

**NEGOTIATED AGREEMENT**

**BETWEEN THE**

**WASHOE COUNTY SCHOOL DISTRICT**

**AND THE**

**WASHOE EDUCATION ASSOCIATION**

July 1, 2025, to June 30, 2027



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**PREAMBLE**

This Agreement is made and entered into by and between the Washoe County School District in the City of Reno, County of Washoe and State of Nevada and the Washoe Education Association (collectively referred to as "the parties.")

WHEREAS, the Washoe County Board of Trustees in the City of Reno, County of Washoe, State of Nevada and the Washoe Education Association, the parties to this Agreement, recognize and declare that providing the highest standards of education for the children of the District is their mutual aim and that the character of such education depends predominantly upon the quality and morale of the staff, and

WHEREAS, the Board of Trustees is the duly elected governing body of the District, with powers as delegated by the laws of the State of Nevada, to formulate programs and policies for the operations of the District to be directed through their designated representative, the Superintendent of Schools, and

WHEREAS, the members of the education profession are particularly qualified to assist in the improvement of educational standards, and

WHEREAS, a free and open exchange of views is desirable and necessary by and between the parties hereto in their efforts to negotiate in good faith with respect to wages, hours, and conditions of employment, and

WHEREAS, members of the staff in the District have the right to join, or not to join, any organization for their professional or economic improvement:

NOW, THEREFORE IT IS AGREED:

**ARTICLE 1  
DEFINITIONS**

- 1.1 The term "Chapter 288" as used in this Agreement shall refer to Chapter 288 of the Nevada Revised Statutes, also known as the Local Government Employee-Management Relations Act.
- 1.2 The term "employees" as used in this Agreement shall refer to all licensed staff members on the teacher's salary schedule. Sections in this contract referring to a particular group of employees shall apply only to that group.
- 1.3 The term "School Trustees" as used in this Agreement shall mean the Board of Trustees of the Washoe County School District, and is the entity known as the Local Government employer in Chapter 288 Nevada Revised Statutes.
- 1.4 The term "Association" as used in this Agreement shall mean the Washoe Education Association, and is the entity known as the Employee Organization in Chapter 288 Nevada Revised Statutes.
- 1.5 The term "School District" as used in this Agreement shall mean the Washoe County School District.
- 1.6 The term "Superintendent" as used in this Agreement shall mean the Superintendent of Schools of the Washoe County School District or their designated representative.
- 1.7 The terms "School Trustees" and "Association" shall include authorized officers, representatives, and agents. Despite references herein to "School Board" and "Association" as such, each reserves the right to act hereunder by committee or designated representatives.
- 1.8 The term "School Year" shall be as defined in Nevada Revised Statutes 388.080 which states: "The public-school year shall commence on the 1st day of July and shall end on the last contracted day of the school year."
- 1.9 The term "EMRB" means the Local Government Employee-Management Relations Board, as provided in Chapter 288 Nevada Revised Statutes.
- 1.10 The term "Agreement" refers to the name of this document being the "Professional Negotiation Agreement" between the Washoe County School District and the Washoe Education Association.
- 1.11 The term "Memorandum of Understanding" (hereinafter "MOU") refers to separate written and signed agreements reached between the parties and ratified by the Board of School Trustees. after the Effective date of this Agreement. Any MOUs after the Effective Date of this Agreement will be attached to this Agreement as Appendix C. The parties agree that they examined any MOUs entered prior to the Effective date of this Agreement and, to the extent appropriate, bargained for and/or incorporated any terms from those prior MOUs into this Agreement. As a result, all MOUs that predate this Agreement are agreed to be null and void and no longer of any effect.
- 1.12 When the Negotiated Agreement calls for licensed staff to serve on committees, the District will work with the Association to identify a licensed staff member to serve on the committee.

**ARTICLE 2  
RECOGNITION**

- 2.1 The School Trustees have recognized the Association as the exclusive representative of all licensed personnel as defined in Article 1, and have received: (a) a copy of its constitution and bylaws, (b) a roster of its officers and representatives, (c) a list of Association members certified by the Association. The Association, however, shall not include the following: The Superintendent, Associate Superintendents, other members of the administrative staff, principals, vice-principals and deans.
- 2.2 All rights and privileges granted to the Association, the recognized bargaining agent, under the terms and provisions of the Agreement shall be for the exclusive use of the negotiating unit subject to the exception of Section 288.140 Nevada Revised Statutes.

**ARTICLE 3  
(RESERVED)**

**ARTICLE 4  
NEGOTIATIONS**

- 4.1 The parties agree to follow the provisions of NRS Chapter 288 concerning negotiations unless other procedures are mutually agreed upon. Nothing in this Agreement is to be construed to preclude the personal appearance of any employee on their own behalf before the School Trustees when it is meeting in formal session.
- 4.2 The parties agree that they will make a good faith effort to resolve matters to their mutual satisfaction and agreement. On furtherance of this objective, it is recognized that either party may, if it so desires, utilize the services of outside consultants, and may call upon professional and lay representatives to assist in negotiations.
- 4.3 It is understood and agreed that all tentative agreements negotiated between the parties and subsequently ratified by the parties, shall be set down in writing.
- 4.4 Negotiation meetings shall normally be held during school hours, and the parties agree to continue into the evening whenever such continuation would appear to be efficient and fruitful. No more than four (4) members of the Association Negotiation Team shall be allowed release time without loss of pay on any given day, and substitutes shall be provided by the Association.

