained. The employee is required to sign the oral/written warning conference summary as an acknowledgement of receipt, but the signature does not indicate agreement with its content. The oral/written warning is to be given to the employee by the supervisor and the employee may respond in writing to the warning and have the response attached.
- E. The oral/written warning and the written response by the employee, if any, will be placed only in the employee's site file.

#### 18.10 Written Reprimand:

- A. The supervisor must, in writing, communicate the deficiencies to the employee regarding his/her performance or behavior which must be changed/improved.
- B. The supervisor must, in writing, describe the deficiencies in which change/improvement is required and establish directions designed to lead to the required change/improvement.
- C. The supervisor must, in writing, inform the member that failure to improve may result in an admonishment and/or suspension, demotion, or dismissal.
- D. An employee may appeal a written reprimand to the Superintendent's level..
- E. A written reprimand may be purged from the personnel file, upon written request of the employee, if there are no same or similar violations twelve (12) months from the date the written reprimand was issued.

#### 18.11 Letter of Admonition or Admonition/Suspension:

- A. An admonition must be provided to an employee as a separate document or in conjunction with a suspension. However, no employee shall be suspended without having received an admonishment except as provided for in NRS 391.755 and NRS 391.760 or as described in this article.
- B. The supervisor must, in the written admonition, comply with the requirements of NRS 391.755 and notify the administrator that improvement is required and that continuation or repetition of the deficiencies as stated in the document may result in suspension, demotion, dismissal, or a recommendation not to reemploy.
- C. The supervisor may issue a Letter of Admonition only after an investigation, if needed, has been made. An admonishment may be utilized as the first step of progressive discipline when the administrator's actions meet the criteria for an incident of a serious nature as provided for in NRS 391.750.
- D. A written acknowledgement of the receipt of the admonishment must be obtained. The employee is required to sign the admonishment as an acknowledgement of receipt but the signature does not indicate agreement with its content.
- E. Administrative leave with pay may be used to temporarily remove an employee from their duties. The employee shall be informed that the reason(s) for placing the employee on administrative leave with pay is due to a pending investigation.
- F. Except as provided in NRS 391.755 and NRS 391.760, or as otherwise described in this Article the supervisor must issue a letter of admonition and a written notice of suspension identifying the action of the administrator leading to the suspension. The notice of suspension will be signed by the employee

and the employee's direct supervisor. The signature of the employee does not indicate agreement with the contents of the notice.

- G. Except as provided in NRS 391.760, an employee who has been given a Notice of Recommendation for Suspension is entitled to a pre-disciplinary hearing before the Superintendent or his/her designee prior to any disciplinary action being taken. The employee, or their representative(s), must request the hearing within fifteen (15) days of receipt of the notice of suspension. The District must hold or schedule the hearing within fifteen (15) days of receipt of the request for the hearing. It is agreed that timelines may be waived if agreed to in writing or by e-mail with delivery confirmation.
- H. If the employee elects to appeal the discipline he/she shall be provided a complete copy of the investigation including any notes, recordings, transcribed copies of interview, if available, or documents used by the District or any outside source to reach the sustained findings.

An employee may be suspended more than once during the administrator's contract year, but the total number of days of suspension may not exceed twenty (20) in one contract year, as provided in NRS 391.760.

#### 18.12 Demotion, non-renewal or dismissal:

- A. A demotion is the removal of an employee from his or her present position to one of lesser rank, responsibility, or pay. An employee who is demoted must be assigned to a position in which he/she meets the minimum qualifications.
- B. The Superintendent or his/her designee shall give written notice of a recommendation of demotion to the employee as provided in NRS 391.775. The notice of recommendation of demotion will be signed by the employee and the Superintendent or his/her designee. The signature of the employee does not indicate agreement of the demotion but only signifies receipt of the notice.
- C. A Post Probationary employee who has been given notice of recommendation of demotion is entitled to a pre-disciplinary hearing before the Superintendent or designee prior to any disciplinary action being imposed. The employee, or the member's representative(s) acting on their behalf, must request the hearing as provided herein within fifteen (15) days of receipt of the notice of recommendation of demotion. The District must hold or schedule the hearing within fifteen (15) days of receipt of the request for the hearing. It is agreed that timelines may be waived if agreed to in writing or by e-mail with delivery confirmation.
- D. A notice not to reemploy shall be used for a probationary employee who will not be reemployed at the conclusion of the probationary period.

- E. Dismissal is used to permanently remove an employee from employment as an administrator with the School District.
- F. If the Superintendent believes that cause exists for the dismissal of an employee, the provisions of NRS 391.755 must be followed.
- G. The Superintendent shall give written notice of recommendation of dismissal to the employee as provided in NRS 391.775 and as provided in Article 18.8 above and Article 21 of this agreement. The notice of recommendation of dismissal will be signed by the employee and the Superintendent or his/her designees. The signature of the employee does not constitute agreement with the recommendation but only signifies receipt of the notice.
- H. At least 15 days before a recommendation is made to demote, dismiss or not reemploy a post-probationary employee, the Superintendent or his/her designee shall give written notice to the employee by registered or certified mail or by e-mail with confirmation delivery, of his intention to make the recommendation. The notice must:
  - 1. Inform the employee of the grounds for the recommendation.
  - 2. Inform the employee that if a written request is directed to the Superintendent as provided herein, the employee is entitled to a pre-disciplinary hearing before the Superintendent or his/her designee as set forth NRS 391.650 to 391.800 inclusive and in compliance with this Agreement. The employee or their representative(s), acting on their behalf, must request the hearing provided herein. The employee or their representative(s), on behalf of the employee, must request the hearing within fifteen (15) days of receipt of the notice of recommendation of dismissal. The District must hold or schedule the hearing within fifteen (15) days of receipt of the request for hearing. It is agreed that timelines may be waived if agreed to in writing or by e-mail with delivery confirmation. The employee or his/her representative with approval of the employee, may waive the hearing and proceed directly to the appeal procedures as described below including binding arbitration in accordance with the provisions of this Article.
  - 3. If the employee elects to appeal the discipline the employee and their representative(s) acting on their behalf, shall be provided a complete copy of the investigation including any recordings, transcribed copies of interview(s) if available or documents used by the District or any outside source to reach the sustained findings.

- I. Disputes regarding suspension which are processed through the grievance and arbitration procedure as described in this article shall become effective on the date of the arbitrator's decision.
- 18.13 No observation may result in an oral warning conference summary, written warning, "ineffective" written evaluation, directions for change, or written admonition unless the observation is called to the attention of the administrator in writing by the supervising administrator(s) within twenty (20) school days after the observation was brought to the attention of the supervising administrator or within twenty (20) school days that the administrator receiving the document is required by contract to be on the job. A written acknowledgement of receipt of any writing must be obtained. The employee is required to sign the writing as an acknowledgement of receipt, but the signature does not indicate agreement with its contents. If the employee receiving the document is absent and not available during the twenty (20) school days, the twenty (20) school days shall be extended by the number of days that the employee is absent.
  - 18.14 All appeals of sustained findings by the Superintendent or his/her designee shall be handled in the following manner:
  - 18.15 Not later than fifteen (15) days after the receipt of the response from the Superintendent or his/her designee as set forth in above, the employee, or his/her representative, may request binding arbitration in accordance with the provisions set forth below. A request for arbitration shall be made by delivering to the superintendent or his/her designee written notice, which can be served by e-mail with delivery confirmation, of the intent to arbitrate the sustained discipline.
  - 18.16 If the Association does not agree to or support arbitration, it shall not be responsible for any fees or expenses under this collective bargaining agreement (CBA). The individual employee, in that event, will be individually responsible for any fees or expenses. In addition, if the Association does not agree to arbitration, the Arbitrator may require from the individual the payment of one-half the estimated cost of the arbitration in advance of any hearing. If the payment is not made within thirty (30) days prior to the individual arbitrator's cancellation date, the grievance shall be deemed denied or settled on the basis of the last administrative decision. In that event, the employee may rebut the last administrative decision within thirty (30) days of that event occurring and any such rebuttal shall accompany any file containing any information relevant to the issues at hand. Provisions for selection of the arbitrator shall be as described in this article under section 18.17 except that the word "association" shall be replaced with "individual employee."
  - 18.17 In the event a timely written request for arbitration of an unresolved disciplinary

grievance is made by the Association, the parties shall, within fifteen (15) days, jointly request the Federal Mediation and Conciliation Service (FMCS) to furnish a list of seven (7) arbitrators from which the arbitrator shall be selected. Such selection shall be accomplished by the Association and the District each striking one (1) name from the list in turn until one (1) name remains. The order of striking shall be determined by coin toss with the winner of the coin toss making the decision on who will initially strike the first name. The final selection of the arbitrator shall be made within fifteen (15) days following receipt of the list of arbitrators. The arbitrator will be notified by the parties within 15 days of the selection of the arbitrator.

- 18.18 The selected arbitrator shall be asked to conduct the arbitration hearing as soon as possible after his or her selection.
- 18.19 The arbitrator shall not have the authority to modify, amend, alter, add to, or subtract from any provision of this Agreement.
- 18.20 Unless waived by mutual agreement of the parties, the arbitrator's decision shall be submitted in writing to all parties within thirty (30) days of receiving the post hearing briefs from the parties and shall be final and binding, including payment of damages, on all parties to this Agreement.
- 18.21 The expenses of arbitration, including the arbitrator's fee/costs and expenses, and the cost of the arbitrator's transcript, shall be borne equally by the District and the Association or the individual if the Association has not approved the arbitration. However, all other expenses incurred by either party in the preparation or presentation of its cases are to be borne solely by the party incurring such expenses. It is understood and agreed only the Association has the right to request arbitration. However, should an individual member wish to proceed to arbitration without the approval of the association he/she shall have the right to advance the appeal to arbitration at their individual expense in accordance with the provisions of this article.
- 18.22 This provision shall not be construed as an agreement by the District to pay the grievant or the association representative, or any person present on their behalf, for the time spent in processing a grievance in accordance with the provisions of this Article.
- 18.23 Except as noted above costs to the parties for conducting grievance proceedings shall be paid for by the party incurring the cost.

- 18.24 The time for a grievance meeting/arbitration must be approved by the Superintendent or his/her designee and by the Association and/or the grievant. It may occur during or outside the workday. In the event a grievance meeting/arbitration is scheduled and held during the workday, administrators covered by this Agreement who participate in such a meeting as the grievant, as representative(s) of the grievant or as a witness shall do so without loss of pay.
- 18.25 A grievance shall be considered null and void if not filed and processed by the aggrieved employee or the Association in accordance with the time limitations set forth above, unless the parties involved agree to extend said limitations.
- 18.26 A grievance shall automatically advance to the next appeal level if the time limitations are not observed by the School District unless the parties involved agree to extend said limitations within the time frames listed herein.
- 18.27 Time limitations may be extended by mutual agreement of both parties. Should a waiver of time frames be mutually agreed to the parties will document the waiver in writing or by e-mail with delivery confirmation.
- 18.28 An accepted alternative dispute resolution process is mediation. Mediation may be used when both parties to a discipline/discharge dispute mutually agree to participate in this process. This process can run parallel to the arbitration process if agreed to by the parties.

