

NEGOTIATED AGREEMENT

Between

WASHOE COUNTY SCHOOL DISTRICT

And

WASHOE SCHOOL PRINCIPALS' ASSOCIATION

2011– 2013



Effective July 1, 2011

TABLE OF CONTENTS
 2011-2013 Negotiated Agreement Between
 Washoe County School District and Washoe School Principals' Association

ARTICLE	ARTICLE TITLE	PAGE
	Preamble	4
1	Definitions	4
2	Recognition	5
3	Negotiations	5
4	Fair Practices	6
5	No Strikes/Work Stoppages	6
6	Impasse	6
7	Disability Clause	6
8	General Savings Clause	6
9	Dues Deduction	7
10	Temporary Leaves of Absence	8
	10.0 Leave Notification/Requests/Approval	8
	10.1 Administrative Leave	8
	10.2 Bereavement Leave	8
	10.3 Community Service Leave	8
	10.4 Educational Services Leave	9
	10.5 Legal Leave	9
	10.6 Military Leave	9
	10.7 Personal Business Leave	9
	10.8 Professional Leave	9
	10.9 Public Office Leave	10
	10.10 Visitation Leave	10
	10.11 Family Medical Leave	10
11	Extended Leaves of Absence	10
	11.1 General Leave of Absence	10
	11.2 Sabbatical Leave	11
	11.3 Child-Rearing Leave	13
	11.4 Adoption Leave	14
12	WSPA Leave	14
	12.1 WSPA Leave	14
13	Sick Leave, Disability Benefits, and Sick Leave Bank	14
14	Advisory Council	16
15	Use of Facilities	18
16	Required Days	18
17	Administrator Files	19
18	Dismissal and Disciplinary Procedures	20
19	Reduction in Force	20
20	Problem Solving Procedure	25
21	Administrative Representation	26

22	Grievance Procedures	27
	22.1 Grievance Resolution Process	27
	22.1.4 Process	27
	22.1.5 Final Mediation	28
23	Administrator Protection	28
24	Professional Compensation	29
	24.2 Salary Schedule Notes	31
	24.2.10 Longevity Bonus	33
	24.5 Isolation Allowance	34
	24.6 Benefits Reserve Program	34
	24.6.3 Procedures	35
	24.6.4 General	35
	24.7 Insurance	35
	24.7.6 Retiree Subsidy	36
	24.8 Early Separation Incentive Plan (ESIP)	36
	24.9 Professional Development	38
	24.10 Mileage Reimbursement	39
25	Administrative Reclassification	39
	25.1.1 Request Process	39
	25.1.2 Data Collection	40
	25.1.3 Reclassification Process	40
	25.1.4 Timeline	41
	25.1.5 Further Review	41
	25.1.6 Reclassification	42
	25.1.7 Funding	42
26	Term of Agreement	42
	26.3 Ratification	43
Appendix A		44
	Memoranda of Understanding	45
Appendix B		48
	Certificated Administrators Salary Schedule 2011-2012 (2012-2013 Salary Schedule same as 2011-2012)	1, 2, 3

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 2s, Director of ROTC, Directors 1 and 2, Coordinators 1 and 2, Director of Health Services, Area Administrators, 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 work day.
- 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 unit members with contracts of 230 days or more. Administrators with contracts of fewer than 230 days 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.

ARTICLE 11 EXTENDED LEAVES OF ABSENCE

11.1 GENERAL LEAVE OF ABSENCE

11.1.1 Upon written petition to the Chief Human Resources Officer, or her/his designee, supported by a letter from the immediate supervisor recommending such leave, any post probationary unit member may request, upon showing good and sufficient reasons including care of a member of the unit member's immediate family, a leave of absence without pay for a period of time of one (1) year or more. 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 of less than one (1) year may be approved by the Chief Human Resources Officer, or her/his designee.

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 Unit members granted a leave of absence will return to duty at the same placement on the salary schedule as shown at the date leave was granted, unless they qualify for advancement. While assurances cannot be given, every effort shall be made to place the member 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.

The administration shall, if the leave is approved, provide written notice to the unit member.

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. Such request must be accompanied by a birth certificate, if appropriate.

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 No benefits shall accrue to members while on a child-rearing 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 be credited with any accumulated unused sick leave.

In the event a bargaining unit member is on probation, the year will be counted toward completion of the probationary period, at the discretion of the bargaining unit member's immediate supervisor and provided the bargaining unit member worked the major portion of the contract days at the time the child-rearing leave commenced.