**ARTICLE 5  
(RESERVED)**

**ARTICLE 6  
DUES DEDUCTION**

- 6.1 Upon appropriate written authorization from the employee, the School Trustees shall deduct from the salary of any employee, and make appropriate remittance, for WEA, NSEA, and NEA dues, and for up to three (3) additional plans or programs as provided by the Association.
- 6.2 The Association will certify to the School Trustees in writing the current rate of membership dues. The School Trustees will be notified of any change in the rate of membership dues thirty (30) days prior to the effective date of such change.
- 6.3 Deductions referred to in Section 6.1 above will be made in equal installments once each month during the year. The School District will not be required to honor any month's deduction authorizations that are delivered to it later than the tenth (10<sup>th</sup>) of the month prior to the distribution of the payroll from which the deductions are to be made. (2003)
- 6.4 No later than the tenth (10<sup>th</sup>) of every month, 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 6.1 above. Any employee desiring to have the School District discontinue deductions they have previously authorized must notify the Association in writing between July 1 and July 15 (to be effective in the subsequent contract year). (2003)
- 6.5 Upon termination of any employee, the remaining amount of dues for the Association named in Section 6.1 above will be deducted from the final check.

**ARTICLE 7  
AGREEMENT FOR CONTINUOUS UNINTERRUPTED WORKFLOW**

- 7.1 Both parties understand and agree on the importance of the uninterrupted flow of the education process. Because of the significance that is attached to the continuous flow of work, the parties hereby agree that, except as otherwise provided by Section 4 of SB161 (2025), nothing shall be done to reduce, slow, or in any way inhibit the flow of the District's business for the duration of the Agreement.

**ARTICLE 8  
FAIR PRACTICES**

- 8.1 The Washoe County School Trustees and the Association agree that in accordance with the Civil Rights Act of 1964 as amended and other appropriate civil rights legislation, there shall be no discrimination in employment or promotional opportunity because of actual or perceived race, color, religion, sex (including pregnancy), national origin, age, sexual orientation, gender identity or expression, genetic information, veterans or military status, marital status, political affiliation, legal Association activity, or the presence of any sensory, physical or mental disability.
- 8.2 The Association agrees to maintain its eligibility to represent all employees by continuing to admit persons to membership without discrimination on the basis of actual or perceived race, color, religion, sex (including pregnancy), national origin, age, sexual orientation, gender identity or expression, genetic information, veterans or military status, marital status, political affiliation, or the presence of any sensory, physical or mental disability.

**ARTICLE 9  
EMPLOYER RIGHTS**

- 9.1 The District and the Association share a joint concern that the District and the membership of the Association shall continue to enjoy a professional status within the community at large. It is considered of paramount importance that the Association rejects those actions which would detract from the professional status of the Association membership or from the educational mission of the District. The District and the Association recognize their mutual commitment to fostering a constructive and cooperative labor-management relationship, which is characterized by mutual respect and professionalism.
- 9.2 The Association and the District jointly recognize and accept Chapter 288 Nevada Revised Statutes, otherwise known as the Local Government Employee-Management Relations Act, and its provisions and amendments as a guarantee of the professional status of the Association. Nothing in this Agreement is to be construed to deny the District the rights granted to it by the Statutes of the State of Nevada.
- 9.3 The District reserves the right, except as limited by this Agreement, to direct its employees, to hire, promote, classify, transfer, assign, retain, suspend, demote, discharge or take disciplinary action against any employee; to relieve any employee from duty because of lack of work or for any other legitimate reason; to maintain the efficiency of its governmental operations; to determine the methods, means and personnel by which its operations are to be conducted; to take whatever actions may be necessary to carry out its responsibilities in situations of emergency, as stated in Chapter 288, Nevada Revised Statutes.
- 9.4 Those schools with a plan for shared decision-making, which has been approved by the School Trustees as per Administrative Regulation 6000, may apply for variance of the negotiated agreement. The request for a variance must be submitted to the Superintendent and to the Association Board of Directors for approval by May 1 preceding the school year in which the requested variance will take effect. All requests for variance must state the specific article of the agreement and explain what the school is considering that might violate this provision of the agreement. The request must also state the period of time for which the variance is needed. A variance may be granted for no more than one (1) year at a time. Schools wishing to renew the variance must reapply by May 1.
- 9.5 In order for a school to be considered for a variance, there must be certification that three-fourths of the school's faculty has approved the variance request. Such certification must be gathered through a secret ballot process conducted jointly by the Association building representatives and school administration.

**ARTICLE 10  
GENERAL SAVINGS AGREEMENT**

- 10.1 In the event that any provision of this Agreement, or any application thereof, is held contrary to law by a court of competent jurisdiction or by the Employee Management Relations Board as specified in Section 288.130 Nevada Revised Statutes or invalidated by reason of any existing or subsequently enacted legislation, then such provision or application, shall be null and void, but all other provisions or applications will continue in full force and effect. The parties will meet no later than twenty (20) days after any such holding for the purpose of re-negotiating the provision or provisions affected. (2015)

**ARTICLE 11  
ADMINISTRATION OF AGREEMENT**

- 11.1 The Superintendent or their designated representative shall meet with representatives of the Association as requested by either party to review specific matters of mutual concern regarding the administration of this Agreement. Resolution of problems before they become grievances shall be one of the purposes of such meetings. This Article is not intended to circumvent the grievance procedure.
- 11.2 Those schools with a plan for shared decision-making, which has been approved by the Washoe County School District Board of Trustees as per Administrative Regulation 6000, may apply for variance of the negotiated agreement. The request for a variance

must be submitted to the Superintendent and to the Association Board of Directors for approval by May 1 preceding the school year in which the requested variance will take effect. All requests for variance must state the specific article of the agreement and explain what the school is considering that might violate this provision of the agreement. The request must also state the period of time for which the variance is needed. A variance may be granted for no more than one (1) year at a time. Schools wishing to renew the variance must reapply by May 1.