## **ARTICLE 19 REDUCTION IN FORCE**

- 19.1 The School District retains the right to determine when a reduction in force/layoff is necessary, the number of individuals who must be reduced/laid off, and the areas within which such reductions in force will occur. When a reduction in force is necessary, the District will notify the Association. The Association will utilize an advisory committee to review the reduction in force and to provide suggestions to the District regarding the procedures to follow.
- 19.2 Subject to the determination in 19.1 above, the parties agree to the following:
- 19.2.1 First, unit members who volunteer to leave (terminate) from the area(s) affected by the reduction in force will be the first to be separated.
- 19.2.2 Second, members who become involved in a reduction in force procedure will be assigned to the next equivalent administrative position that becomes vacant, in accordance with their certification and qualifications. In regards to



salary, equivalent administrative position shall mean a position at the same column on the Administrative Salary Schedule, or the same daily rate as the member's current position. In regards to full time equivalency, equivalent administrative position shall mean at the same full time equivalency as the administrator's current position. For example, an administrator in a full-time position will be assigned to a vacant full-time position, and an administrator in a half time position will be assigned to a vacant half time position. Employees who are working in non-principal positions are not eligible to be assigned to principal positions, unless the employees previously worked as a principal in WCSD.

19.2.3 Third, if no equivalent position becomes vacant, any additional reduction in force of unit members shall be determined by using the following criteria in rank order listed. Administrators are only eligible to bump employees at the same or lower column and with the same or lower full-time equivalency.

Employees in non-principal positions are not eligible to bump into principal positions, unless the employee previously worked as a principal in WCSD.

Each unit member must be categorized into one or more positions for which the unit member is qualified to hold, applying the following criteria to those unit members on the most recent "Seniority Year List":

1. State License certification, subject area endorsement and highly qualified status as defined by the NCLB;
2. Criminal records consisting of gross misdemeanor convictions;
3. Seniority – includes - National Administrative Board Certification;
4. Performance evaluations as defined below in the "groupings" as described for FY 2011-2012 and FY 2012-2013;
5. Sustained Discipline Records.

For the purposes of this article the term "administrator on a one year only contract" does not include standard contract administrators in one year only positions.

Within each position and subject the parties agree to establish and maintain 4 or 5 groupings of unit members qualified to hold positions as follows:

4 Groupings (effective 2011-2012):

- 1) Grouping One shall consist of each administrator on a one-year only contract with two or more "Unsatisfactory Performance Evaluations" within the past five (5) years. Ranking within that group must be by the greatest number of

“Unsatisfactory Performance Evaluations” to the least number, followed by seniority.

- 2) Grouping Two shall consist of each administrator with two or more “Unsatisfactory Performance Evaluations within the past five (5) years. Ranking with Grouping Two must be by the greatest number of consecutive “Unsatisfactory Performance Evaluations” to the least number followed by seniority.
- 3) Grouping Three shall consist of each administrator with a “Satisfactory Performance Evaluation” that have gross misdemeanor convictions within the past 3 years; or have sustained discipline of multiple day suspensions without pay within the previous 3 years.
- 4) Grouping Four shall consist of each administrator with a “Satisfactory Performance Evaluation” rating that holds a National Administrator Board Certification (NABC). Unit members within this Grouping shall be given 1 year seniority credit for each full year holding the NABC to a maximum credit of 10 years.

5 Groupings (effective 2012-2013):

- 1) Grouping One shall consist of each administrator on a one-year only contract with two or more “Unsatisfactory”, “Ineffective” or “Minimally Effective” Performance Evaluation Ratings” within the past five (5) years. Ranking within that group must be by the greatest number of combined “Unsatisfactory”, “Ineffective” and “Minimally Effective” “Performance Evaluations” to the least number, followed by seniority.
- 2) Grouping Two shall consist of each administrator with two or more “Unsatisfactory”, “Ineffective” or “Minimally Effective” “Performance Evaluation Ratings”. Ranking with Grouping Two must be by the greatest number of combined “Unsatisfactory”, “Ineffective” and “Minimally Effective” “Performance Evaluations” to the least number followed by seniority.
- 3) Grouping Three shall consist of each administrator with an “Effective” or “Highly Effective” “Performance Evaluation Rating” that has a gross misdemeanor conviction within the past 3 years; or has sustained discipline of multiple day suspensions without pay within the previous 3 years.
- 4) Grouping Four shall consist of each administrator with an “Effective” “Performance Evaluation Rating.” Unit members within this Grouping shall be

given 1 year seniority credit for each full year holding the NABC to a maximum credit of 10 years.

- 5) Grouping Five shall consist of each administrator with a “Highly Effective” “Performance Evaluation Rating.” Unit members within this Grouping shall be given 1 year seniority credit for each full year holding the NABC to a maximum credit of 10 years.

Among unit members qualified to hold a position, employees must be reduced in the order of their Groupings based on seniority, unless otherwise stated in the Grouping descriptions as described above and as established on the most recent Seniority Year List, with unit members in Group One reduced first and unit members in Group 4 or Group 5 reduced last.

In accordance with the above Groupings, administrators will bump employees in their present classification, and those employees will bump the employees as specified above. In the event a principal is bumped, that principal is eligible to first bump an assistant principal. Seniority shall then be used as follows:

19.2.3.1 Seniority as an administrator based on total consecutive years of administrative service in the school district.

19.2.3.2 Seniority in the current administrative position based on the total consecutive years in the current administrative position.

19.2.3.3 Seniority with the District, based on the total consecutive years with the District in case of a tie.

19.2.3.4 All other conditions being equal, a lottery will be used to determine the outcome.

19.2.4 Fourth, administrators remaining will move to the next lower vacant administrative position, in accordance with their certification and qualifications. Employees who were working in non-principal positions are not eligible to move into principal positions unless they previously worked as a principal or assistant principal in WCSD.

19.2.5 Whenever possible, a sixty (60) day written notification will be given to administrators who are to be laid off as a result of reduction in force. Administrators who are separated as a result of a reduction in force when no other administrative position is available will be placed in teaching positions in accordance with their certification. If unit members are affected by a

reduction in force and are placed in a position at a lower salary, they will be placed as close to their previous salary, not to exceed the top of the new range of the position. When there are more administrative employees than reappointment positions, the criteria of 19.2.3 will apply.

Unit members who, because of reduction in force, are placed in teaching positions will retain all previous administrative seniority for administrative salary placement purposes.

- 19.3 The School District will recall administrators, regardless if the administrator transferred into an equivalent but different position (for example, high school principal to Director II, Middle School Principal to Director I, etc.), or if the administrator was laid off, by written notification (certified mail, return receipt requested) in the reverse order (greatest seniority to least seniority, based on the criteria outlined in 19.2.3) to their reduction, provided that the Administrator is currently certified, if required, and/or qualified for the new position. Employees who are placed on a recall list and who were working in non-principal positions are not eligible to be recalled into principal positions, unless the employee previously worked as a principal in WCSD. Recall notice shall be sent to the administrator's last known address on file with the Human Resources office. The administrator must, in writing, within ten (10) days of receipt, accept or reject the offer to return to work. The administrator will have twenty (20) days to return to duty.
- 19.4 The recall right for administrators transferred into an equivalent but different position, or laid off, shall continue for a total of two (2) years from the date the administrator was transferred into an equivalent but different position, or laid off, subject to the notification requirements. However, the administrator will be allowed to reject a total of two (2) recall job offers without losing his/her layoff rights. If this occurs, the School District will simply offer the job to the next administrator on the list. The administrator who rejects a recall job offer retains his/her position on the list. The School District must offer any vacant administrative position to all qualified administrators on the recall list before non-listed administrators are hired. Further, the School District is not obligated to recall an administrator in the event that the administrator fails to comply with any provisions of this article. (2003)
- 19.5 If an Administrator accepts a recall position into an equivalent position, the administrator then has no further recall rights to any subsequent administrative positions which may become available. If an administrator accepts a recall position into a position that is at a lower level than the original position from which he/she was laid off, the administrator will maintain recall rights until a

subsequent, equivalent administrative position becomes available. This right will be available for a total of two (2) years from the date the administrator was transferred into an equivalent but different position or laid off.

- 19.6 New employees filling positions with any temporary funding source, such as one-year-only (or any other specific period of time) positions, grant funded positions, bond funded positions, will not be eligible for this article until after five (5) years of service with the District in the position. District employees transferring into such positions will be eligible for this article.

## **ARTICLE 20 PROBLEM SOLVING PROCEDURE**

- 20.1 In all matters not covered by this Agreement, the School District recognizes the need to provide unit members with an efficient process to resolve questions, concerns and disagreements.
- 20.2 Except as provided below, members will first discuss the question, concern, or disagreement with their immediate supervisor. Every reasonable effort will be made by both parties to resolve the matter informally in this manner.
- 20.2.1 If, after ten (10) days, the matter is not resolved in the opinion of the member, he may address the issue to the next level supervisor. The member will present the concern or question in writing, include a suggested resolution and provide a copy to the supervisor to whom the matter was first addressed.
- 20.2.2 If, after an additional ten (10) days, the matter remains unresolved, the member may address the matter, in writing, to the Superintendent, including copies of any previously written submissions or other material relevant to the matter.
- 20.2.3 Within a period of ten (10) days from receiving the written concern, question, or disagreement, the Superintendent will meet with the member (and, if desired, his association representative and/or legal counsel). The Superintendent's resolution will be stated in writing and a copy provided to the member within ten (10) working days of the date of the meeting.
- 20.2.4 If the matter is not resolved within ten days or if after ten (10) days, the matter is not resolved in the opinion of the member, he may address the issue to the Board of Trustees. The meeting will be scheduled with the Board of Trustees as soon as reasonably possible, not to exceed 20 days

after the date the request is received. Copies of any previous written submissions or other materials relevant to the matter will be submitted to the Board of Trustees at least five (5) days in advance of the meeting. The final resolution will be communicated to the administrator within 20 days of the date of the meeting.

20.2.5 The decision of the Board is final.

20.3 If a question or concern involves a unit member's supervisor or other line administrator, the member (and, if desired, his association representative and/or legal counsel) may elect to address the matter directly to his supervisor's supervisor or the Superintendent.

20.4 All parties to this procedure agree to maintain appropriate confidentiality concerns all matters so addressed.

## **ARTICLE 21 ADMINISTRATIVE REPRESENTATION**

21.1 A unit member about to undergo an investigatory interview shall be entitled to an association representative or another representative present at the interview and reasonable written notice prior to the date of interview. The unit member will notify the District prior to the interview of the identity of the representative he has chosen to be present. Any and all notices of the supervisor's desire to hold an investigatory interview with an administrator shall include the specific matter(s) being investigated.

21.2 After notice has been given and in the interest of expediting a resolution to a disciplinary problem, a unit member may choose between participating in the investigatory interview without representation or not being interviewed at that time.