11.3.5 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.

11.3.6 Upon written application to the Superintendent, 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 Superintendent's 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. Members shall notify the School District of the impending adoption as soon as they apply for adoption. 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. Upon return, members shall be paid at the same salary step on the salary schedule immediately higher than the step applicable at the beginning of such leave, provided that they worked the major portion of the contract days at the time the leave commenced. Upon return, they shall be credited with the unused sick leave accumulated at the time the leave of absence commenced.

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.

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 15th 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 days for all unit members will be specified in the individual employment agreement, as established in the job description which will be included with each employment agreement. Any variances from the normal number of regularly scheduled working days for a position will be noted as such in the employment agreement and the Association President will be advised of the variance in writing.
- 16.2 The maximum number of required regularly scheduled working days for existing Administrators shall be 230. These regularly scheduled working days do not include any vacation days that a bargaining unit member may be entitled to have.
- 16.3 Unit members with fewer than 230 days on the salary schedule shall not accrue vacation days. Unit members with 230 day contracts shall accrue a maximum of 20 vacation days per year, with a maximum of 40 days vacation carryover.
- 16.4 All days worked by unit members shall count toward their minimum number of contract days required, including holidays and weekends. This may not result in unit members having completed their required workdays prior to the last day of the school year when teachers are in attendance.

- 16.5 All Administrators are encouraged to work the two weeks prior to the beginning of the school year and the two weeks following the end of the school year.
- 16.6 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. This does not include days worked during the two weeks prior to the opening of school or the two weeks following the close of school.
- 16.7 Effective July 1, 2005, the District shall add two (2) additional work days to contracts for the following bargaining unit members: Elementary and Secondary Principals, Secondary Assistant Principals, Specialists, and Coordinators I and II.

ARTICLE 17 ADMINISTRATOR FILES

- 17.1 In accordance with NRS 391.313(b), a written admonition must be removed from the file of a unit member within a maximum of three (3) months if the employee has met the standards set for him by the Administrator who issued the admonition. The written admonition, in any case, must be removed from the file of the member no 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

- 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 391.312 for short-term suspension or dismissal applies to Certificated Administrators.
- 18.3 In lieu of using the procedure embodied in NRS 391.312, for short-term suspension, 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).

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

22.1.1 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 know of the act or condition on which the grievance is based, then the grievance shall be considered as waived.

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 district Chief Human Resources Officer, and another member of his/her choosing and the WSPA President and Advocate 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.

22.1.5 FINAL MEDIATION

22.1.5.1 If the unit member is not satisfied with the decision of the District, the Association may, within fifteen (15) days of receiving the decision, notify the Chief Human Resources Officer in writing of its intent to seek mediation.

22.1.5.2 Within ten (10) days, the District and the Association shall agree upon a mutually acceptable mediator who is experienced, impartial, disinterested, and of recognized competence. If the parties are unable to agree upon a mediator, a request for a list of mediators shall be made to the Federal Mediation and Reconciliation Service by either party. Within ten (10) days after receipt of the list of mediators, the parties shall meet to select a mediator. The cost of the mediator is shared equally by the parties.

22.1.5.3 The mediator will meet with the disputing parties and review the notice and the response. The mediator has the authority to request additional information, including documents and/or witnesses, in an attempt to bring about resolution.

22.1.5.4 If the matter is not resolved within three (3) meetings, the mediator will recommend in writing a resolution to the dispute. Copies of that decision will be forwarded to the respective representatives, the President of the WSPA and the Chief Human Resources Officer. This resolution will be binding on all parties.

22.1.5.5 The timelines and required number of meetings in this article may be extended at any time during the process by mutual written consent of the parties.

22.1.5.6 The Board of Trustees agrees to the binding mediation of grievances as specified in the preceding section. However, in the event that the mediator's award would cost the District in excess of ¼ (one-fourth) cent on the tax rate for any one (1) specific grievance during the term of the Agreement, the amount of the award shall be limited to ¼ (one-fourth) cent on the tax table.