- 11.3 In order for a school to be considered for a variance, there must be certification that three-fourths of the school's faculty has approved the variance request. Such certification must be gathered through a secret ballot process conducted jointly by the Association building representatives and school administration.

## **ARTICLE 12 GRIEVANCE AND PROBLEM-SOLVING PROCEDURE**

### **12.1 DEFINITIONS**

- 12.1.1 A "grievance" is an allegation by an employee, group of employees, or the Washoe Education Association (Association) based upon an alleged violation, misinterpretation, or inequitable application of any provision of the Negotiated Agreement.
- 12.1.2 An "aggrieved person" is a licensed staff member, a group of licensed staff or the Association, asserting a grievance.
- 12.1.3 A "party in interest" is any person or persons who might be required to take action, or against whom action might be taken in order to resolve the problem.
- 12.1.4 The term "days" when used in this Article shall, except where otherwise indicated, mean working school days rather than calendar days. If the grievance procedure extends past the contracted year, the term "days" shall mean working days beyond the contract year.

### **12.2 PURPOSES**

- 12.2.1 The purpose of this procedure is to secure, at the lowest possible administrative level, equitable solutions to the problems which may from time to time arise.
- 12.2.2 Both parties agree that these proceedings shall be kept as confidential as may be appropriate at any level of the procedure.

### **12.3 STRUCTURE**

- 12.3.1 The Association shall designate a WEA Representative for each school chosen from the staff of that school in such manner as may be directed by the Association.
- 12.3.2 A formal written grievance will be submitted on the Grievance Form. All written responses to the grievance will be submitted on the Grievance Form. Additional sheets may be attached to the Grievance Form as needed. A copy of the Grievance Form is attached to the Agreement. (2013)

### **12.4 TIME LIMITS**

- 12.4.1 As a courtesy to all parties involved, the grievant and the District (principal, supervisor, administrator, Area Superintendent, and the Office of Human Resources) will advise each other at least two (2) days before meetings/hearings in this procedure who, other than the grievant or principal *et. al.* will be present.
- 12.4.2 Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each level should be considered as a maximum, and every effort should be made to expedite the process.
- 12.4.3 If an employee does not file a grievance in writing as provided herein within fifteen (15) days after the employee knew of or should have known of the act or condition on which the grievance is based, then the grievance shall be considered as waived.

### **12.5 PROCEDURES**

#### **12.5.1 LEVEL ONE - SCHOOL PRINCIPAL/SUPERVISOR**

- 12.5.1.1 If an employee feels that they have a grievance, they shall first discuss the matter informally with their principal, supervisor, or an administrator ("supervisor") to whom they are directly responsible and may request the presence of that school's WEA Representative, another faculty member, or

another member of the bargaining unit. The supervisor shall be informed as to the nature of the problem, in writing, prior to this meeting being established.

12.5.1.2 If an aggrieved employee is not satisfied with the disposition of their problem through informal procedures, they may submit their claims as a formal grievance in writing to their supervisor, the Association, the appropriate Area Superintendent and the Office of Human Resources. Prior to submitting the formal grievance, the employee shall advise the supervisor of their decision to file. The written grievance must include the specific article(s) in question.

12.5.1.3 The supervisor shall within five (5) days render their decision and the reasons therefore in writing on the prescribed form to the aggrieved, with a copy to the Association, the appropriate Area Superintendent, and to the Office of Human Resources.

#### 12.5.2 LEVEL TWO - CENTRAL ADMINISTRATION

12.5.2.1 If the aggrieved is not satisfied with the disposition of their grievance at Level One, the aggrieved may file the grievance within ten (10) days with the Area Superintendent or Department Head and the Office of Human Resources.

12.5.2.2 The Area Superintendent or Department Head shall, within ten (10) days after receipt of the written request, seek to resolve the matter through meeting with the grievant and their representative if requested by the grievant or the School District.

12.5.2.3 Notification of Level Two grievance hearings shall be delivered to the grievant's location at least two (2) days prior to the meeting with a copy sent to the Association.

#### 12.5.3 LEVEL THREE - SUPERINTENDENT OF SCHOOLS

12.5.3.1 If the aggrieved is not satisfied with the disposition of their grievance at Level Two, or if no decision has been rendered within ten (10) days after receipt of the grievance in writing by the Area Superintendent or Department Head at Level Two, the aggrieved has five (5) days to file the written grievance with the Office of Human Resources.

12.5.3.2 Within ten (10) days after receipt of the grievance by the Office of Human Resources, the Superintendent or their designee shall meet with the aggrieved person for the purpose of resolving the grievance. When requested by either party, a full transcript of the Level Three hearing shall be kept. The cost of such transcript shall be equally shared by both parties. The Superintendent, or their designee shall, within five (5) days after the hearing, render their decision and the reasons therefore in writing to the aggrieved person, the principal, supervisor, or appropriate administrator, the Area Superintendent or Department Head, the Office of Human Resources, and the Association.