21.3 A member's right to representation during the course of an interview arises if discussion with the supervising administrator moves beyond merely informing the administrator of the nature of the investigation. No further discussion can occur with the supervising administrator unless the member obtains representation, if he desires to do so.

21.4 No unit member shall be disciplined or discriminated against because of lawful activity with the association. No attempt shall be made to intimidate or discourage a member from exercising his right to representation.

**ARTICLE 22**  
**GRIEVANCE PROCEDURES**

**22.1 GRIEVANCE RESOLUTION PROCESS**

22.1. A non-disciplinary contractual grievance shall be defined as a dispute regarding the interpretation, application or alleged violation of:

- (i) Any of the provisions of this Agreement;
- (ii) Any of the policies or regulations of the School District which directly relate to those mandatory subjects of bargaining as outlined in NRS 288.150(2).

22.1.1 Should a disagreement arise over the interpretation of, application of, or alleged violation of any of the provisions of this Agreement, we pledge to undertake discussions with that party seeking to explore resolution of the disagreement through negotiation, mediation, arbitration, or other alternative dispute resolution techniques. A dispute may be brought forward by an individual unit member or by the association if a number of members are affected.

22.1.2 If a unit member does not file a grievance in writing, as provided herein, within thirty (30) days after the member knew of or should have known of the act or condition on which the grievance is based, then the grievance shall be considered as waived. The parties involved may mutually agree to extend said time limitations.

If the District does not respond or act within the time limits set herein, the grievant shall have the right to proceed to the next step in the process.

22.1.3 These discussions shall be voluntary, confidential and private.

**22.1.4 PROCESS**

22.1.4.1 The parties will attempt in good faith to resolve any disagreement arising out of or relating to this Agreement by prompt discussions between the employee with the appropriate supervisor, and another member of his/her choosing and the WSPA President and Representative(s) who have authority to settle the disagreement.

22.1.4.2 The disputing party shall provide written notice to the Chief Human Resources Officer, regarding the grievance. Such written notice will include the specific language of the agreement at issue, a brief discussion of the facts, the remedy sought, and the name of the person representing the grieving party.

22.1.4.3 The individuals shall meet as soon as possible (but not later than 15 working days of receipt of the notice), and after that, as often as they reasonably deem necessary to exchange relevant information and to attempt to resolve the dispute.

22.1.4.4 The District will provide a written response to the original notice.

22.1.4.5 At the option of the Association, a grievance concerning an alleged violation of Article 19, Reduction of Force may be filed immediately at Step Two of the Grievance and Arbitration Procedure.

22.2 A non-disciplinary contractual grievance may be filed by a unit member covered by this Agreement, or by the Association, or by the member's or Association's representative(s) acting on behalf of the member and/or the Association.

22.3 Non-Disciplinary contractual grievances may be brought by individuals or groups of individuals who are directly affected by the nature of this dispute. Grievances may be initiated or pursued at any step and to any higher step by the Association. A grievance filed by the Association involving more than one (1) member in more than one (1) location may be commenced at Step Two of the Grievance and Arbitration Procedure listed herein by filing a written grievance.

22.3.1 If the Association does not agree to or support arbitration, it shall not be responsible for any fees or expenses under this collective bargaining agreement (CBA). The individual employee, in that event, will be individually responsible for any fees or expenses. In addition, if the Association does not agree to arbitration, the Arbitrator may require from the individual the payment of one-half the estimated cost of the arbitration in advance of any hearing. If the payment is not made within thirty (30) days prior to the individual arbitrator's cancellation date, the grievance shall be deemed denied or settled on the basis of the last administrative decision. In that event, the employee may rebut the last administrative decision within thirty (30) days of that event occurring and any such rebuttal shall accompany any file containing any information relevant to the issues at hand. Provisions for selection of the mediator and arbitrator shall be as described in this article except that the word "association" shall be replaced with "individual employee."

22.3.2 In the event an employee(s) covered by this Agreement exercises the right to individually process a grievance without assistance or support from the Association, the district shall provide the Association:

A written copy of the grievance, the name of the grievant(s) to include the work location and the name of the grievant's appropriate supervisor;



An opportunity to be present and to submit the Association's position at any meeting with the grievant(s) and at any grievance hearing(s), evidentiary hearings, arbitration hearing(s), or any other meeting(s); and

A written copy of the resolution of the grievance or arbitration.

- 22.4 A grievance as defined herein must be filed in writing or submitted by e-mail alleging which terms or provisions under which the dispute arises, and must be filed not later than thirty (30) days after the affected member or Association first knew or should have known of the act or condition upon which the grievance is based.
- 22.5 During all procedural steps, each of the parties to the grievance shall have access at reasonable times to all written statements and records of the grievance.
- 22.6 In the event the grievance is between two (2) members of Association, the grievant may be represented by Association or their designated representative(s) during the entire Grievance and Arbitration Procedure.
- 22.7 All grievances shall be handled in the following manner:

#### Step One – Informal

- 22.8 A grievant may first attempt to resolve it informally by meeting with his immediate supervisor. The supervisor shall render a written decision to the member or his/her representative no later than five (5) days from the date of the meeting.
  - 22.8.1 A decision reached between the grievant and the supervisor does not establish a precedent and cannot be utilized as the basis for resolving any other grievance.
  - 22.8.2 If the administrator is not satisfied with the response from the immediate supervisor, the grievant may proceed to Step Two.

#### Step Two – Formal

- 22.9 If the grievance is not resolved at Step One, the grievant or the Association may submit the unresolved grievance to the Superintendent or designee in signed written form or by e-mail with delivery confirmation, within the thirty (30) day period.
  - 22.9.1 In the event a grievance is submitted to Step Two in a timely manner, the Superintendent or designee and the supervisor being grieved shall meet

with or schedule a meeting with the grievant and/or their designated representative within fifteen (15) days after receiving the grievance.

22.9.2 Within fifteen (15) days after the meeting, the Superintendent or designee shall submit a written response or an e-mail response with delivery confirmation, to the grievant and the Association and their representative(s). Any resolution of the grievance in favor of the grievant shall be reduced to writing in the form of a settlement agreement. If the Superintendent or designee fail to respond within fifteen (15) days, or if a time extension is not mutually agreed upon in writing or by e-mail with delivery confirmation, the grievance shall automatically advance to the next appeal level.

22.9.3 A decision reached between the grievant and the Superintendent or his/her designee establishes a precedent and can be utilized as the basis for resolving any other grievance involving the issue(s) unless specifically stated otherwise in the settlement agreement.

22.9.4 If the grievance is denied or not settled at Step Two of the grievance procedures, the grievance may be appealed to Step Three, non-binding mediation.

### Step Three – Mediation

22.10 It is recognized that disputes among members are inevitable. Ongoing disputes that are not addressed will negatively impact working conditions and will ultimately lead to decreased productivity. An accepted alternative dispute resolution process is mediation.

22.10.1 Except as otherwise stated herein, requests for mediation shall be made through the Association and shall proceed as described herein.

22.10.2 Within ten (10) days thereafter, the District and the Association shall agree upon a mutually acceptable mediator who is experienced, impartial, disinterested, and of recognized competence. The parties shall then proceed to non-binding mediation. The parties agree to utilize a Federal Mediation and Conciliation Commissioner if available to initially mediate the grievance. If the parties are unable to agree upon a Federal Mediation and Conciliation Service (FMCS) mediator, a request for a list of mediators shall be made to the FMCS by either party. Within ten (10) days after the receipt of the list of mediators, the parties shall meet to select a mediator. The cost of the mediator,

if using a mediator other than a federally provided FMCS Commissioner mediator, is shared equally by the parties.

- 22.20.4 If the parties are unable to resolve the issue through non-binding mediation, the grievant(s)/employee(s) or Association may submit the grievance to Step Four Arbitration.

#### Step Four – Arbitration

22.11 In the event a grievance is not settled at the mediation level of the Grievance Procedure, the Association, not later than fifteen (15) days after the Mediation may appeal the grievance to binding arbitration, in accordance with the provisions set forth below. A request for arbitration shall be made by delivering to the Superintendent or designee written notice, which can be served by e-mail with delivery confirmation, of the intent to arbitrate.

22.11.1 In the event a timely written request for arbitration of an unresolved grievance is made by the Association, the parties shall, within fifteen (15) days, jointly request the Federal Mediation and Conciliation Service (FMCS) to furnish a list of seven (7) arbitrators from which the arbitrator shall be selected. Such selection shall be accomplished by the Association and the School District each striking one (1) name from the list in turn until one (1) name remains. The determination as to who shall strike first shall be by coin toss. The final selection of the arbitrator shall be made within fifteen (15) days following receipt of the list of arbitrators.

22.11.2 The selected arbitrator shall be asked to conduct the arbitration hearing as soon as possible after his or her selection.

22.11.3 The arbitrator shall not have the authority to modify, amend, alter, add to, or subtract from any provision of this Agreement. An arbitrator in the absence of the express written agreement of the parties shall have no authority to rule on any dispute between the parties other than the one, which qualifies as a grievance as defined above.

22.11.4 The arbitrator's decision shall be submitted in writing or by e-mail attachment with delivery confirmation, to all parties and shall be final and binding, including payment of damages, on all parties to this Agreement.

- 22.11.5 The expenses of arbitration, including the arbitrator's fee/costs and expenses, and the cost of the arbitrator's transcript, shall be borne equally by the School District and the Association. However, all other expenses incurred by either party in the preparation or presentation of its cases are to be borne solely by the party incurring such expenses. It is understood and agreed only the Association has the right to request arbitration.
- 22.11.6 This provision shall not be construed as an agreement by the School District to pay the grievant or the Association Representative, or any person present on their behalf, for the time spent in processing a grievance in accordance with the provisions of this Article.
- 22.11.7 The costs to the parties for conducting grievance proceedings shall be paid for by the party incurring the cost.
- 22.11.8 The time for a grievance meeting/arbitration must be approved by the Superintendent's designee and by the Association and/or the grievant. It may occur during or outside the workday. In the event a grievance meeting/arbitration is scheduled and held during the work day, administrators and their representatives, if the representatives are members of WSPA and are covered by this Agreement, who participate in such a meeting as the grievance or as a witness shall do so without loss of pay.

## **ARTICLE 23 ADMINISTRATOR PROTECTION**

- 23.1 The Board of Trustees will provide legal assistance at no cost to the unit member for any unit member who is sued for assault or other alleged incidents, acts or omissions which occur in the pursuit of his duties and acting within the limits of assigned responsibility in accordance with Administrative Regulation 4116.2.
- 23.2 Unit members shall immediately report to their immediate supervisor and/or the District cases of assault, harassment, and verbal or written threats to life and limb either suffered by them or for which they may be responsible, and which occurred in connection with their employment.
- 23.3 Formal action shall be taken on such a complaint when such matter is reported to the District and the Superintendent. The unit member shall be fully informed, in writing, as to the disposition of the action.

