

MEMO



HUMAN RESOURCES

Washoe County School District

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August 23rd, 2024

TO: Washoe School Principals' Association Membership and
Employees Covered Under the WSPA Agreement

FR: Katie Louise Weir, Director of Professional Growth Systems;
Anthony Spotts, Labor Relations Partner; Kate Schum, HR
Manager - Compliance and Labor Relations; Doug Owen, Chief Human Resources Officer

RE: **WSPA Guidance Regarding Article 16**

Dear WSPA Membership and Eligible Employees,

Thank you for your engagement and feedback during the August 2024 Academy session regarding updates to the WSPA contract. Answers to your questions are below. Please reach out to Anthony Spotts, Katie Louise Weir, and/or your Associate Chief for clarification.

Looking forward to a wonderful school year,
Katie Louise Weir and the HR team

Question	Response
Are we going to be given the code/paybill?	Yes. Payroll will provide it.
Can you please explain what the 6 admin leave days are on the 11 month calendar? Thank you!!!	They are 6 days that can be used as vacation days instead of using non-contract days
Is there another approval once the AC and supervisor approve the extra paid days?	No.
If I bank a day, does it have to be used the same year or can we carry them?	Within the school year in which they are earned.
Do we need to go back and complete a form for every day that we covered during July for Summer School.	This would not qualify as an Extra Day, because they are working on a non-contract day rather than being required to work by a supervisor on a weekend or holiday. They can flex the Non-Contract

	Days, but they are not bankable and can't be paid out.
When is the time started if you have to do supervision out of town? Fallon, Winnemucca, Elko. The drive time can be very long and impactful	Time starts when the drive time starts.
Athletic Administrators worked on July 29 for our first meeting. Does that count as an extra day?	This would not qualify as an Extra Day, because they are working on a non-contract day rather than being required to work by a supervisor on a weekend or holiday. They can flex the Non-Contract Days, but they are not bankable and can't be paid out.
For school's where basketball is not a low incident sport, will those coverages be accounted for? "Must ensure someone is working/ available during breaks"	If you feel there are exceptions for athletic or event coverage, please reach out to your associate chief. Not necessarily on campus but available.
Does this mean an administrator is required to always be on campus? Or if office staff is working, does that suffice "someone" working/ available?	
What if Juneteenth is on a Saturday or Sunday?	Like other holidays, if Juneteenth falls on a weekend the holiday is observed either the Friday before or the Monday after.
What is an admin leave day? How can it be used?	Admin days are paid days that can be used for any reason and are not deducted from an employee's sick or vacation leave.
Slide said 11-month employees have 21 non-contract days. Is that a change? It had been 20 days.	A 12-month contract is 250 days, and an 11 month contract is 229 days. Thus, the difference is 21 non-contract days.
So this July was 23 work days. I see that 11-month employees get 21 in July NCD's. Can the 11-month employee be required to work the other 2 days?	July is considered a non-contract month by mutual understanding with the association. They are not required to work the other two days because there are more than 21 in July.
How do we document in the calendar flex days if we do not have NCD's	Flex days can be included in the column next to the calendar within the spreadsheet as shown in the example from the presentation.
Do we need to use the notes section?	No. However, the supervisor might add additional notes within this section to justify approval.
Please clarify Admin Leave days	Admin days are paid days that can be used for any reason and are not deducted from an employee's sick or vacation leave.

Why are Admin leave days not on the Admin Calendar? Admins who want to take these days “first” of the possible days off — no contract, vacay, admin days.??	Admin Days are not on the calendar because they vary between 12- and 11-/10-month staff, and you are allowed to "carry" unused admin days over for one year
What happens if you have already submitted your calendar with those dates off?	Please update and resubmit to your Associate Chief.
Does the form need to be completed for APs that already worked certain days in July?	Monday - Friday in July would not be considered extra days. They would be flex days to be used throughout the school year. These days cannot be banked or paid out.
In looking at the sports where only one administrator is authorized for home events, I am wondering if the soccer heavy schools have been considered. At Hug, one administrator would be less than ideal, and potentially dangerous.	If you feel there are exceptions for athletic or event coverage, please reach out to your associate chief.
We have not received the admin calendar to fill out	Please follow-up with your Associate Chief's EA.
What is the status of administrators being able to submit dates of Saturdays/holidays worked during the 2023-2024 school year for compensation?	At this time, the window for submitting dates for the 23-24 school year is passed. All previous submissions were reviewed and processed.
The dean 9 days were previously connected to the school. How many days is the District taking so we are aware when scheduling.	At this time, we had the August Academy date (August 1 st) and June professional learning tentatively scheduled for June 18 th . There is also the possibility of dean coverage for summer school. The June coverage would come out of the 24-25 contract, and the July coverage would come out of the 25-26 contract.
Clarification of sick and vacation time you still get when retired. Admin leave time you lose each year if you don't use?	All Vacation leave is paid out upon separation. Sick leave is paid out at a percentage if you have ten consecutive years of service with WCSD. Admin days may be carried for one additional year (to a maximum of 8 days), but if not used within 2 years are forfeited.
Just thinking ahead as a student in the EL program at UNR... If summer classes conflict with mandatory dates late in June, how should that be handled? Summer sessions are already short, so missing two full days feels u reasonable. This June's learning was not mandatory (right?) and was much earlier in the month.	We cannot hold sessions during WCSD graduation week. Updated tentative training dates are as follows: Collaborative Schools Day 1 – June 16 th Collaborative Schools Day 2 – June 17 th Dean Professional Learning – June 18 th AP and Principal PL Day 1 – June 20 th AP and Principal PL Day 2 – June 23 rd