12.5.3.3 Notification of Level Three grievance hearings shall be delivered to the grievant's location at least two (2) days prior to the meeting, with a copy sent to the Association.

12.5.3.4 Representatives of the Association may attend and participate in any meeting of the Superintendent or their designee and the aggrieved, unless explicitly excluded by the aggrieved, in relation to any grievance presented to the Superintendent or their designee under this Agreement. In the event representatives have been excluded by the aggrieved, the Superintendent or their designee shall confer with Association representatives prior to the issuance of their decision.

#### 12.5.4 LEVEL FOUR - ARBITRATION

12.5.4.1 If the aggrieved is not satisfied with the disposition of the grievance at Level Three, the Association may, within ten (10) days of the Superintendent or their designee's decision, notify the Superintendent and the Office of Human Resources in writing that the Association wishes to take the grievance to arbitration.

12.5.4.2 Within five (5) days after written notice of submission to arbitration, the parties shall jointly request the American Arbitration Association (AAA) to furnish a list of seven (7) arbitrators from which the arbitrator shall be selected. Such selection shall be accomplished by the Association and the District each striking one (1) name from the list in turn until one (1) name remains. The order of striking shall be determined by coin toss with the winner of the coin toss making the decision on who will initially strike the first name. The final selection of the arbitrator shall be made within five (5) days following receipt of the list of arbitrators. The

arbitrator will be notified by the parties within five (5) days of the selection of the arbitrator.  
(2015)

- 12.5.4.3 The arbitrator, so selected, shall confer promptly with representatives of the Superintendent and the Association, shall review the record of prior hearings with the aggrieved and such other parties in interest they shall deem requisite, and, unless extended by mutual agreement, shall issue their report not later than thirty (30) days from the date of the close of the hearing.
- 12.5.4.4 In the event an employee(s) covered under this Agreement exercises the right to individually process a grievance without assistance from the Association, the School District shall provide the Association:
- A written copy of the grievance, the name of the grievant(s) to include the work site and the name of the grievant's appropriate administrator; An opportunity to be present and to submit the Association's position at any meeting with the grievant(s) and at any grievance hearings, suspension hearings, evidentiary hearings, arbitration hearings, or any other meetings; and a written copy of the resolution of the grievance or arbitration.
- 12.5.4.5 No precedent shall be set between the School District and the Association as a result of a grievance filed by an individual, independently of the Association, unless the Association submits the matter to Level Four, Arbitration.
- 12.5.4.6 The right to individually process a grievance is permissible provided it does not violate any provision of Chapter 288 of NRS.
- 12.5.4.7 The parties agree that the Association is not financially responsible for the costs of an arbitration matter pursuant to Article 12 when the Association does not represent an employee or employees in arbitration. (2011)
- 12.5.4.8 All hearings held by the arbitrator shall be in closed sessions and no news releases shall be made concerning progress of the hearings.
- 12.5.4.9 The arbitrator's decision shall be submitted in writing to the aggrieved, the Superintendent, and the Association only, and shall set forth their findings of fact, reasons, and decision on the issues submitted. The arbitrator's decisions shall be binding except as provided in Section 12.5.4.6 and shall be consistent with the law and with the terms of this Agreement.
- 12.5.4.10 The Board of Trustees agrees to the binding arbitration of grievances as specified in the preceding section. However, in the event that the arbitrator's award would cost the School District in excess of 1/2 cent on the tax rate for any one (1) specific grievance or one (1) cent on the tax rate in the aggregate (more than one (1) grievance during the term of the Agreement, then the Board of Trustees shall have final authority in the resolution of the grievance and the arbitrator's decision shall be advisory only.
- 12.5.4.11 At the next meeting of the Board of Trustees, the decision of the arbitrator and any other information shall be presented to the Board of Trustees for consideration and both parties shall have the opportunity to present their positions before the Board of Trustees take final action on the grievance.
- 12.5.4.12 A record of decisions shall be maintained by the School District and the Association, and each decision may be a precedent for future interpretation of the Articles of this Agreement.
- 12.5.4.13 The costs of services of the arbitrator shall be shared equally by the Association and the School District.

## 12.6 RIGHTS OF EMPLOYEES TO PARTICIPATION

- 12.6.1 No reprisals of any kind shall be taken by either party against any party in interest, any school representative or any other participant in the grievance procedure by reason of such participation.
- 12.6.2 Any party of interest may be represented at any level of the formal grievance procedure by a person of their own choosing except at Level One. If an employee is called as a witness during regular school hours, such employee shall do so without loss of pay. The party calling the witness shall be responsible for the payment of the substitute's salary for the witness, if required. The term "party" shall mean the Washoe County School District or the Washoe Education Association.