- 23.4 Unit members, while acting within the course of their duties as such, may use such force as is reasonable and necessary to protect themselves or others or property; quell a disturbance threatening physical injury; obtain possession of weapons or other dangerous objects upon the person of or within the control of an individual.
- 23.5 The District shall begin an on-site investigation immediately after receiving a complaint reporting assault, harassment, or written or verbal threats to life and limb from an administrator.
- 23.6 No administrator shall be disciplined or discriminated against because of lawful activity with the Association. No attempt shall be made to intimidate or discourage members from exercising their right to representation.

## **ARTICLE 24 PROFESSIONAL COMPENSATION**

### 24.1 Restructured salary Schedule

Effective July 1, 2017 the District will replace the existing salary schedule with the School-Based Site Management Plan Salary Schedule developed by the District and the Association. All unit members will be initially placed in the appropriate grade and step based upon the point system calculations for the previous school year. For the initial placement, unit members who are in principal positions will be placed on the appropriate Grade as designated using the School-Based Site Management Plan Salary Schedule on the step that matches their 2017-2018 annual salary on the current salary schedule, including the step increase, if eligible. For purposes of placement, the principal will roll-up on the 2016-17 schedule, if eligible. If the roll-up results in an increase of a yearly compensation of at least \$1750, the unit member will be placed at the grade designated for the school at the closest dollar amount. If the roll-up results in less than \$1750 of their projected annual salary, they will be advanced one step on the salary grade for their site.

For example:

If a principal of an elementary school is currently (16-17) on DC, Step 5 (\$98,630), the rollup placement on the old salary, for 17-18 would be DC, Step 6 (\$ 101, 590) for a difference of \$2, 960. If the current school is designated 11 months, Grade 43, the principal would be placed on Step 2c for an annual salary of \$ 102, 417.

If a principal of a middle school is currently (16-17) on EC, Step 8 (\$111,365), the roll-up placement on the old salary schedule for 17-18 would be DC Step 9 (\$

111,365). No step increase is available. The middle school is designated as 11 months, Grade 43, the principal would be placed on Step 7c for an annual salary of\$ 114, 865.

All other unit members will be placed on the School-Based Site Management Plan Salary Schedule on the step that matches their 2017-2018 annual salary on the current salary schedule, including the step increase, if eligible.

The District will examine the impact of moving from a monthly to either a bi-monthly or bi-weekly pay structure during the 2017-18 school year. If such an examination determines the move is feasible, it will be implemented for the 2018-19 school year.

Effective July 1, 2019 the District will place assistant principals on the 2019-2020 Certified Administrators Salary Schedule (CASS) based on the School Based Site Management Plan Salary Schedule (SBSMPSS) reviewed and recalculated every year before February 1 for placement of the site principal.

For the initial placement, unit members who are in assistant principal positions will be placed on the appropriate Grade as designated using the School-Based Site Management Plan Salary Schedule on the step that matches their 2018-2019 annual salary on the current salary schedule, including the step increase, if eligible. For purposes of placement, the assistant principal will roll-up on the 2018-19 schedule, if eligible. If the placement results in a lower salary, they will advance one step on the salary grade for their site.

Formulas used:

#### Elementary Assistant Principal

When the elementary site principal is placed on the CASS at 11-month range 39-41 based on the SBSMPSS then the assistant principal will be placed at 10-month range 39 at the appropriate step. If the elementary principal is placed 11-month range 42 or higher the assistant principal at the same site will be placed at range 40 on the 10-month salary schedule, at the appropriate step.

Example:

#### Elementary Assistant Principal Placement:

An Elementary principal placed at 11-month range 40, then the assistant principal at the same site will be placed at 10-month range 39, at the appropriate step.

An Elementary principal is placed at 11-month range 43, then assistant principal at the same site will be placed at 10-month range 40, at the appropriate step.

#### Middle School Assistant Principals

When the middle school site principal is placed on the CASS at 11-month range 39-42 using the SBSMPSS then the assistant principal will be placed at 11-month range 35 at the appropriate step. If the middle school principal is placed 11-month range 43 or higher the assistant principal at the same site will be placed at range 36 on the 11-month salary schedule, at the appropriate step.

Example:

#### Middle School Assistant Principals

A Middle school principal is placed at 11-month range 41, then the assistant principal at the same site will be placed at 11-month range 35, at the appropriate step.

A Middle school principal is placed at 11-month range 43, then the assistant principal at the same site will be placed at 11-month range 36, at the appropriate step.

#### High School Assistant Principals

When the high school site principal is placed on the CASS at 12-month range using the SBSMPSS then the assistant principal will be placed at 11-month salary schedule on the range equivalent to the principal's placement less the number of assistant principal allocations at the site, at the appropriate step.

Example:

High School Assistant Principals (based on assistant principal allocations at high school site)

A High school principal is placed at 12-month range 44 with three assistant principal allocations. An assistant principal at the same site will be placed at 11-month range 41, at the appropriate step.

A High school principal is placed at 12-month range 44 with four assistant principal allocations. An assistant principal at the same site will be placed at 11-month range 40, at the appropriate step.

24.1.1 Effective and retroactive to July 1, 2021, bargaining unit members shall receive a cost of living increase of 2.1%. The District will also provide to all bargaining unit members one-time COVID differential pay of \$1,000. The District shall pay on behalf of all bargaining unit members 100% of the cost for the employee portion of health insurance premium for the term of this agreement.

Effective July 1, 2022, all bargaining unit members shall receive a cost of living increase of 1.0%. The District will also provide to all bargaining unit members one-time COVID differential pay of \$1,500. The District shall pay on behalf of all bargaining unit members 100% of the cost for the employee portion of health insurance premium for the term of this agreement.

Effective July 1, 2021, upon request, 10-month bargaining unit members may request to cash out up to three (3) Sick Days per year by providing notice to the District in June. The cash out shall be provided to the covered member in their subsequent July paycheck. The provisions of Article 24.3 do not apply to this cash out.

Effective July 1, 2021, the District shall work on implementing twenty-six pay periods a year for the employees covered under this agreement and shall negotiate same with the Association during the 2021-2023 school years in accordance with the provisions of NRS 288.

24.2 Salary Schedule Notes:

24.2.1 Every year on or before February 1, the District will review the School-Based Site Management Plan Salary Schedule in Appendix B and recalculate the points for each school site in the District.

24.2.2 If this recalculation moves an employee to a grade lower than their current salary



placement, the unit member will remain at their current placement until they choose to leave the school site, at which time the position will be posted at the appropriate grade based upon the calculations stated above.

24.2.3 If a unit member is involuntarily transferred to a school site at a lower placement than their current placement on the salary schedule, they will remain at their current salary placement for one (1) year. After that, the unit member must either seek transfer to another position with the District or will be placed on the salary grade for that school site.

24.2.4 If a unit member chooses to voluntarily transfer to another school site at which the salary grade placement is lower than the unit member's current placement, they will be moved to the appropriate salary-grade placement and receive the salary to which the position is entitled.

24.2.5 If the recalculation, involuntary transfer, or voluntary transfer moves a unit member to a grade higher than their current salary placement, the unit member will be moved to the appropriate salary grade placement at the beginning of the upcoming contract year.

24.2.6 If a unit member moves to a promotional position or classification within the bargaining unit that is higher than their current position, they will be initially placed on the grade and step within the new position that is no less than 4% from their current salary placement. Should the salary increase be less than 4% (yearly) they will be advanced one step.

24.2.7 If a unit member is placed on a limited-term special assignment, they will retain the most recent salary grade and placement from the school site and year they last served as an administrator at that site. Once placed, they will remain in that salary grade for the duration of that assignment.

24.2.8 A unit member selected to open a new school will receive no less than their current salary grade for three years. The school's initial calculation for placement on the salary grade will be determined by the process stated in Article 24.2.1, or when enrollment is finalized for funding purposes. If this initial calculation places the school in a higher grade than the unit member's current salary placement, the provisions of Article 24.2.5 will apply retroactively to the beginning of the contract year. If the calculation would place the unit member at a lower grade, the unit member will remain at their current salary as described in 24.2.2.

24.2.9 Unit members authorized to advance to a higher salary column will be placed in the higher column at the lowest level which permits an actual

increase of at least 4% in the daily rate, but not to exceed the maximum step of that column.

- 24.2.10 The School District will recognize up to four (4) additional years (beyond the five (5) year limit on the schedule) of experience for administrators who left, and then returned, to the School District.

This credit will be granted if members' additional four (4) years were in the School District and their absence from the School District or other public school employment did not exceed ten (10) years. This credit will place them on the maximum step given their placement and be retroactive only to the beginning of the contract year.

- 24.2.11 Administrators who have completed a doctoral program will receive \$1,100 in addition to their scheduled salary in July of each year. This is intended as a salary bonus for the forthcoming contract year and is not earned until the contract year is completed on June 30. Administrators who leave prior to July 1, of any calendar year will have a pro-rated deduction. [For example, an administrator who receives a bonus July, 1994, will not have earned that bonus until June 30, 1995. If s/he leaves May 31 of 1995, s/he will have one month's worth of the doctoral bonus deducted from his/her last check.] Administrators who have announced prior to July 1, their intent to retire and have confirmed their retirement date will receive a prorated amount in July.

#### 24.2.12 NATIONAL ADMINISTRATOR BOARD CERTIFICATION (NABC)

Employees who earn a NABC shall receive a five (5) thousand dollar (\$5,000.00) yearly increase in pay, paid over a 12-month period. They shall also receive additional financial compensation/stipends for any extra duties or responsibilities undertaken for service contribution to the Staff Development Office for mentoring, instructing, advising and designing programs and other additional services that are subject to compensation. Those extra services would be optional for those administrators. These administrators shall have the option to not participate in any extra duties or responsibilities relating to or from the NABC. However, they shall receive the annual five (5) thousand dollars (\$5,000.00) yearly increase in pay for achieving NABC. In addition to the financial compensation for undertaking, those extra duties/responsibilities those individuals shall also receive written recognition from the District for their services to the District. The parties agree that the five (5) thousand dollars (\$5,000.00) annual bonus paid over a 12-month period for those administrators, shall continue

for a ten (10) year period. One current employee covered under the former plan (see MOU).<sup>(2011)</sup>

#### 24.2.13 BOARD OF TRUSTEES' MODIFICATION/ABANDONMENT

In addition to the above the parties agree that the WCSD Board of Trustees reserves the right to review the NABC program in order to determine its effectiveness in attaining Board objectives. The Board reserves the right to modify or abandon the certification program if the Board deems such action to be in the best interests of the District. However, should the Board decide to modify or abandon the program, any administrators currently holding NABC or any administrator actively pursuing NABC shall continue to receive the compensation as listed in this agreement for their ten (10) year period as described above.

Should the Board direct staff to modify or abandon the NABC, the parties agree to meet and discuss the modifications and/or abandonment of the program and, if a modification is to be made, develop a new proposal. Any new Board directed abandonment or modifications to the NABC shall have no effect on those currently holding NABC or actively pursuing NABC, unless agreed to in subsequent negotiations.<sup>(2011)</sup>

#### 24.2.14 LONGEVITY BONUS

24.2.14.1 Unit members who have completed 10-14 total years of educational service with the WCSD prior to July 1 of any year will receive an additional yearly stipend of \$1,870 in July of the same calendar year, for which PERS contributions will be made by the School District.