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 General salary increases:

FY 2011-2013 – In an effort to assist the District during the economic crisis as described by District officials, the Association shall forego any cost of living increases for fiscal years 2011-2012 through 2012-2013, and will make the following economic concession as described below:

Effective with the July 2011 pay period WSPA will allow the District to deduct from each individual unit member covered by the WSPA successor collective bargaining agreement (CBA) a monthly health insurance payment equal to a 2.5% wage reduction and associated benefits savings to the District, plus an additional monthly health insurance payment equal to an additional 2.5% wage reduction and associated benefit savings to the District in the second year of this contract (effective July 2012). The total amount of concessions for the FY 2011-2012 and FY 2012-2013 contract shall be annualized in equal monthly payments beginning in September 2011. The annualized amount shall be equally

distributed and assessed for each individual employee over the twenty two month period and shall continue until a successor agreement is reached for FY 2013-2014. Should the District implement health insurance "premium holidays" the amounts deducted from the unit members shall continue to be deducted on those "premium holidays" up to the amounts specified. Additional amounts shall not be deducted on those "premium holidays." For those employees who are contributing to the EPO plan, this deduction is in addition to the deduction agreed upon beginning with the September 2011 salary concession. The premium holiday will only apply to the actual EPO deduction and any deduction for dependents. The deducted monies shall be placed in the WCSD Insurance Fund, pre-taxed, effective the pay period in September 2011 and shall continue until a successor agreement is reached for FY 2013-2014. Should a successor agreement remain unratified by July 1, 2013, the District shall begin to deduct a payment equal to 5% of the employee's wage reduction and associated benefits to be considered the employees' contribution to the monthly insurance premium until such time that a subsequent agreement is ratified by the Parties.

The District may reopen negotiations for financial revenue declines, on or before February 1, 2013, should there be a "significant" reduction in financial revenue stemming from further negative impacts to the District outside the control of the District, and that the "significant" reduction will not be reimbursed by the State of Nevada.

This health insurance concession in no way establishes a past practice nor can it be used against the WSPA in future negotiations as a past practice by the District in any future mediation, fact finding or arbitration for employees to pay a portion of or their entire health insurance. However, this health insurance concession is an agreed upon part of the negotiated agreement and will be noted as such.

Retroactive to the first full pay period of July 2007, bargaining unit members who are actively employed by the District at the time of final ratification of this Memorandum of Agreement shall be placed on the Deloitte Compensation Salary Schedule as of July 1, 2007 at the step nearest to his or her salary as of July 1, 2007 without being less than his or her salary as of July 1, 2007. One (1) step placement would then be added for every four years of his or her administrative experience within the District in his or her current position, with a cap of three (3) additional steps.

4 year agreement with the following salary increases

2007-2008 -	(.375% PERS adjustment only)
2008-2009 -	4% COLA

2009-2010 and 2010-2011 pass through language for the DSA amount for COLA with re-openers after the 2009 legislation regarding statutes impacting mandatory subjects of bargaining, insurance and salary with the language below:

Should the General Fund audited ending fund balance (comprised only of the "Undesignated" and "Designated for subsequent year's expenditures" components) for June 30, 2009 surpass the December 2008 augmented budget or the June 2009 augmented budget if there is one, unreserved ending fund balance, the Association reserves the right to open negotiations for additional enhancement for compensation and/or benefits.

24.2 Salary Schedule Notes:

- 24.2.1** Education credits to advance on the salary schedule may be completed at any time. Upon receipt of transcripts in Human Resources, the unit member will be moved to the appropriate column in the next available pay warrant. The unit member submitting credits for movement on the salary schedule shall be placed at the lowest step which permits an actual increase of at least 4% in the daily rate, but not to exceed the maximum step of that column. Such increases shall not be retroactive.
- 24.2.2** It is the sole responsibility of the unit member to ensure transcripts verifying units for advancement on the salary schedule are received by the Human Resources office.
- 24.2.3** Approved credits include, but are not limited to credits at the university level related to administrative assignments, duties, retraining or inservice.
- 24.2.4** Any member, upon initial placement as an administrator in the Washoe County School District, will be placed on either the Certified Administrator's salary schedule unless the Superintendent determines another placement is appropriate.
- 24.2.5** In addition to the salary shown, the Washoe County School District contributes an additional amount as specified by law to the Public Employees Retirement Systems (PERS) for retirement benefits.
- 24.2.6** Principals with multiple school assignments will be placed in the appropriate column.
- 24.2.7** 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.

24.2.8 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.

24.2.9 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.

24.2.10 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).⁽²⁰¹¹⁾

24.2.11 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. ⁽²⁰¹¹⁾

24.2.12 LONGEVITY BONUS

24.2.12.1 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.

24.2.12.2 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.

24.2.12.3 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.

24.2.12.4 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.