12.7 MISCELLANEOUS

- 12.7.1 If, in the judgment of the Association, a grievance affects a group or class of employees, the Association shall submit such grievance in writing to the Office of Human Resources and the Superintendent directly and the processing of such grievance shall begin at Level Three. However, the Superintendent shall have an additional five (5) days, or a total of ten (10) days, within which to issue their decision. If a decision for a grievance filed initially at Level Three has not been given after twenty-five (25) days from the date filed, the aggrieved may notify the Office of Human Resources and the Superintendent in writing that the grievance will be taken to arbitration.
- 12.7.2 Decisions rendered at all levels of the formal grievance procedure shall be in writing on, or attached to, the appropriate form, and shall set forth the decisions and reasons therefore.
- 12.7.3 All documents, communications and records dealing with the processing of grievances shall be filed separately from the personnel files of the participants.
- 12.7.4 Forms for filing and processing grievances and other necessary documents, as approved in this Agreement, shall be prepared by the School District and made available through building principals, supervisors, and WEA Representatives. Grievance forms presently in use in the District shall be continued until revised forms are mutually agreed upon.
- 12.7.5 A grievance may be withdrawn at any level by the aggrieved without prejudice.
- 12.7.6 The sole remedy available for any alleged breach of this Agreement or any alleged violation of rights hereunder granted shall be pursuant to the foregoing grievance procedure. With the exception of claims and proceedings before the Employee Management Relations Board under NRS 288. criminal complaints. or an action for declaratory, injunctive or writ relief as authorized by Nevada law. the grievance process is the exclusive remedy for any matter that may be grieved, including any violation of the terms of this Agreement. The parties expressly understand and agree that this constitutes an express waiver of any civil claim or lawsuit. The parties expressly waive such civil claims in favor of this grievance process recognizing the benefits and advantages of the binding grievance process, which benefits include the avoidance of multiple legal processes concerning the same factual matters, the avoidance of possible inconsistent results, the privacy of the grievance process and the expected cost and time savings of the grievance process.
- 12.7.7 Any and all-time limitations as set forth in this section may be extended upon agreement of the parties.

12.8 PROBLEM-SOLVING PROCEDURE

- 12.8.1 The policies and administrative regulations have been established by the School Trustees to help carry out their responsibilities. Both parties agree that policies and administrative regulations are not a part of this Agreement and, as such, are completely outside the scope of this Agreement.
- 12.8.2 The parties hereby recognize the existence of the School District policies and regulations (to which the employees covered by the Agreement are bound, which are subject to change by the School Trustees and shall relate to subject matter not covered by the provisions of this Agreement).
- 12.8.3 The parties agree that any dispute arising under the application and/or administration of such policies or regulations relating to subject matter not covered by the provisions of this Agreement shall be processed in accordance with the following:
  - 12.8.3.1 As a courtesy to all parties involved, the employee and the School District (principal, supervisor, administrator, Area Superintendent, and/or the Office of Human Resources) will advise each other at least two (2) days before meetings/hearings in this procedure who, other than the grievant or principal et.al. will be present.
  - 12.8.3.2 The employee shall have the right to be represented by a person of their choosing except as restricted in 12.5.1.1.
  - 12.8.3.3 All disagreements should be taken up in the first instance with the principal, supervisor or administrator. Every reasonable effort will be made to resolve any complaint by an employee or employees through a meeting with the principal, appropriate supervisor, or administrator. The employee may request the presence of a faculty member or another member of the bargaining unit at the meeting.
  - 12.8.3.4 In case a satisfactory solution is not reached, an employee may file a formal complaint on the appropriate form. Prior to submitting the complaint, the employee will notify the administrator of their decision to file. The complaint shall state the nature of the complaint including the specific policy, regulation or other appropriate procedure, practice or subject which is the basis for the

complaint. The complaint shall be distributed to the principal/supervisor and the appropriate Area Superintendent and Office of Human Resources.

12.8.3.5 A meeting with the appropriate Area Superintendent shall be established within ten (10) days of receipt of the request. The Area Superintendent shall respond in writing to the complaint within ten (10) days of the date of the meeting. Once the written proposed resolution to the complaint is presented, the complainant has five (5) days to respond, or the complaint is settled at this level.

12.8.3.6 If a satisfactory resolution is not reached at the Area Superintendent Level, the complainant may notify the Office of Human Resources that they wish to appeal the Area Superintendent's response to the Superintendent Level. A meeting with the Superintendent or their designee shall be established within ten (10) days of receipt of the request. The Superintendent or their designee shall respond in writing to the complaint within ten (10) days of the date of the meeting. The decision of the Superintendent or their designee shall be final.

### **ARTICLE 13 EMPLOYEE PROTECTION**

13.1 The School Trustees will provide assistance for any employee who is sued for assault or other alleged incidents which occur within the scope of their employment duties and while acting within the limits of their assigned work responsibilities.

13.2 Employees shall immediately report cases of assault either suffered by them or for which they may be responsible, and which occurred in connection with their employment. No formal action shall be taken against an employee upon any complaint directed toward an employee unless such matter is promptly reported to the employee concerned. No formal action shall be taken on such a complaint unless such matter is reported in writing to the employee concerned. With mutual approval from the principal or supervisor, employee, and parent, the employee shall have the right to be present during conferences at a time mutually agreed upon, if that conference concerns the above actions.

13.3 An employee, while acting within the course and scope of their duties, may use such force as is reasonable and necessary to protect themselves, others, or School District property; or to quell a disturbance threatening physical injury; or to obtain possession of weapons or other dangerous objects upon the person of or within the control of the pupil.

13.4 The School District shall inform each licensed employee of the School District who may have consistent contact with a pupil if that pupil has, within the preceding three (3) years, unlawfully caused or attempted to cause serious bodily injury to any person.

13.4.1 Information will also be available to other licensed employees in the school upon request on a need-to-know basis.