24.2.14.2 Unit members who have completed 15-19 total years of educational service with the WCSD prior to July 1 of any year will receive an additional yearly stipend of \$2,035 in July of the same calendar year, for which PERS contributions will be made by the School District.

24.2.14.3 Unit members who have completed 20 or more total years of educational service with the WCSD prior to July 1 of any year will receive an additional yearly stipend of \$2,145 in July of the same calendar year, for which PERS contributions will be made by the School District.

24.2.14.4 Unit members who have completed 25 or more total years of

educational service with the WCSD prior to July 1 of any year will receive an additional yearly stipend of \$2,360 in July of the same calendar year, for which PERS contributions will be made by the School District.

24.2.14.5 Unit members who separate from the School District prior to July 1 of any calendar year shall receive a prorated longevity Payment

24.3 Compensation for accumulated sick leave at retirement will be provided for as specified in Administrative Regulation 4142.05.

24.4 Unit members who are assigned to a multi-track year-round school shall be placed on the appropriate column based upon the additional contract days worked for which PERS contributions will be made by the School District. Assignments of less than a full contract year will be prorated.

#### 24.5 ISOLATION ALLOWANCE

Unit members who have full time responsibility at schools in Natchez and Gerlach will receive an isolation allowance, for which PERS contributions will be made by the School District. The principal at Natchez will receive \$550. The principal at Gerlach will receive \$1,837.

#### 24.6 BENEFITS RESERVE PROGRAM

24.6.1 For every current fiscal year there is established a Benefit Reserve Program (BRP) for each unit member who has completed fewer than 10 years of educational service with the School District in the amount of \$700.

24.6.2 The BRP may be used by the eligible member to pay for any one or more of the following items:

- (A) To offset the cost of premiums paid for dependent medical coverage.
- (B) To pay non-covered medical or dental expenses and to offset the cost of deductibles, co-payments, or any excess costs on the medical/dental insurance (including physical examinations), vision insurance plan or hearing aid devices.

- (C) To offset premiums paid for additional life and/or professional liability insurance.
- (D) To pay for dues or fees related to memberships in professional association(s) in the unit member's field.
- (E) To pay for registration to professional conferences, seminars and/or workshops.

#### 24.6.3 PROCEDURES

- (A) Annually, near the end of the fiscal year, the Business Office will distribute to each unit member a "Benefit Reserve Program, Statement of Use" form.
- (B) Unit members will be requested to itemize the charges against the BRP which they are submitting and submit receipts or other documentation for each charge.
- (C) The Business Office will then reimburse the unit member the specific amount approved by the Board of Trustees toward offsetting the costs submitted.

#### 24.6.4 GENERAL

- (A) The BRP value is taxable income and will be reported by the School District as income on the W-2.
- (B) The "Benefit Reserve Program, Statement of Use" form must be submitted by the deadline requested. No retroactive payments will be made for previous year expenditures.
- (C) Newly hired unit members who commence work after the start of the fiscal year and unit members who separate during the fiscal year will be entitled to a pro-rated amount of the BRP value based on the days of service during the fiscal year.
- (D) BRP unused balance remaining at the close of the fiscal year will revert to the School District General Fund.

## 24.7 INSURANCE

The health insurance contributions by the District shall not exceed the following for Calendar Years 2022 through 2023. Rates for Calendar Years 2022 through 2023 to be adjusted according to the plan providers and insurance committee negotiations that is to occur in January 2022 and January 2023. These amounts shall be adjusted when they occur. The District shall inform the Association and the employees covered by this agreement of the new amounts.

24.7.1 Medical Insurance (including any and all related insurances or coverages)  
\$694.40 per month per eligible employee.  
GAP - \$14.80 per month

24.7.2 Dental Insurance - \$62.32 per month per eligible employee.

24.7.3 Vision Insurance - \$13.46 per month per eligible employee.

24.7.4 Life Insurance - \$91.00 per month per eligible employee.

24.7.5 Long-Term Disability Insurance - \$12.30 payroll per month per eligible employee.

### 24.7.6 RETIREE SUBSIDY

The provisions of this Article and all its subsections shall sunset effective June 30, 2006 and bargaining unit members who retire after June 30, 2006 will no longer be eligible for any retiree subsidy. Effective July 1, 2006, all retirees previously eligible for the subsidy as of June 30, 2006, shall be eligible to receive the retire subsidy.

The cost of such subsidy shall not exceed .00151641 of the budgeted General Fund property tax revenues. (the "Cap").

Any and all monies paid by the District under the State plan for the Public Employees Benefit Plan subsidy or its equivalent, which are not reimbursed by the State, shall be credited dollar for dollar against the CAP.

The retirees' insurance subsidy shall be paid as follows: The District will pay 40% of the monthly medical insurance costs that it pays for medical insurance for its active full-time Bargaining unit members, for each and every eligible retiree who elects to participate in one of the District's self-

insured group health plans. After the Cap is reached, no retiree subsidy will be paid for that fiscal year.”

## 24.8 PROFESSIONAL DEVELOPMENT

Effective July 1, 2022 the provisions of this article will no longer be in effect.

24.8.1 \$625 will be available in departmental budgets each year for a bargaining unit member to utilize for his/her professional development:

Professional development money designated in this section may be carried over into the budget for the following year and will not be subject to the budget rollover percentage. Bargaining unit members may accrue up to a maximum of \$1,250 in their budgets for professional development.

Professional development money may not be utilized by the bargaining unit member or the school/location for any other purpose than the professional development of the bargaining unit member. Professional development money may be utilized to pay dues for national/state professional association's contingent on the administrator being provided professional development opportunities or professional development materials by the national/state professional association. Professional development money may not be utilized to pay dues for local associations but may be used to pay for professional development opportunities provided by the local association.

24.8.2 Effective November 1, 2014, licensed administrators may use their professional development funds to receive compensation while attending non-contract, supervisor approved, District training (e.g. “Saturday Café”).

When an employee attends their approved District training, they will be paid at a rate of \$30/hour. This amount will be deducted from their annual professional development amount, up to the maximum of what amount exists in the employee's annual or accrued amount except as described in this Article.

In order to use professional development funds, the employee must complete the District's Special Service Agreement (stipend form) and provide it to their supervisor for pre-approval. In the description of services to be performed, the employee must include the training they desire to

attend, the date the training will be conducted, and the number of hours for training.

Exception: Payment shall not be paid for non-contract District training when the District has paid for the employee's professional fees, travel and/or conference costs.

## 24.9 MILEAGE REIMBURSEMENT

24.9.1 Beginning with the 2008 fiscal year, a mileage reimbursement fund shall be established for school principals and assistant principals who may be required to use their own automobiles in the performance of their duties. The mileage reimbursement shall be at the rate set by the Internal Revenue Service, to be adjusted when the IRS rate changes from time to time. Mileage will be calculated and paid for travel between schools or District properties but shall not be paid for travel between the home or point of origin and the regular work location. The total amount of the mileage reimbursement fund shall be capped at \$100,000 per fiscal year. For the 2008 fiscal year each school principal and assistant principal will be allocated a maximum of amount from the fund as follows:

High Schools - \$1,200; Middle Schools - \$500; Elementary Schools - \$250

Request for mileage reimbursement must be submitted on mileage reimbursement forms through the schools.

## **ARTICLE 25 ADMINISTRATIVE RECLASSIFICATION**

25.1 A reclassification is the movement of a position on an administrative salary schedule based on significant changes in duties and responsibilities as compared to the job description under which the unit member was hired. Increased workload by itself is not a basis for reclassification under this procedure. Requests for additional staff or days should be directed to the appropriate member of the Executive Cabinet. Requests for salary increases based on comparisons with similar positions in other districts or the private sector should be directed to the WSPA to be addressed through the collective bargaining process.



### 25.1.1 REQUEST PROCESS

Any unit member who feels his/her position is not properly classified on the Washoe County School District's Certificated Administrator's Salary Schedule may complete and submit to his/her supervisor an Administrative Reclassification Request Questionnaire.

Administrative supervisors may also submit a request for the reclassification of a certificated position due to reorganization, restructuring, or significant changes to a position. Such requests may be submitted before the duties are assigned to the employee.

### 25.1.2. DATA COLLECTION

25.1.2.1 Human Resources will conduct an interview with the employee to gather additional information and to clarify information gathered on the Reclassification Request Questionnaire.

25.1.2.2 Human Resources may perform a desk audit of the position.

25.1.2.3 Human Resources will conduct an interview with the employee's supervisor, department head, and/or assistant superintendent to gather additional information.

### 25.1.3 RECLASSIFICATION REVIEW PROCESS

25.1.3.1 Human Resources will review the Questionnaire to determine if a position should be reclassified to a higher or lower salary range, or if the position should remain where it is currently classified. A position is normally recommended for a reclassification if the position has or will experience significant changes in the duties, tasks, and responsibilities that change the intent of the position to a degree that it no longer falls within the realm of the classification to which it was originally assigned.

A written analysis and recommendation will be provided to the Superintendent by Human Resources and will consist of one of the following:

25.1.3.1.1 A position may be recommended to be reclassified to an existing or new classification at a higher salary range; or

25.1.3.1.2 A position may be recommended to be reclassified to an existing or new classification at a lower salary range (see 25.1.3.2); or

25.1.3.1.3 A position may be recommended for no change.

25.1.3.2 The Superintendent may accept, reject, or modify the recommendations of Human Resources. The results, including the rationale for the decision, will be provided to the unit member and his/her supervisor.

New classification and salary range changes will be reviewed with the Association.

If a recommendation to reclassify a position would result in a lower salary, the unit member will be notified that there will be no change in his/her salary or classification. The position will be reclassified when it becomes vacant.

#### 25.1.4 TIMELINE

25.1.4.1. Reclassification requests may be filed with Human Resources anytime during the year.

Human Resources will review the position and make recommendations as soon as possible after receiving a request. Human Resources will make an effort to submit recommendations to the Superintendent no later than four (4) months after a request is submitted.

The Superintendent will issue his/her decision preferably within 21 business days from the date Human Resources submits the request.

Decisions issued by the Superintendent shall be made effective in the next scheduled pay period. In certain circumstances, based on the status of the General Fund, the implementation date of a reclassification may be postponed by the Superintendent.

## 25.1.5 FURTHER REVIEW

25.1.5.1 Unit members who do not agree with the decisions issued by Human Resources may request a further review. The further review process shall be as follows:

25.1.5.1.1 The unit member shall submit a letter in writing to Human Resources containing either: 1) a request to meet personally with the Superintendent to discuss the specific reasons why s/he disagrees with the decision rendered; or 2) the specific reasons why s/he disagrees with the decision rendered. The Superintendent will review the letter.

25.1.5.1.2 Letters must be received in Human Resources within 21 business days from the date the decision was sent to the employee.

25.1.5.1.3 The Superintendent will meet, preferably within 21 business days from the date the further review letters were received, to review all letters submitted and to meet with all employees requesting such.