	<p>**The dates could be adjusted slightly in the event we do not utilize all 3 contingency dates earlier in June.**</p> <p>The June professional learning dates would result in a shortened August Academy agenda. Only 1 day in August, possibly a half-day on Friday, August 1st. More information forthcoming.</p>
<p>Saturday dances at HS. Are those eligible as an Extra Day?</p> <p>What about for intense rivalries in certain sports such as Soccer and Basketball? There are times when we need to have more than one admin at home for these. Would that count as an extra day?</p>	<p>If you feel there are exceptions for athletic or event coverage, please reach out to your associate chief. Saturday dances would be considered an extra day.</p>
<p>What about when we are called to our buildings at 2am due to alarms going off or vandalism calls?</p>	<p>It is preferred that you have other staff as the "first call" for emergencies that do not require direct admin support. ESP staff such as Site Facility Coordinators and Custodians receive "call back pay" for such emergencies. Admins should be fourth or fifth on the list for alarms, if not lower.</p>
<p>Can we move those PL dates to right after school gets out?</p>	<p>See response above.</p>
<p>Dang. That is rough. We are tapped out at that time and need the time to breathe. Please rethink and move up.</p>	<p>See response above.</p>
<p>Does the form have to be filled out if flexing or can we just note it on our admin calendar?</p>	<p>Flex days can be included in the column next to the calendar within the spreadsheet as shown in the example from the presentation.</p>
<p>20 or 21 non contract days?</p>	<p>A 12-month contract is 250 days, and an 11 month contract is 229 days. Thus, the difference is 21 non-contract days.</p>
<p>It was stated a "new" calendar is on the website. If we have already turned one in, should we redo it?</p>	<p>Please update and resubmit to your Associate Chief as you adjust your days worked for the year.</p>
<p>Any flexibility with coverage at any sporting events?</p>	<p>If you feel there are exceptions for athletic or event coverage, please reach out to your associate chief.</p>
<p>One of the slides said "someone" must be available at school during breaks. Can that "someone" be a school secretary if all admin are out of town at the same time? Or does "someone" specifically refer to an administrator? If I have the days to take, note it on the admin calendar and fill</p>	<p>Not necessarily on campus but available.</p>

out the leave form, it seems, according to the contract, I can take days during breaks.

How will it be tracked if a member changes his/her mind on a flex vs. Paid day? If they decided they couldn't flex it, and want to be paid after the forms are submitted.	Please update and resubmit to your Associate Chief as you adjust your days worked for the year.
What are the PD days on 6/24, 6/25, 6/26 for admin?	Agenda TBD. Will partially take the place of 2 WCSD Academy days in August.
What is the expectation for me, as a high school principal, to maximize my APs flexing days VS. being paid out (Saturday and Holiday work) at the end of the school year?	Principals should encourage flex days whenever possible.
"Eleven-month employees work in July! We are inundated with emails in July that need our immediate attention. We also need to staff our buildings and make calls regarding references. Not to mention, paper screen and conduct interviews. Staff come back the first full week in August. We are busy in July getting everything ready for that week and meeting with our admin. team. 2. The mandatory admin days added in June 2025, should have been relayed to us prior to the start of this school year. 3. I take offence to the fact that we were told we have to be in the building during breaks to prove we are working. This is statement does not sit well with me. I feel I am not being treated as a professional."	This would not qualify as an Extra Day, because they are choosing to work on a non-contract day rather than being required to work by a supervisor on a weekend or holiday. They can flex the Non-Contract Days, but they are not bankable and can't be paid out.
I have. Vacation days and would like to use them when my family has vacation in the summer. I am 12 month. Can I take my days in July? Will I have to require of my 11 month APs to be in the building. There are no kids there in the summer.	Not necessarily on campus but available.
My biggest frustration is the method of presentation went against the culture and vision Joe laid out at the start. Just because things get hard is not an excuse to shut down discussion.	After reviewing the feedback from the May Academy regarding the contract sessions, we wanted to ensure consistency of responses for all sessions.

What is the difference between admin leave days and vacation days?

Admin Days are essentially "free" days that are not deducted from an existing leave balance, but you can only use 4 days consecutively. Vacation days are deducted from vacation balance and there is no limit to how many days can be used so long as the supervisor approves.