13.4.2 The School District shall provide this information based upon any written records that the School District maintains or which it receives from a law enforcement agency. The School District need not initiate a request for such information from any source.

13.4.3 The School District and the School Trustees are not liable for failure to strictly comply with this section if a good faith effort to comply is made.

13.4.4 Any information received by an employee pursuant to this section is confidential and must not be further disseminated by the employee.

13.5 No employee shall be discriminated against by the School District because of their activity with the Association.

### **ARTICLE 14 SAFETY**

14.1 The School District agrees to make reasonable efforts to continue providing safety equipment which, in the opinion of the School District, is necessary to protect employees from injury in accordance with the practice now prevailing in the School District.

14.2 The School District agrees to promote a safe and respectful working environment free from harassment, bullying, and intimidation.

14.3 The District shall maintain regulations for employees to report incidents of harassment, bullying, and workplace misconduct, which shall not be incorporated into this Agreement by reference and thus shall not be subject to the grievance procedure.

14.3.1 Employees should promptly report allegations of harassment, sexual harassment, discrimination and/or retaliation in accordance with Administrative Regulations 0101 and 0102.

14.3.2 Employees should promptly report incidents regarding allegations of bullying in accordance with Administrative Regulation 5701 and Administrative Regulation 5702.

14.3.3 Employees should promptly report to supervisors, circumstances or concerns that may affect satisfactory work performance, including any inappropriate (fraudulent, illegal, and/or unethical) activities of other employees, or misconduct toward a student in accordance with Administrative Regulation 4506.

14.3.4 Employees should promptly refer criminal matters to the Washoe County School District Police Department or local law enforcement.

14.4 Article 14.3 shall not be subject to the Grievance Procedure under Article 12. However, only after the licensed staff has pursued and exhausted the remedies available in Article 14.3 and the District has failed to reasonably follow the policies/regulations set forth in Article 14.3, then the issue may be raised in the Article 12 Problem Solving Procedure.

14.5 No employee shall be required to search rooms, lockers, or other areas of a school facility for possible hazardous material.

14.6 The School District and the Association shall establish a committee of three (3) administrators and three (3) employees. The purpose of this committee will be to develop guidelines for the productive use of professional time in the event of a school closure which does not require the release of the staff.

#### **ARTICLE 15 USE OF FACILITIES**

15.1 The Association shall have the exclusive right to use school mailboxes and the interschool mail service and faculty bulletin boards for organizational material, provided that all such material is signed by an Association officer or is clearly identified as Association material and the Association accepts responsibility for such material. Copies of all such material shall be given to the building principal. Individual employees 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 during regular school 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, shall not disturb an employee while teaching, and such use shall not involve additional or extra custodial services and/or other unreasonable expenses to the School District. Use of buildings on other than school 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 EMPLOYEE FACILITIES**

16.1 The parties recognize that the availability of functional school facilities for both students and employees is desirable to ensure the high quality of education that is the goal of both employees and the School Trustees. They recognize further that facilities should be designed to meet the needs of the educational program.

16.2 The Administration shall make every reasonable effort to improve existing school and staff facilities within the limits of available resources. Security of employees' personal belongings will be given top priority.

16.2.1 Employees' personal property shall be covered in event of loss due to fire, lightning, explosion, windstorm, hail, smoke, vandalism, theft, or water damage.

16.2.2 The maximum amount of coverage for any one employee's personal items is \$500 per occurrence.

16.2.3 The employee's personal property must be itemized with the principal's office on the form provided.

16.2.4 The School District's coverage applies to the property losses not covered by the employee's homeowner or tenant property insurance policy. The School District's coverage would also apply towards the employee's deductible up to the maximum of \$500.

16.2.5 The personal property must provide essential support to the employee's scope of work as determined by the school principal and must be listed on the "Declaration Form" required.

16.2.6 The school principal must maintain a "Declaration Form" itemizing the employee's personal items and corresponding business use to authorize coverage.

16.2.7 Personal property "Declaration Forms" must be completed each school year, with a review being completed and signed by the principal in the second semester or as the status of the personal property changes, in order for coverage to be in effect.

16.2.8 Items not listed on the "Declaration Form" for the current school semester will be considered as non-business in their use and will not be covered by the School District.

- 16.3 A Facility Committee shall be established and meet annually to review existing facilities and plans for future facilities. The Facility Committee may make recommendations to be considered by the District's Capital Improvement Process. The Facility Committee shall consist of three (3) School District members and three (3) licensed staff members. These committee members will also participate in the review/update of the Facilities Modernization Plan.
- 16.4 A teacher work area shall be provided in each school containing equipment and supplies to aid in the preparation of instructional materials. A serviceable desk, which can be locked, and a chair shall be provided for each teacher.
- 16.5 Every reasonable effort shall be given to providing space in each workspace in which licensed staff may safely store instructional materials and supplies, a locked space in which licensed staff may store personal belongings, and an appropriately furnished room to be used as a faculty lounge equipped with a telephone which ensures privacy of conversation, conveniently located staff restrooms, separate for each sex or a unisex or gender neutral restroom, and separate from the students' restrooms, adequate and separate lunchroom facilities for the use of the staff, a communications system allowing licensed staff to call the main office from their classrooms, and paved parking lots.
- 16.6 Upon prior request to the principal, every reasonable effort shall be made to provide access for the licensed staff to their workspace at reasonable times during non-school hours. To the extent feasible, access to staff work areas shall also be provided. However, if in the opinion of the principal abuses have occurred, they may discontinue or restrict access to work areas and classrooms of any licensed staff who in their opinion has abused such privilege.