25.1.5.1.4 The Superintendent shall issue his/her decision to Human Resources, preferably within 21 business days from the date the Superintendent met with the employee.

Human Resources will immediately notify the employee of the decision rendered by the Superintendent.

25.1.5.1.5 All decisions issued are final and are not subject to complaint or grievance.

## 25.1.6 RECLASSIFICATION

25.1.6.1 Unit members who have their positions reclassified will be placed at the range, column and step that permit an increase of no less than 4%.

### 25.1.7 FUNDING

25.1.7.1 Prior to each fiscal year, Human Resources will submit through the Budget Development Procedure for approval a budget to fund reclassifications for the coming fiscal year.

## **ARTICLE 26 TERM OF AGREEMENT**

- 26.1 This agreement shall be effective as of the 1st day of July, 2021, and shall remain in effect until June 30, 2023, and shall continue from year to year thereafter, unless either of the signatories hereto shall give written notice to the other as required by Nevada Revised Statutes, of a desire to change wages, hours, and conditions of employment hereof.
- 26.2 Either party may elect to negotiate any new subjects added by the legislature to the mandatory list of items under NRS 288.
- 26.3 Effective immediately after the ratification of the July 1, 2015-June 30, 2017 successor agreement the parties agree to open negotiations on Article 18-Dismissal and Disciplinary Procedures Including Grievance and Binding Arbitration and Article 22, Grievance Procedures, with the objective being to resolve disagreement by the parties as to the intent of both articles. (Any current grievances shall continue through the current resolution process as detailed in the existing 2013-2015 CBA on Article 18 and 22)
- 26.4 Effective subsequent to July 1, 2015 the parties have agreed to initiate and participate in a committee to study the administrative contract days of the WSPA covered members. The results of the study must be negotiated with the parties to this agreement.

## **ARTICLE 27 ADMINISTRATOR OVERAGE**

### 27.1 ADMINSTRATOR OVERAGE

27.1.1 Licensed Administrators may be identified for overage due to positions being eliminated, funding not continuing, or a change in staff allocations or student enrollment.

27.1.2 The Human Resources Department will notify the Association of any such upcoming changes that may result in an overage of Administrators and

provide a timeline of the overage process. It will be the responsibility of the employee's supervisor to notify the affected employee.

## 27.2 OVERAGE PROCESS

27.2.1 The employee is responsible for applying for and interviewing for positions that he/she is eligible for as a transfer candidate. The employee must also provide to the Human Resources Department a list of preferences for placement. If an overaged employee chooses not to provide preferences to the Human Resources Manager, he/she will be placed in accordance with Article 19 of this agreement.

27.2.2 When determining placement of overaged employee's rankings from interview committees, preferences from the overaged employee and the needs of the school and District are taken into consideration.

27.2.3 When applying for a transfer, employees are eligible for any position that is equivalent to or lower than his/her current position. A lower position is defined as a position that:

27.2.3.1 Is the same number of months, but at a lower range on the Salary Schedule than the employee's current position: or

27.2.3.2 Is in the same range on the Salary Schedule, but is fewer months than the employee's current position: or

27.2.3.3 Is both at a lower range on the Salary Schedule and is fewer months than the employee's current position.

27.2.4 An employee currently in the position of a school Principal or is currently an administrator and had previously been in the position of a school Principal may apply for transfer to a Principal position at any level, and an employee currently in the position of a school Assistant Principal or is currently an administrator and had previously been in the position of an Assistant Principal may apply for transfer to an Assistant Principal position at any level. A current Assistant Principal may not apply for transfer to a Principal position unless he/she is in the Principal pool.

27.2.5 If a placement is not made, the Human Resources Department will contact the employee and the Association, state the reasons why the placement was not made, and that the employee will be considered for placement during the next round of Administrator hiring or placement.

This is to confirm that the parties identified below voted to ratify the Agreement on the dates noted.

Washoe County School District (WCSD) Board of Trustees


On the 14<sup>th</sup> day of December, 2021

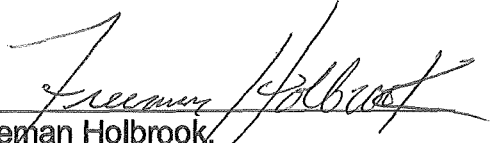
Washoe School Principals' Association (WSPA)

On the 3<sup>rd</sup> day of December, 2021

For Washoe County School District

For Washoe School Principals' Association

  
\_\_\_\_\_  
John Listinsky,  
Director of Labor Relations, WCSD

  
\_\_\_\_\_  
Freeman Holbrook,  
WSPA President

APRIL 4, 2022  
Date

APRIL 5, 2022  
Date

# APPENDIX A

**MEMORANDUM OF UNDERSTANDING  
Compensation/Additional Duties**

The WCSD agrees to include representatives from the WSPA in the creation of a district-wide policy addressing the issue of additional compensation for administrators requested to perform duties outside the scope of their regular contracted duties. This policy will be presented to the Board of Trustees for approval no later than July 1, 2006.

**MEMORANDUM OF UNDERSTANDING  
401A**

The WSPA and the Washoe County School District enter into Negotiations to examine how to set up a 401A plan that result in tax saving opportunities for the members of this bargaining unit.

**Memorandum of Understanding**

Pursuant to AB1 (2007) bargaining members entitled to 1/5 PERS credit have option to continue 1/5 PERS or option for a cash payment per year up to an amount totaling no more than \$3,500, including any related benefits, i.e. PERS, and subject to State of Nevada funding sources. The parties agree to comply with the State of Nevada mandated rulings and regulations regarding this legislation.

**Memorandum of Understanding  
Classification of Deans**

Following the ratification of the July 1, 2007 labor agreement, the parties agree to form a committee of School District officials and Association representatives to meet and confer regarding the status of Deans in the Washoe County School District. Options to consider will include, but not be limited to, the creation of an exclusive column on the Administrator's salary schedule dedicated to this classification with a new job title. The creation of such a column and name change would allow those serving in such positions to be properly recognized and compensated for their job responsibilities and extra days worked.

The determination of the feasibility of implementation of any proposal brought forth by this committee shall be reserved to negotiations of the successor labor agreement unless mutually accepted, ratified and approved by the respective parties involved in the MOU.



## **MEMORANDUM OF UNDERSTANDING**

The parties agree to continue to establish a Professional Growth System which includes a component of the Peer Assistance Review Panel. The parties further agree that upon completion of the PAR process development and pilot, further discussions may ensue based on potential contractual impact. **(2011)**

### **MEMORANDUM OF UNDERSTANDING NATIONAL ADMINISTRATORS BOARD CERTIFICATION BETWEEN WASHOE COUNTY SCHOOL DISTRICT AND WASHOE SCHOOL PRINCIPALS ASSOCIATION FOR 2011 CURRENT MEMBER**

WSPA and the District have had a number of discussions regarding NABC since February 2009. As a result of those discussions the following MOU to the current collective bargaining agreement, if ratified by the parties, will take place effective upon ratification of this MOU.

Since, 2000, discussions and procedures for WSPA administrators have been developed by the parties relating to NABC. As a result of those procedures several administrators have successfully achieved the NABC. As a result and based on past agreements between the parties, one (1) administrator currently achieving the NABC has received an eight (8%) percent increase in base pay, paid over a 12-month period. The parties agree that the increase in base pay for this administrator shall continue for a ten (10) year period.

The one (1) individual currently holding NABC has been utilized and has received compensation (stipends) for mentoring, instructing, advising and designing programs for the District's Principals Academy, as well as undertaking other extra duties and responsibilities. As a result of this agreement the one (1) individual shall not receive additional compensation, other than the 8% base salary increase, unless the extra duties and responsibilities she undertakes exceeds three (3) thousand dollars (\$3,000.00) in a school year. The one (1) individual shall have the option to not participate in any extra duties or responsibilities relating to or from the NABC. However, should she participate in those extra duties and responsibilities that are subject to compensation, she shall receive written recognition by the District for her service to the District. This recognition shall be in addition to the possibility that she may be financially compensated, should those extra duties that are subject to compensation, exceed three (3) thousand dollars (\$3,000.00) in a school year.

**NEW ADMINISTRATORS ENROLLING IN NABC (Effective upon ratification of this agreement by the parties):**

Currently there is one (1) individual working towards achieving NABC, other than the one (1) individual referenced above, and he shall receive financial compensation/recognition for his achievement, as follows:

A five (5) thousand dollar (\$5,000.00) yearly increase in pay, paid over a 12-month period, of each new school year. He shall also receive additional financial compensation/stipends for any extra duties or responsibilities undertaken for service contribution to the Staff Development Office for mentoring, instructing, advising and designing programs and other additional services that are subject to compensation. Those extra services will be optional for this individual. This administrator shall have the option to not participate in any extra duties or responsibilities relating to or from the NABC. However, he shall receive the annual five (5) thousand dollars (\$5000.00) yearly increase in pay for achieving NABC. In addition to the financial compensation for undertaking those extra duties/responsibilities, this individual shall also receive written recognition from the District for his services to the District. The parties agree that the five (5) thousand dollars (\$5000.00) annual bonus paid over a 12-month period for this administrator, shall continue for a ten (10) year period.

Inasmuch as a new National Board Certification Program is being developed by the National Board Certification for Principals, no new entrants will be accepted into the existing program. Once the new program is developed and ready for implementation, individuals may begin participating in the new National Board Certification for Principals program. Those principals who are successful in achieving the new National Board Certification for Principals, will be compensated as follows:

A five (5) thousand dollar (\$5,000.00) yearly increase in pay, paid over a 12-month period, of each new school year. They shall also receive additional financial compensation/stipends for any extra duties or responsibilities undertaken for service contribution to the Staff Development Office for mentoring, instructing, advising and designing programs and other additional services that are subject to compensation. Those extra services would be optional for those administrators. These administrators shall have the option to not participate in any extra duties or responsibilities relating to or from the NABC. However, they shall receive the annual five (5) thousand dollars (\$5000.00) yearly increase in pay for achieving NABC. In addition to the financial compensation for undertaking, those extra duties/responsibilities those individuals shall also receive written recognition from the District for their services to the District. The parties agree that the five (5) thousand dollars (\$5000.00) annual bonus paid over a 12-month period for those administrators, shall continue for a ten (10) year period.

**MEMORANDUM OF UNDERSTANDING  
LONGEVITY BONUS – 24.2.14**

Effective upon ratification of the 2019-2021 successor agreement the District and Association shall continue to work on the Longevity Article to address the “break in service” application and how that affects those employees who leave the District for other employment and subsequently return the District’s employment. Until a mutual agreement is reached by the Association and District, the current language of the CBA shall remain as written.

**MEMORANDUM OF UNDERSTANDING  
PAY PRACTICES**

WSPA and the District will continue to collaborate on pay practices related to implementation of the Administrator salary schedule that was introduced during the 2017-18 school year.

**MEMORANDUM OF UNDERSTANDING  
AP PAY PLACEMENT**

So as not to delay the ratification of the 2019-2021 successor agreement, WSPA and the District shall continue to ensure that the pay practices related to the implementation of the Assistant Principal salary schedule and their placement on that schedule is correct. If errors on their placement are determined subsequent to the successor agreement being implemented, their correct placement shall occur retroactive to the July 1, 2019 effective date.