24.2.12.5 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 Fiscal Year 2011-2012. Rates for Fiscal Year 2012-2013 to be adjusted according to the plan providers and insurance committee negotiations that is to occur in January 2012.

24.7.1 Medical Insurance (including any and all related insurances or coverages)
- \$524.38 per month per eligible employee.
GAP - \$14.80 per month

24.7.2 Dental Insurance - \$47.06 per month per eligible employee.

24.7.3 Vision Insurance - \$12.32 per month per eligible employee.

24.7.4 Life Insurance - \$30.00 per month per eligible employee.

24.7.5 Long-Term Disability Insurance - \$.25/\$100 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 retiree 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 EARLY SEPARATION INCENTIVE PLAN (ESIP)

24.8.1 The District will provide an Early Separation Incentive Plan (ESIP) within the following limitations:

Commencing July 1, 2006, bargaining unit members desiring to participate in the ESIP must satisfy the following conditions in order to be considered as a participant of the ESIP: 1) have completed 20 years of continuous service with the Washoe County School District as of August 31 of the year in which they participate; 2) have less than 36 years of credited service with PERS as of the year in which they participate (separate); 3) submit to the Human Resource Division of the District a completed ESIP Application Form and Letter of Resignation (effective no later than August 31 of the year in which they retire) prior to the deadline announced by the District. Employees with

30 more years of service who received an unsatisfactory evaluation in the previous year and who receive an unsatisfactory evaluation in the year they apply for ESIP, are not eligible for ESIP. Following the receipt by the District of a completed ESIP Application Form and Letter of Resignation, the bargaining unit member's ESIP Application Form and Letter of Resignation will be either approved or disapproved by the District no earlier than January of the year the bargaining unit member is to retire and the bargaining unit member will be notified in writing of the decision. If a bargaining unit member's ESIP Application is approved by the District, the District will accept the bargaining unit member's Letter of Resignation and determine the amount of the benefit to be paid to the bargaining unit member (the "ESIP Amount") as follows:

For bargaining unit members who are classified as "year round employees" of the District, the ESIP Amount will be paid to such employees by June 30th of the year that such employees retire. For bargaining unit members who are classified as "traditional employees" of the District, the ESIP Amount will be paid by August 31 of the year that such employees retire. The ESIP Amount awarded to a bargaining unit member will be paid by the District to the bargaining unit member in a lump sum amount, and unless the provisions of the Internal Revenue Code of 1986, as amended (the "Code") and the corresponding Treasury Regulations provide otherwise, the ESIP Amount paid to a bargaining unit member shall be treated as severance pay taxable to the bargaining unit member under applicable federal and state laws. The bargaining unit acknowledges that because the ESIP Amounts are treated as taxable severance pay to its members, the District is authorized to withhold from the ESIP Amount paid to a bargaining unit member, all federal, state and local income, payroll, and other taxes required to be withheld under applicable federal and state laws. The bargaining unit further acknowledges that the payment of ESIP Amounts may not be (i) deferred beyond the date the ESIP amount is payable, or (ii) transferred by the District on a pre-tax basis to a tax-exempt plan sponsored by the District, including without limitation, the "Special Pay Plan" and any plan described in Code Section 403(b) or Code Section 457. However, a bargaining unit member is authorized, if permitted by the laws governing the Nevada PERS Program, to utilize the after-tax ESIP Amounts to voluntarily purchase PERS service credits. Any bargaining unit member who elects to utilize his or her after-tax ESIP Amount to purchase PERS service credits shall be solely responsible for obtaining from and submitting to PERS the necessary documentation to purchase the PERS service credits prior to separating from service from the District. The bargaining unit and the District hereby agree that the ESIP described herein shall be memorialized in a Plan set forth in the Administrative Regulations adopted by the District, which Plan shall contain language necessary to comply with Code Section 409A.

- 24.8.2 The maximum incentive for each approved ESIP applicant will be no more than \$24,000.
- 24.8.3 The District will provide a maximum of \$120,000 in incentives in any given year (the "CAP"). If the cost of the incentives exceeds \$120,000, those with the most continuous years of service with the District shall be recommended first. The cost of previous awarded stipends shall be included under the CAP.
- 24.8.4 Should a bargaining unit member become deceased prior to receiving the total ESIP entitlement, the balance shall be paid to the designated employee's beneficiary or the employee's estate.
- 24.8.5 All other matters related to this program will be governed by Administrative Regulation 4149 which shall not be incorporated into this Agreement by reference and thus not be subject to the grievance procedure.
- 24.8.6 This Article and the ESIP benefit for bargaining unit members shall sunset in its entirety on June 30, 2011 and cease to be part of the Agreement thereafter. Notwithstanding the language above in 24.8.1 through 24.8.5, the ESIP benefit shall be phased out by allowing a maximum of only: three (3) approved ESIP applicants for 2008-2009; two (2) approved ESIP applicants for 2009-2010; and one (1) approved ESIP applicant for 2010-2011.