#### **ARTICLE 17 WORK YEAR**

- 17.1 During the workdays at the beginning of the year, one day will be reserved exclusively for teachers to spend time at the work site with no School District/building meetings or mandated in-services being held. (1998)
- 17.2 The total number of working days for newly hired licensed staff shall be 189 in a twelve (12) month period, of which 2 days shall be paid at the applicable daily rate. Unless otherwise provided in this Agreement, returning licensed staff shall work 185 days.
- 17.2.1 The Occupational and Physical Therapists, Audiologist(s), Speech and Language Pathologists who are on the separate salary schedule in Appendix A shall have 187 workdays (which includes 2 self-directed workdays) in a twelve (12) month period.
- 17.2.2 Counselors – employees assigned to serve as full time counselors will receive a contract providing for nine (9) additional days of service, paid at the employee's normal daily rate of pay. Payment shall be prorated and paid monthly.
- 17.2.2.1 The nine (9) days shall be mandatory, but the specific days shall be mutually agreed upon by the building principal and their counseling staff.
- 17.3 Winter vacation shall be no less than ten (10) continuous school days in length exclusive of the work year.
- 17.4 Spring vacation shall be no less than five (5) continuous school days in length exclusive of the work year.
- 17.5 The District will discontinue shared contracts and employ licensed personnel in part-time contracts for the purposes of PERS and health insurance eligibility.
- 17.6 All employees covered by this Agreement and the Association have a duty to promptly report any error in pay to the District as soon as is reasonably possible upon the discovery of the error. The District has a duty to promptly report any error in pay to the involved employee(s) as soon as is reasonably possible upon the discovery of the error. However, the recovery of any money paid by any over or underpayment made by the District to an employee or over or underpayments made by an employee to the District, shall be limited to one (1) year from the date that the employee, the Association, or the District knows or should have known of the error. In the case of an overpayment by the District to an employee, the District and the affected employee(s) will work together to set a repayment plan, but the repayment period may not exceed two (2) years. The repayment plan will include authorization for such deduction. If a repayment plan is not agreed upon, the District is authorized by this Agreement to deduct any amounts due to the District from employees' paycheck(s) and the affected employee(s) must sign the appropriate deduction authorization form(s).
- 17.7 The District shall provide District sponsored CPR training to licensed staff, at no cost for such staff who are required to hold a CPR certificate.

**ARTICLE 18  
HOURS OF THE WORKDAY**

18.1 In accordance with the Fair Labor Standards Act (FLSA), employees covered under this Agreement are exempt from minimum wage and overtime protections if their primary duty is teaching, tutoring, instructing, or lecturing to impart knowledge, and if they are performing that duty as an employee of an educational establishment.

An employee's working hours are as follows:

18.1.1 Except as provided in 18.2, elementary licensed staff work a 7-hour day which reflects the time classes are in session and students are on site. Elementary licensed staff shall be required to report 30 minutes before the start of the student day.

18.1.2 Except as provided in 18.2 secondary licensed staff work a 7.5-hour day, which reflects the time period classes are in session with students on site. Secondary licensed staff shall be required to report fifteen (15) minutes before the start of the student day.

18.1.3 The start and end time for nurses will be based on the school/site/assignment of the individual nurse, based on a 7.5-hour workday.

18.1.4 Faculty meetings may commence earlier than fifteen (15) minutes prior to the start of the school workday based on a 2/3's vote of the entire faculty. This vote must occur annually.

18.1.5 Teachers on special assignments (which includes all facilitators and specialists) workday is generally a 7.5-hour day; however, as exempt employees these hours may vary depending on work needs and assignments.

18.2 At the employee's request, the principal may grant flexibility to temporarily adjust the employee's work hours from the regular school day. Similarly, employees may be required to work outside of when classes are in session with students on site to fulfill professional responsibilities, such as parent-teacher conferences. These adjustments should be applied reasonably and equitably, without favoring flexibility for, or placing an undue burden on, any one employee, nor should flexibility be unreasonably withheld or routinely declined.

18.2.1 Employees shall continue the tradition of voluntary participation in parent-teacher activities.

18.2.2 Employees shall be available for duties at school social activities and athletic events. No one employee shall be required to attend all school activities or athletic events.

18.2.3 Employees shall be available for duties in the event of an emergency. An emergency is defined as a sudden, unexpected, and serious situation that poses an immediate risk or threat to the safety, security, and well-being of students, staff, or school property.

18.3 The principal, working with their staff at the beginning of each school year, shall determine and assign such duties as bus, yard, hall, and other extracurricular assignments. These duties shall be considered as part of the professional responsibility of the employee.

18.3.1 The District will provide each elementary school with resources to reduce teachers' non-instruction duties.

18.3.2 Understanding schedules and responsibilities vary based on job function all licensed staff at a school site shall generally have a similar amount of duty per day. Duty assignments must still ensure staff are available to fulfill their primary job responsibilities. For example, librarians being accessible in the library during student lunches, or counselors being available to students during non-instructional times such as recess and student lunches. Duty schedules should be applied reasonably and equitably, without favoring or placing an undue or repeated burden on any one employee.