**MEMORANDUM OF UNDERSTANDING  
STAND ALONE PRINCIPAL COMMITTEE**

The parties recognize that stand alone principals are in a unique situation in their Administrator role as they are operating without either an Assistant Principal or Dean. These principals are expected manage everyday administration duties as well as all unexpected contingencies that occur daily without direct support.

The parties agree there is a need to address this issue due to the ever-increasing number of legal/policy requirements being developed and implemented and instituted as job duties for school administrators.

The parties recognize that possible solutions for this issue should balance the need for support with the total cost of the proposed solution.

Issues such as IEP involvement, absent teacher class coverage, individual personal emergencies, the manager's role in employee issues, (IDP's, counseling, leadership duties, etc.), student discipline, parental concerns and school-wide emergencies are all matters affecting stand-alone principals that should be reviewed by this committee.

The committee shall meet for the first time within sixty (60) days of the ratification of the current agreement. This committee shall be composed of no fewer than three (3) members from the District, chosen by the District, and three (3) members from the Association, chosen by the Association President.

The parties will report their progress to their respective teams by July 31, 2022. If the parties are unable to reach an agreement by October 15, 2022, this committee be extended by mutual agreement between the parties, on a one-time basis, for three (3) months.

#### **MEMORANDUM OF UNDERSTANDING SALARY SCHEDULE REVIEW**

Effective upon ratification of the 2021-2023 successor agreement the District and Association shall convene a committee to review the School-Based Site Management Plan Salary Schedule and identify necessary corrections and/or revisions to resolve inequities and flaws within the current placement structure. The committee shall meet for the first time within ninety (90) days of the ratification of the current agreement.

This committee shall be composed of no fewer than three (3) members from the District, chosen by the District, and three (3) members from the Association, chosen by the Association President.

The parties will report their progress to their respective teams by July 31, 2022. If the parties are unable to reach an agreement by October 15, 2022, this committee be extended by mutual agreement between the parties, on a one-time basis, for three (3) months.

# APPENDIX B

WASHOE COUNTY SCHOOL DISTRICT  
CERTIFICATED ADMINISTRATORS SALARY SCHEDULE 2021-2022

PERS Increase -0.25% Salary Reduction  
Negotiated Salary Increase 2.1%  
Retrospectively Effective 7/2021

10 Month

	1a	1b	1c	2a	2b	2c	3a	3b	3c	4a	4b	4c	5a	5b	5c	6a	6b	6c	7a	7b	7c	11a	11b	11c	15a	15b	15c
39	64,768	69,689	74,987	66,064	71,085	76,487	67,384	72,505	78,018	68,732	73,954	79,577	70,109	75,433	81,170	72,213	77,699	83,605	74,373	80,030	86,114	77,352	83,232	89,556	80,445	86,560	93,137
40	70,904	76,290	82,090	72,320	77,820	83,731	73,769	79,373	85,406	75,241	80,963	87,115	78,835	82,580	88,860	79,051	85,060	91,526	81,423	87,613	94,270	84,679	91,115	98,039	88,066	94,759	101,961
41	73,740	79,344	85,374	75,212	80,931	87,082	76,720	82,549	88,823	78,254	84,201	90,598	79,819	85,884	92,412	82,215	88,461	95,186	84,679	91,115	98,039	88,066	94,759	101,961	91,587	98,551	106,041
42	74,315	79,959	86,038	75,798	81,561	87,759	77,315	83,190	89,512	78,858	84,855	91,303	80,439	86,550	93,132	82,853	89,148	95,926	85,335	91,825	98,802	88,751	95,497	102,754	92,298	99,317	106,863
43	76,689	82,517	88,788	78,222	84,165	90,568	79,786	85,852	92,377	81,383	87,568	94,225	83,010	89,320	96,109	85,502	91,999	98,992	88,066	94,759	101,961	91,587	98,551	106,041	95,254	102,493	110,279
44	82,059	88,293	95,004	83,699	90,062	96,903	85,373	91,861	98,842	87,082	93,699	100,819	88,821	95,573	102,836	90,797	98,440	105,923	94,231	101,392	109,098	98,003	105,448	113,460	101,920	109,664	118,001

11 Month

Principals ES & MS			August 1 - June 30													18 Vacation Days												
	1a	1b	1c	2a	2b	2c	3a	3b	3c	4a	4b	4c	5a	5b	5c	6a	6b	6c	7a	7b	7c	11a	11b	11c	15a	15b	15c	
34	71,245	76,659	82,487	72,643	78,192	84,136	74,123	79,756	85,819	75,605	81,349	87,534	77,120	82,978	89,285	79,434	85,470	91,964	81,811	88,033	94,725	85,087	91,556	98,512	88,488	95,214	102,452	
35	74,802	80,488	86,605	76,297	82,099	88,338	77,825	83,739	90,104	79,380	85,415	91,904	80,969	87,123	93,744	83,400	89,740	96,558	85,901	92,429	99,455	89,523	96,127	103,430	92,909	99,974	107,571	
36	77,721	83,627	89,984	79,275	85,303	91,783	80,861	87,005	93,618	82,476	88,747	95,491	84,129	90,521	97,403	86,652	93,238	100,327	89,250	96,036	103,333	92,822	99,876	107,467	96,535	103,871	111,765	
37	80,375	86,484	93,060	81,985	88,213	94,918	83,624	89,978	96,816	85,297	91,779	98,756	87,001	93,612	100,728	89,611	96,423	103,748	92,299	99,316	106,864	95,992	103,288	111,137	99,835	107,420	115,582	
38	82,116	88,355	95,071	83,759	90,123	96,974	85,432	91,925	98,911	87,143	93,765	100,892	88,886	95,638	102,908	91,552	98,511	105,995	94,298	101,465	109,177	98,069	105,526	113,541	101,995	109,746	118,084	
39	83,855	90,228	97,085	85,532	92,033	99,028	87,242	93,872	101,008	88,990	95,750	103,029	90,769	97,665	105,088	93,492	100,597	108,240	96,297	103,616	111,488	100,147	107,762	115,945	104,152	112,070	120,758	
40	85,597	92,098	99,098	87,306	93,941	101,081	89,050	95,819	103,104	90,836	97,737	105,166	92,653	99,689	107,269	95,430	102,683	110,486	98,294	105,764	113,802	102,223	109,997	118,349	106,313	114,392	123,088	
41	87,334	93,972	101,114	89,080	95,849	103,136	90,861	97,766	105,200	92,681	99,724	107,303	94,534	101,716	109,446	97,370	104,771	112,731	100,291	107,915	116,115	104,301	112,229	120,758	108,473	116,716	125,591	
42	89,159	95,797	102,937	90,906	97,675	104,961	92,685	99,590	107,024	94,507	101,550	109,128	96,358	103,541	111,271	99,193	106,594	114,557	102,114	109,740	117,939	106,125	114,053	122,582	110,299	118,541	127,415	
43	90,984	97,621	104,763	92,729	99,500	106,784	94,511	101,416	108,850	96,332	103,373	110,952	98,183	105,366	113,095	101,018	108,420	116,381	103,940	111,564	119,764	107,949	115,877	124,407	112,123	120,366	129,240	
44	92,808	99,447	106,586	94,555	101,324	108,609	96,336	103,240	110,673	98,156	105,199	112,777	100,008	107,191	114,921	102,842	110,245	118,206	105,763	113,389	121,589	109,775	117,702	126,231	113,948	122,191	131,064	
45	94,633	101,271	108,412	96,378	103,149	110,433	98,160	105,065	112,499	99,981	107,022	114,601	101,832	109,015	116,745	104,667	112,070	120,030	107,589	115,212	123,413	111,599	119,526	128,056	115,772	124,016	132,888	

12 Month

Principals HS & MTR			July 1 - June 30													20 Vacation Days												
	1a	1b	1c	2a	2b	2c	3a	3b	3c	4a	4b	4c	5a	5b	5c	6a	6b	6c	7a	7b	7c	11a	11b	11c	15a	15b	15c	
38	89,499	96,718	104,485	91,403	98,762	106,684	93,338	100,849	108,929	95,314	102,977	111,215	97,330	105,141	113,549	100,415	108,460	117,121	103,591	111,878	120,799	107,952	116,573	125,849	112,491	121,455	131,103	
39	91,324	98,542	106,310	93,226	100,588	108,510	95,162	102,675	110,752	97,140	104,802	113,040	99,155	106,965	115,374	102,240	110,284	118,945	105,415	113,704	122,623	109,779	118,397	127,675	114,314	123,279	132,928	
40	93,148	100,367	108,134	95,052	102,412	110,333	96,987	104,498	112,578	98,963	106,625	114,865	100,979	108,791	117,198	104,065	112,109	120,770	107,241	115,527	124,449	111,602	120,223	129,499	116,140	125,105	134,752	
41	94,974	102,191	109,959	96,875	104,237	112,159	98,811	106,324	114,402	100,789	108,450	116,690	102,804	110,615	119,024	105,890	113,934	122,595	109,064	117,353	126,272	113,428	122,047	131,324	117,963	126,929	136,577	
42	96,798	104,017	111,783	98,700	106,061	113,982	100,637	108,148	116,228	102,614	110,274	118,514	104,628	112,440	120,874	107,714	115,759	124,419	110,890	119,175	128,097	115,252	123,872	133,148	119,789	128,753	138,402	
43	98,623	105,841	113,608	100,524	107,886	115,809	102,461	109,973	118,051	104,439	112,099	120,338	106,455	114,265	122,673	109,539	117,583	126,245	112,713	121,002	129,920	117,077	125,696	134,974	121,612	130,577	140,227	
44	100,447	107,666	115,432	102,350	109,711	117,632	104,286	111,797	119,877	106,263	113,923	122,163	108,277	116,089	124,497	111,364	119,408	128,069	114,539	122,825	131,746	118,901	127,521	136,798	123,439	132,402	142,051	
45	102,273	109,490	117,258	104,174	111,535	119,458	106,112	113,623	121,700	108,088	115,748	123,987	110,103	117,914	126,322	113,188	121,233	129,894	116,362	124,651	133,570	120,726	129,345	138,623	125,263	134,227	143,876	

(Site) Factor Points

Staff Size	0-16	17-34	35+
1-30	39	40	41
31-60	41	42	43
61-90	42	43	44
91-120	43	44	45
120+	43	44	45

- a Masters
- b Masters + 16
- c Masters + 32

10 Month	
Range 39	Elementary School Assistant Principal (site range 39-41) Gerlach Assistant Principal ES TMCC Administrative Specialist
Range 40	Elementary School Assistant Principal (site range 42+) Assessment Project Specialist
Range 43	C & I Elementary Specialist II Mental Health Program Administrator Professional Learning Specialist II School Improvement Coordinator II