24.9 PROFESSIONAL DEVELOPMENT

- 24.9.1 Through the Principals' Academy \$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.

24.10 MLEAGE REIMBURSEMENT

24.10.1 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, 2011, and shall remain in effect until June 30, 2013, 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 RATIFICATION

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

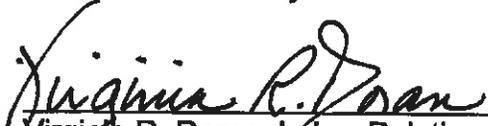
Washoe County School District (WCSD) Board of Trustees

On the 13th day of September, 2011.

Washoe School Principals' Association (WSPA)

On the 22nd day of July, 2011.

For Washoe County School District

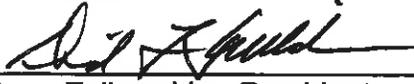


Virginia R. Doran, Labor Relations
Manager, WCSD

Date

1/20/12

For Washoe School Principals'
Association



Dave Fullenwider, President
WSPA

Date

1/20/12

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.

APPENDIX B

WASHOE COUNTY SCHOOL DISTRICT RENO, NEVADA
CERTIFICATED ADMINISTRATORS SALARY SCHEDULE 2011-2012

Grade A													
STEPS	AA		AB		AC		STEPS	AA		AB		AC	
	MA	MA	+16	+16	+32	+32		MA	MA	+16	+16	+32	+32
AM	Specialist				208 days		AD	Assistant Principal - ES		ES Trad. YR		190 days	
1	\$67,429	\$72,552	\$74,005	\$75,484	\$76,995	\$78,068	1	\$61,594	\$66,275	\$67,601	\$68,951	\$71,312	\$72,738
2	\$68,777	\$74,005	\$75,484	\$76,995	\$78,533	\$79,629	2	\$62,826	\$67,601	\$68,951	\$70,332	\$72,738	\$74,193
3	\$70,153	\$75,484	\$76,995	\$78,533	\$80,099	\$81,221	3	\$64,082	\$68,951	\$70,332	\$71,738	\$74,193	\$75,676
4	\$71,555	\$76,995	\$78,533	\$80,099	\$81,671	\$82,845	4	\$65,363	\$70,332	\$71,738	\$73,168	\$75,676	\$77,191
5	\$72,988	\$78,533	\$80,099	\$81,671	\$83,259	\$84,505	5	\$66,671	\$71,738	\$73,168	\$74,618	\$77,191	\$78,703
6	\$75,178	\$80,890	\$83,318	\$85,651	\$88,039	\$89,649	6	\$68,672	\$73,889	\$76,108	\$78,389	\$81,891	\$84,520
7	\$77,431	\$83,318	\$86,651	\$90,116	\$93,235	\$96,964	7	\$70,730	\$76,108	\$79,152	\$82,316	\$85,572	\$88,927
11	\$80,530	\$86,651	\$90,116	\$93,235	\$96,964	\$100,843	11	\$73,561	\$79,152	\$82,316	\$85,572	\$88,927	\$92,417
15	\$83,749	\$90,116	\$96,964	\$100,843	\$104,843	\$108,964	15	\$76,503	\$82,316	\$85,572	\$88,927	\$92,417	\$95,964

