



# Administrative Regulation 4509

## REQUEST FOR ADVANCED SALARY PLACEMENT

**Responsible:** Office of Human Resources

### **PURPOSE**

The Superintendent has adopted this administrative regulation to establish the process in which the Washoe County School District (District), Office of Human Resources (Human Resources) will process requests for advanced placement on the applicable salary schedule when extending offers of employment to new-hire candidates.

### **DEFINITIONS**

1. "New-hire candidate" means an applicant for employment at the District who has not yet been extended an offer of employment and is not a current employee promoting or transferring into a new position.
2. "Hard to fill position" means a position that remains vacant for at least nine months, has multiple re-postings of the position on the District job board due to turnover issues, designation as Critical Needs, multiple recruitment attempts that have not produced qualified candidates for hire, and/or less than three qualified candidates on the eligibility list.

### **REGULATION**

1. Applicability
  - a. This administrative regulation applies unless a Collective Bargaining Agreement (CBA) establishes a different process, in which case, the District will follow the process negotiated in the CBA.
  - b. For new-hire candidates within the Washoe County School District Police Department, the procedure for advanced placement is located within their CBA.
  - c. New-hire candidates that are licensed administrators will be placed on the salary schedule based on NRS 391.169.
  - d. New-hire candidates that are licensed educators will be placed on the salary schedule based on NRS 391.160 and their CBA.
  - e. New-hire candidates that are Professional Technical employees may be granted up to Step 3 placement on the salary schedule adopted in the 2024 CBA. Two years of additional experience counts for each additional step.

2. New-hire candidate

- a. New-hire candidates will be placed at the entry-level step on the salary schedule unless approval is granted through this regulation.
- b. Administrators **are not** to extend offers of employment for step placement above the entry-level step without written authorization from Human Resources.
- c. With the approval of the Superintendent, Chief Human Resources Officer (CHRO) and Chief Financial Officer (CFO), New-hire candidates may be offered a placement on a higher step in the following circumstances:
  - The position is classified by Human Resources as a “hard to fill position”; and/or
  - The new-hire candidate possesses prior years of similar workplace experience over and beyond the minimum number of years indicated in the job description. The number of advanced steps granted must be equal to, or less than, the number of years of experience over the minimum number of years indicated on the job description/announcement.
- d. New-hire candidates will not be placed at a step higher than the highest paid current employee in that specific position unless an exception is authorized by the Superintendent, CHRO and CFO.
  - For example, a Project Manager being hired new to the District and requesting placement on a step higher than Step 1 will not be placed on a step higher than the step of the highest paid Project Manager currently with the District. The District will honor up to five (5) years of out-of-district experience for new hires that exceeds the minimum number of years in the job description, unless otherwise required by law or an exception is authorized by the Superintendent, CHRO and CFO.
- e. Pursuant to State law, the new hire’s current salary may not be considered when determining advanced placement.

3. Request for Advanced Placement on Salary Schedule Form

- a. The *Request for Advanced Placement on Salary Schedule* form (Form) must be completed when requesting placement on a step higher than entry-level step of the salary schedule. The Form must be submitted to, and approved by, Human Resources prior to an offer of employment with advanced placement.
- b. The Form must be signed/acknowledged by the responsible Leadership Team member. Failure to obtain signature/acknowledgment of the responsible Leadership Team member will result in the request being rejected without review.
- c. Failure to provide the information necessary to warrant an advancement on the Form will result in the request being rejected without review.
- d. The Hiring administrator must submit the Form to the designated Human Resources Administrator.
- e. The Human Resources Administrator reviews the following items and makes recommendation to CHRO/CFO based upon the following factors:
  - Job posting and requirements;
  - The Resume/employment history of the selected candidate as aligned with job requirements (in order to obtain prior work experience);
  - Salary placement of other employees of same grade, job classification and other employees within the Department; and
  - Position recruitment/fill information as obtained from the Talent Acquisition Office.
- f. The HR Administrator will review the placement recommendation with CHRO and CFO for final approval.
- g. The Human Resources Administrator will notify the hiring administrator whether the request was approved.
- h. The Hiring administrator can then make the job offer to the new-hire candidate.
- i. Notification is sent to HR technician for entering into pay assignment screen in Business Plus.
- j. Documentation is filed in employee's Human Resources personnel file.

## **LEGAL REQUIREMENTS AND ASSOCIATED DOCUMENTS**

1. This Administrative Regulation complies with NRS and Nevada Administrative Code (NAC), and specifically:
  - a. Chapter 281A, Ethics in Government;
  - b. Chapter 288, Relations between Governments and Public Employees; and
  - c. Chapter 391, Personnel.

## **REVIEW AND REPORTING**

1. This regulation and any accompanying documents will be reviewed bi-annually in even numbered years.

## **REVISION HISTORY**

Date	Revision	Modification
TBA	1.0	Adopted