11 Month	
Range 35	Middle School Assistant Principal (site range 39-42) AACT Assistant Principal Rise Academy Assistant Principal Student Attendance Coordinator
Range 36	Middle School Assistant Principal (site range 43+) Special Education Administrator SSS Instructional Coordinator Transition Coordinator (VOICE)
Range 37	21st Learning Project Coordinator Accountability and Parental Inv Spec C & I SHARE and Health Coordinator CTE Coordinator I Extend Studies & Distance Ed Coordinator GT Programs Coordinator NV K.I.DS Read/Victory/Zoom Coordinator Professional Growth Systems Coordinator Recruiting Projects Coordinator Student Activity/Athletic Coordinator TEAM UP Program Coordinator
Range 39	Professional Learning Coordinator Turning Point Administrator TMCC Principal
Range 40	North Star On-Line Principal Washoe Inspire Principal
Range 41	AACT Principal Rise Academy Principal
High School Assistant Principal will be placed at 11 month salary schedule on range equivalent to the site range - less the number of AP allocations at the site at the appropriate step	

12 Month	
Range 38	21st Learning Administrative Coordinator Charter Oversight & Sec 504 Coordinator Counseling Coordinator II Health Service Assistant Director JROTC Director K-12 Fine Arts Coordinator MTSS Coordinator NWRPDP Director SPED Professional Development Specialist Lead Psychologist Coordinator SSS Admin Compliance Coordinator II
Range 39	Assessment Director Curriculum & Instruction Director Director Career & Technical Education Director ELL & World Languages Director of Gifted & Talented Health Services Director Professional Learning Director Professional Growth Systems Director SPED Operations Director SPED Program Director Title I Director
Range 42	Re-Engagement & Graduation Director

WASHOE COUNTY SCHOOL DISTRICT  
 CERTIFICATED ADMINISTRATORS SALARY SCHEDULE 2022-2023

Negotiated Salary Increase 1%  
 Effective 7/2022

10 Month

	1a	1b	1c	2a	2b	2c	3a	3b	3c	4a	4b	4c	5a	5b	5c	6a	6b	6c	7a	7b	7c	11a	11b	11c	15a	15b	15c
39	65,416	70,386	75,737	66,725	71,796	77,252	68,058	73,230	78,798	69,419	74,694	80,373	70,810	76,187	81,982	72,935	78,476	84,441	75,117	80,830	86,975	78,126	84,064	90,452	81,249	87,426	94,068
40	71,613	77,053	82,911	73,043	78,598	84,568	74,507	80,167	86,260	75,993	81,773	87,986	79,623	83,406	89,749	79,842	85,911	92,441	82,237	88,489	95,213	85,526	92,026	99,019	88,947	95,707	102,981
41	74,477	80,137	86,228	75,964	81,740	87,953	77,487	83,374	89,711	79,037	85,043	91,504	80,617	86,743	93,336	83,037	89,346	96,138	85,526	92,026	99,019	88,947	95,707	102,981	92,503	99,537	107,101
42	75,058	80,759	86,898	76,556	82,377	88,637	78,088	84,022	90,407	79,647	85,704	92,216	81,243	87,416	94,063	83,682	90,039	96,885	86,188	92,743	99,790	89,639	96,452	103,782	93,221	100,310	107,932
43	77,456	83,342	89,676	79,004	85,007	91,474	80,584	86,711	93,301	82,197	88,444	95,167	83,840	90,213	97,070	86,587	92,919	99,982	88,947	95,707	102,981	92,503	99,537	107,101	96,207	103,518	111,382
44	82,880	89,176	95,954	84,536	90,963	97,872	86,227	92,780	99,830	87,953	94,636	101,827	89,709	96,529	103,864	91,705	99,424	106,982	95,173	102,406	110,189	98,983	106,502	114,595	102,939	110,761	119,181

11 Month Principals ES & MS

	1a	1b	1c	2a	2b	2c	3a	3b	3c	4a	4b	4c	5a	5b	5c	6a	6b	6c	7a	7b	7c	11a	11b	11c	15a	15b	15c
34	71,957	77,426	83,312	73,369	78,974	84,977	74,864	80,554	86,677	76,361	82,162	88,409	77,891	83,808	90,178	80,228	86,325	92,884	82,629	88,913	95,672	85,938	92,472	99,497	89,373	96,166	103,477
35	75,550	81,293	87,471	77,060	82,920	89,221	78,603	84,576	91,005	80,174	86,269	92,823	81,779	87,994	94,681	84,234	90,637	97,524	86,760	93,353	100,450	90,418	97,088	104,464	93,838	100,974	108,647
36	78,498	84,463	90,884	80,068	86,156	92,701	81,670	87,875	94,554	83,301	89,634	96,446	84,970	91,426	98,377	87,519	94,170	101,330	90,143	96,996	104,366	93,750	100,875	108,542	97,500	104,910	112,883
37	81,179	87,349	93,991	82,805	89,095	95,867	84,460	90,878	97,784	86,150	92,697	99,744	87,871	94,548	101,735	90,507	97,387	104,785	93,222	100,309	107,933	96,952	104,321	112,248	100,833	108,494	116,738
38	82,937	89,239	96,022	84,597	91,024	97,944	86,286	92,844	99,900	88,014	94,703	101,901	89,775	96,594	103,937	92,468	99,496	107,055	95,241	102,480	110,269	99,050	106,581	114,676	103,015	110,843	119,265
39	84,694	91,130	98,056	86,387	92,953	100,018	88,114	94,811	102,018	89,880	96,708	104,059	91,677	98,642	106,139	94,427	101,603	109,322	97,260	104,652	112,603	101,148	108,840	117,104	105,194	113,191	121,966
40	86,453	93,019	100,089	88,179	94,880	102,092	89,941	96,777	104,135	91,744	98,714	106,218	93,580	100,686	108,342	96,384	103,710	111,591	99,277	106,822	114,940	103,245	111,097	119,532	107,376	115,536	124,319
41	88,207	94,912	102,125	89,971	96,807	104,167	91,770	98,744	106,252	93,608	100,721	108,376	95,479	102,733	110,540	98,344	105,819	113,858	101,294	108,994	117,276	105,344	113,351	121,966	109,558	117,883	126,847
42	90,051	96,755	103,966	91,815	98,652	106,011	93,612	100,586	108,094	95,452	102,566	110,219	97,322	104,576	112,384	100,185	107,660	115,703	103,135	110,837	119,118	107,186	115,194	123,808	111,402	119,726	128,689
43	91,894	98,597	105,811	93,656	100,495	107,852	95,456	102,430	109,939	97,295	104,407	112,062	99,165	106,420	114,226	102,028	109,504	117,545	104,979	112,680	120,962	109,028	117,036	125,651	113,244	121,570	130,532
44	93,736	100,441	107,652	95,501	102,337	109,695	97,299	104,272	111,780	99,138	106,251	113,905	101,008	108,263	116,070	103,870	111,347	119,388	106,821	114,523	122,805	110,873	118,879	127,493	115,087	123,413	132,375
45	95,579	102,284	109,496	97,342	104,180	111,537	99,142	106,116	113,624	100,981	108,092	115,747	102,850	110,105	117,912	105,714	113,191	121,230	108,665	116,364	124,647	112,715	120,721	129,337	116,930	125,256	134,217

12 Month Principals HS & MTR

	1a	1b	1c	2a	2b	2c	3a	3b	3c	4a	4b	4c	5a	5b	5c	6a	6b	6c	7a	7b	7c	11a	11b	11c	15a	15b	15c
38	90,394	97,685	105,530	92,317	99,750	107,751	94,271	101,857	110,018	96,267	104,007	112,327	98,303	106,192	114,684	101,419	109,545	118,292	104,627	112,997	122,007	109,032	117,739	127,107	113,616	122,670	132,414
39	92,237	99,527	107,373	94,158	101,594	109,595	96,114	103,702	111,860	98,111	105,850	114,170	100,147	108,035	116,528	103,262	111,387	120,134	106,469	114,841	123,849	110,877	119,581	128,952	115,457	124,512	134,257
40	94,079	101,371	109,215	96,003	103,436	111,436	97,957	105,543	113,704	99,953	107,691	116,014	101,989	109,879	118,370	105,106	113,230	121,978	108,313	116,682	125,693	112,718	121,425	130,794	117,301	126,356	136,100
41	95,924	103,213	111,059	97,844	105,279	113,281	99,799	107,387	115,546	101,797	109,535	117,857	103,832	111,721	120,214	106,949	105,819	113,858	101,294	108,994	117,276	105,344	113,351	121,966	109,558	117,883	126,847
42	97,766	105,057	112,901	99,687	107,122	115,122	101,643	109,229	117,390	103,640	111,377	119,699	105,674	113,564	122,056	108,791	116,917	125,663	111,999	120,367	129,378	116,405	125,111	134,479	120,987	130,041	139,786
43	99,609	106,899	114,744	101,529	108,965	116,967	103,486	111,073	119,232	105,483	113,220	121,541	107,520	115,408	123,900	110,634	118,759	127,507	113,840	122,212	131,219	118,248	126,953	136,324	122,828	131,883	141,629
44	101,451	108,743	116,586	103,374	110,808	118,808	105,329	112,915	121,076	107,326	115,062	123,385	109,360	117,250	125,742	112,478	120,602	129,350	115,684	124,053	133,063	120,090	128,796	138,166	124,673	133,726	143,472
45	103,296	110,585	118,431	105,216	112,650	120,653	107,173	114,759	122,917	109,169	116,905	125,227	111,204	119,093	127,585	114,320	122,445	131,193	117,526	125,898	134,906	121,933	130,638	140,009	126,516	135,569	145,315

(Site) Factor Points

Staff Size	0-16	17-34	35+
1-30	39	40	41
31-60	41	42	43
61-90	42	43	44
91-120	43	44	45
120+	43	44	45

- a Masters
- b Masters + 16
- c Masters + 32

10 Month	
Range 39	Elementary School Assistant Principal (site range 39-41) Gerlach Assistant Principal ES TMCC Administrative Specialist
Range 40	Elementary School Assistant Principal (site range 42+) Assessment Project Specialist C & I Elementary Specialist II
Range 43	Mental Health Program Administrator Professional Learning Specialist II School Improvement Coordinator II

11 Month	
Range 35	Middle School Assistant Principal (site range 39-42) AACT Assistant Principal Rise Academy Assistant Principal Student Attendance Coordinator
Range 36	Middle School Assistant Principal (site range 43+) Special Education Administrator SSS Instructional Coordinator Transition Coordinator (VOICE)
Range 37	21st Learning Project Coordinator Accountability and Parental Inv Spec C & I SHARE and Health Coordinator CTE Coordinator I Extend Studies & Distance Ed Coordinator GT Programs Coordinator NV K.I.D.S Read/Victory/Zoom Coordinator Professional Growth Systems Coordinator Recruiting Projects Coordinator Student Activity/Athletic Coordinator TEAM UP Program Coordinator
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Range 39	Assessment Director Curriculum & Instruction Director Director Career & Technical Education Director ELL & World Languages Director of Gifted & Talented Health Services Director Professional Learning Director Professional Growth Systems Director SPED Operations Director SPED Program Director Title I Director
Range 42	Re-Engagement & Graduation Director