Grade B													
STEPS	BA		BB		BC		STEPS	BA		BB		BC	
	MA	MA	+16	+16	+32	+32		MA	MA	+16	+16	+32	+32
AD	Assistant Principal - MS				208 days		AD	Assistant Principal - MS				208 days	
1	\$70,126	\$75,456	\$76,965	\$78,504	\$80,074	\$81,675	1	\$70,126	\$75,456	\$76,965	\$78,504	\$80,074	\$81,675
2	\$71,527	\$76,965	\$78,504	\$80,074	\$81,675	\$83,303	2	\$71,527	\$76,965	\$78,504	\$80,074	\$81,675	\$83,303
3	\$72,960	\$78,504	\$80,074	\$81,675	\$83,303	\$84,961	3	\$72,960	\$78,504	\$80,074	\$81,675	\$83,303	\$84,961
4	\$74,417	\$80,074	\$81,675	\$83,303	\$84,961	\$86,749	4	\$74,417	\$80,074	\$81,675	\$83,303	\$84,961	\$86,749
5	\$75,907	\$81,675	\$83,303	\$84,961	\$86,749	\$88,572	5	\$75,907	\$81,675	\$83,303	\$84,961	\$86,749	\$88,572
6	\$78,185	\$84,126	\$86,651	\$89,249	\$91,916	\$94,629	6	\$78,185	\$84,126	\$86,651	\$89,249	\$91,916	\$94,629
7	\$80,530	\$86,651	\$89,249	\$91,916	\$94,629	\$97,396	7	\$80,530	\$86,651	\$89,249	\$91,916	\$94,629	\$97,396
11	\$83,749	\$90,116	\$93,235	\$96,964	\$100,843	\$104,843	11	\$83,749	\$90,116	\$93,235	\$96,964	\$100,843	\$104,843
15	\$87,099	\$93,721	\$97,561	\$101,417	\$105,299	\$109,209	15	\$87,099	\$93,721	\$97,561	\$101,417	\$105,299	\$109,209

STEPS	AA		AB		AC	
	MA	MA	+16	+16	+32	+32
AD	Assistant Principal - ES MTYR				206 days	
1	\$66,781	\$71,856	\$73,293	\$74,758	\$76,254	\$77,317
2	\$68,117	\$73,293	\$74,758	\$76,254	\$77,779	\$78,864
3	\$69,478	\$74,758	\$76,254	\$77,779	\$79,339	\$80,441
4	\$70,868	\$76,254	\$77,779	\$79,339	\$80,927	\$82,049
5	\$72,287	\$77,779	\$79,339	\$80,927	\$82,545	\$83,691
6	\$74,456	\$80,112	\$82,517	\$85,818	\$89,249	\$90,531
7	\$76,686	\$82,517	\$85,818	\$89,249	\$92,843	\$94,167
11	\$79,756	\$85,818	\$89,249	\$92,843	\$96,031	\$99,117
15	\$82,944	\$89,249	\$92,843	\$96,031	\$100,043	\$103,167

STEPS	BA		BB		BC	
	MA	MA	+16	+16	+32	+32
AD	Opportunity School AdmIn				190 days	
1	\$64,057	\$68,927	\$70,305	\$71,710	\$73,145	\$74,163
2	\$65,338	\$70,305	\$71,710	\$73,145	\$74,607	\$75,647
3	\$66,646	\$71,710	\$73,145	\$74,607	\$76,047	\$77,161
4	\$67,978	\$73,145	\$74,607	\$76,047	\$77,531	\$78,703
5	\$69,339	\$74,607	\$76,047	\$77,531	\$79,016	\$80,278
6	\$71,418	\$76,847	\$79,152	\$82,316	\$85,572	\$86,866
7	\$73,561	\$79,152	\$82,316	\$85,572	\$88,927	\$90,278
11	\$76,503	\$82,316	\$85,572	\$88,927	\$92,417	\$93,749
15	\$79,562	\$85,610	\$88,927	\$92,417	\$95,964	\$97,396

WASHOE COUNTY SCHOOL DISTRICT RENO, NEVADA
 CERTIFICATED ADMINISTRATORS SALARY SCHEDULE 2011-2012

Grade C										
STEPS	CA		CB		CC		STEPS		CC	
	MA	MA	+16	+16	+32	+32	AD	AD	+32	+32
AM	Special Ed Administrator									
1	\$76,930	\$78,474	\$80,042	\$81,645	\$83,277	\$84,942	\$86,668	1	\$72,438	\$77,942
2	\$74,390	\$75,877	\$77,395	\$78,943	\$81,312	\$83,749	\$87,099	2	\$73,885	\$79,501
3	\$75,877	\$77,395	\$78,943	\$81,312	\$83,749	\$87,099	\$90,411	3	\$75,365	\$81,091
4	\$77,395	\$78,943	\$81,312	\$83,749	\$87,099	\$90,411	\$93,721	4	\$76,871	\$82,714
5	\$78,943	\$81,312	\$83,749	\$87,099	\$90,411	\$93,721	\$97,471	5	\$78,408	\$84,368
6	\$81,312	\$83,749	\$87,099	\$90,411	\$93,721	\$97,471	\$101,243	6	\$78,408	\$84,368
7	\$83,749	\$87,099	\$90,411	\$93,721	\$97,471	\$101,243	\$104,876	7	\$80,184	\$86,198
11	\$87,099	\$90,411	\$93,721	\$97,471	\$101,243	\$104,876	\$108,511	11	\$83,184	\$89,505
15	\$90,585	\$94,447	\$98,226	\$102,026	\$105,792	\$109,517	\$113,243	15	\$86,618	\$93,086

Grade D										
STEPS	CA		CB		CC		STEPS		CC	
	MA	MA	+16	+16	+32	+32	AD	AD	+32	+32
AD	Assistant Principal - HS Coordinator - 218*									
1	\$76,436	\$77,967	\$79,526	\$81,116	\$82,739	\$85,392	\$88,080	1	\$79,942	\$82,620
2	\$77,967	\$79,526	\$81,116	\$82,739	\$85,392	\$88,080	\$90,772	2	\$81,543	\$84,239
3	\$79,526	\$81,116	\$82,739	\$85,392	\$88,080	\$90,772	\$93,464	3	\$83,174	\$85,866
4	\$81,116	\$82,739	\$85,392	\$88,080	\$90,772	\$93,464	\$96,156	4	\$84,838	\$87,532
5	\$82,739	\$85,392	\$88,080	\$90,772	\$93,464	\$96,156	\$98,848	5	\$86,532	\$89,222
6	\$85,392	\$88,080	\$90,772	\$93,464	\$96,156	\$98,848	\$101,540	6	\$89,129	\$91,802
7	\$87,777	\$91,287	\$94,447	\$98,226	\$101,626	\$105,691	\$109,917	7	\$91,802	\$95,904
11	\$91,287	\$94,941	\$98,226	\$102,157	\$105,691	\$109,917	\$114,160	11	\$95,476	\$100,187
15	\$94,941	\$98,226	\$102,157	\$105,691	\$109,917	\$114,160	\$118,423	15	\$99,295	\$104,081

Grade E										
STEPS	CA		CB		CC		STEPS		CC	
	MA	MA	+16	+16	+32	+32	AD	AD	+32	+32
AD	Assistant Principal - HS Coordinator - 218*									
1	\$76,436	\$77,967	\$79,526	\$81,116	\$82,739	\$85,392	\$88,080	1	\$79,942	\$82,620
2	\$77,967	\$79,526	\$81,116	\$82,739	\$85,392	\$88,080	\$90,772	2	\$81,543	\$84,239
3	\$79,526	\$81,116	\$82,739	\$85,392	\$88,080	\$90,772	\$93,464	3	\$83,174	\$85,866
4	\$81,116	\$82,739	\$85,392	\$88,080	\$90,772	\$93,464	\$96,156	4	\$84,838	\$87,532
5	\$82,739	\$85,392	\$88,080	\$90,772	\$93,464	\$96,156	\$98,848	5	\$86,532	\$89,222
6	\$85,392	\$88,080	\$90,772	\$93,464	\$96,156	\$98,848	\$101,540	6	\$89,129	\$91,802
7	\$87,777	\$91,287	\$94,447	\$98,226	\$101,626	\$105,691	\$109,917	7	\$91,802	\$95,904
11	\$91,287	\$94,941	\$98,226	\$102,157	\$105,691	\$109,917	\$114,160	11	\$95,476	\$100,187
15	\$94,941	\$98,226	\$102,157	\$105,691	\$109,917	\$114,160	\$118,423	15	\$99,295	\$104,081

Grade F										
STEPS	CA		CB		CC		STEPS		CC	
	MA	MA	+16	+16	+32	+32	AD	AD	+32	+32
AD	Assistant Principal - HS Coordinator - 218*									
1	\$76,436	\$77,967	\$79,526	\$81,116	\$82,739	\$85,392	\$88,080	1	\$79,942	\$82,620
2	\$77,967	\$79,526	\$81,116	\$82,739	\$85,392	\$88,080	\$90,772	2	\$81,543	\$84,239
3	\$79,526	\$81,116	\$82,739	\$85,392	\$88,080	\$90,772	\$93,464	3	\$83,174	\$85,866
4	\$81,116	\$82,739	\$85,392	\$88,080	\$90,772	\$93,464	\$96,156	4	\$84,838	\$87,532
5	\$82,739	\$85,392	\$88,080	\$90,772	\$93,464	\$96,156	\$98,848	5	\$86,532	\$89,222
6	\$85,392	\$88,080	\$90,772	\$93,464	\$96,156	\$98,848	\$101,540	6	\$89,129	\$91,802
7	\$87,777	\$91,287	\$94,447	\$98,226	\$101,626	\$105,691	\$109,917	7	\$91,802	\$95,904
11	\$91,287	\$94,941	\$98,226	\$102,157	\$105,691	\$109,917	\$114,160	11	\$95,476	\$100,187
15	\$94,941	\$98,226	\$102,157	\$105,691	\$109,917	\$114,160	\$118,423	15	\$99,295	\$104,081

*Includes Psychologist Coordinator, Supplemental Credit/Wolf/Summer School/Coordinator, ESL & Foreign Lang. Coordinator, PPA&A Coordinator, Special Ed Coordinator, Student Activities Coordinator, Counseling Coordinator, and GT/Library Services Coordinator

*Includes ROTC Coordinator, Staff Development Coordinator, and Career and Tech Educ Coordinator

Positions may be represented in multiple schedules.
 Annual rate determined by number of contracted days.

WASHOE COUNTY SCHOOL DISTRICT RENO, NEVADA
 CERTIFICATED ADMINISTRATORS SALARY SCHEDULE 2011-2012

		Grade F			
STEPS		FA MA	FB +16	FC +32	
PR	Principal - HS				229 days
1		\$90,319	\$97,184	\$104,570	
2		\$92,127	\$99,128	\$106,662	
3		\$93,970	\$101,112	\$108,796	
4		\$95,848	\$103,134	\$110,970	
5		\$97,766	\$105,195	\$113,190	
6		\$100,699	\$108,351	\$116,586	
7		\$103,719	\$111,601	\$120,084	
11		\$107,869	\$116,067	\$124,888	
15		\$112,183	\$120,709	\$129,884	

		Grade E			
STEPS		EA MA	EB +16	EC +32	
AD	Director - 230*				218 days
1		\$87,227	\$93,855	\$100,988	
2		\$88,970	\$95,731	\$103,007	
3		\$90,749	\$97,646	\$105,069	
4		\$92,567	\$99,600	\$107,170	
5		\$94,415	\$101,591	\$109,310	
6		\$97,249	\$104,640	\$112,593	
7		\$100,167	\$107,780	\$115,989	
11		\$104,173	\$112,088	\$120,607	
15		\$108,338	\$116,574	\$125,435	
*Includes Director of Alt Ed and Behavioral Programs, Assessment Director, Re-engagement & Grad Director, Curriculum and Instruction Director, and Title I Director					
STEPS		EA MA	EB +16	EC +32	
PR	Director, Health Services				219 days
1		\$82,675	\$88,959	\$95,720	
2		\$84,328	\$90,736	\$97,633	
3		\$86,014	\$92,552	\$99,587	
4		\$87,736	\$94,403	\$101,578	
5		\$89,490	\$96,290	\$103,608	
6		\$92,176	\$99,181	\$106,718	
7		\$94,941	\$102,157	\$109,917	
11		\$98,737	\$106,240	\$114,314	
15		\$102,688	\$110,492	\$118,889	

		Grade F			
STEPS		EA MA	EB +16	EC +32	
PR	Principal - MS				219 days
1		\$83,055	\$89,367	\$96,158	
2		\$84,714	\$91,153	\$98,081	
3		\$86,409	\$92,976	\$100,044	
4		\$88,139	\$94,837	\$102,044	
5		\$89,900	\$96,731	\$104,084	
6		\$92,597	\$99,636	\$107,207	
7		\$95,376	\$102,624	\$110,423	
11		\$99,190	\$106,728	\$114,839	
15		\$103,158	\$110,998	\$119,434	

		Grade E			
STEPS		EA MA	EB +16	EC +32	
PR	Principal - AACT				219 days
1		\$83,055	\$89,367	\$96,158	
2		\$84,714	\$91,153	\$98,081	
3		\$86,409	\$92,976	\$100,044	
4		\$88,139	\$94,837	\$102,044	
5		\$89,900	\$96,731	\$104,084	
6		\$92,597	\$99,636	\$107,207	
7		\$95,376	\$102,624	\$110,423	
11		\$99,190	\$106,728	\$114,839	
15		\$103,158	\$110,998	\$119,434	
*Includes NWRPDP Director					

Positions may be represented in multiple schedules.
 Annual rate determined by number of contracted days.