18.4 Employees shall have a duty-free lunch period of not less than thirty (30) minutes without interruption except when emergencies and/or scheduled special events make it necessary to alter an employee's assignment. Employees shall notify the principal/supervisor or their representative before leaving school grounds. Such notification will include the time of departure and return if before the end of the workday.

18.5 Travel time of any employee required to travel between schools (but not between the home or point of origin and the school and/or the return) shall be considered as part of such employee's workday.

18.6 FLEX TIME

18.6.1 Flex Time is a temporary, voluntary arrangement in which a licensed staff member agrees to forgo their regularly scheduled preparation period to cover or substitute for another class or instructional assignment due to an

operational need. In exchange, the licensed staff member is granted Preparation Time Pay as detailed in Article 19 OR equivalent "flex time" off within the same pay period, scheduled at a mutually agreed upon time between the employee and their supervisor.

18.6.2 Flex time will be earned at the rate of one (1) period for each period covered. The number of periods earned may be used by the licensed staff members on a period of one-half day, or full-day basis. Flex Time does not result in additional compensation but instead serves as a time-neutral adjustment to the employee's schedule.

Flex time must be:

18.6.2.1 Voluntarily agreed to by the licensed staff member;

18.6.2.2 Authorized in advance by their supervisor;

18.6.2.3 Earned before used; and

18.6.2.4 Used within the same pay period in which it was earned, unless otherwise mutually agreed upon in writing.

18.6.3 Licensed staff in secondary schools with a period schedule who agree to substitute during their preparation periods at the request of the school administration shall earn Flex Time or pay.

18.6.4 The building administrator responsible for this program shall maintain an alphabetical listing by periods of licensed educators participating in this program. The program should rotate equitably through this alphabetical list of those who volunteer.

18.7 Appropriately licensed staff may be requested to substitute as allowed by their licensure:

18.7.1 When the absent teacher is involved in a school or School District-related activity.

18.7.2 When the absent teacher is on an approved leave covered by this agreement and a substitute would be required.

18.7.3 When the absent teacher needs time off for a reason approved by school administration.

18.7.4 When there is an open allocation or long-term absence and a licensed staff member is fulfilling the duties of that allocation.

18.8 NURSE WORKDAY

18.8.1 A school nurse who must provide nursing management of students on after-hours field trips and activities or are called back to work shall be paid their prorated daily rate of pay for time worked.

18.8.2 The Director of Student Health Services will first attempt to assign a willing and qualified school nurse(s) to accompany the student for the duration of the field trip. If none of the qualified school nurses on the staff are willing, the Director will assign "field trip duty" to qualified school nurses on the staff on an equitable or rotating basis.

18.8.3 Two (2) nurses will be staffed on overnight field trips to provide a mandatory eight (8) hour rest period.

18.9 SUBSTITUTE ABSENCE PAY AT ELEMENTARY SCHOOLS

18.9.1 When authorized by their licensure and assigned to substitute for another absent licensed staff member at an elementary school due to the unavailability of a substitute, the licensed staff member will receive compensation, equal to the cost of the substitute pay.

18.9.1.1 All licensed staff are eligible to receive substitute pay.

18.9.1.2 Substitute pay and prep sub pay cannot be received for the same period of time.

18.9.1.3 Substitute pay can be split four ways if students are split between existing classes.

18.10 ABSENCE WITHOUT AUTHORIZATION

18.10.1 Any absence without authorization shall be grounds for disciplinary action. Any unauthorized absence for three (3) consecutive school days constitutes an abandonment of position and may be treated by the Board of Trustees as a resignation and the provisions of the Professional Practices Act shall not apply.

18.10.2 If the employee is unable to contact the School District to request a leave of absence during the three (3) day period, such absence shall not constitute an abandonment of position.

18.11 If a counselor or School Social Worker (SSW) is out for more than 10 consecutive working days or there exists a qualified allocation that remains unfilled for more than 10 consecutive working days, and a separate counselor/SSW is required by the discretion of their supervising administrator to absorb the work for the absent position then the counselor/SSW will receive 5% of their daily base pay for such coverage. Such pay may be awarded up to four (4) counselors/SSWs at the same work site. A qualified allocation for an SSW is defined as a position that has existed for at least the two (2) year period prior to the date when the allocation becomes unfilled. The counselor/SSW must complete and submit the appropriate form to the administrator for approval prior to rendering the service,

## **ARTICLE 19 PREPARATION TIME**

19.1 Preparation time shall be defined as time for self-directed preparation of lessons and correction of papers, planning instruction, contacting and conferencing with parents and administration, and District-mandated online training courses. Professional Learning Communities (PLC), early release Wednesdays, and staff meetings shall not be considered preparation time.

19.1.1 Tasks and activities that do not qualify for compensation for missed preparation time include parent teacher conferences, field trips, inclement weather events requiring missed school days or delayed starts, IEP meetings, holidays, and PD days. The principal shall attempt to develop schedules which will permit preparation time to be continuous in increments of 30 minutes.

19.1.2 Preparation time should be scheduled during the student's contact day and not before or after school.

### 19.2 SECONDARY SCHOOLS

19.2.1 The School District will provide an average of forty-five (45) minutes per workday to be used by middle and high school teachers for classroom preparation.

19.2.2 For block scheduled schools, prep time of 60 to 90 minutes every other day will be provided, depending upon the block schedule that the teacher is in on the master schedule.

19.2.3 An employee who accepts an assignment of no less than one (1) semester to teach an additional class during their prep period will be compensated with a stipend of \$4,000 per semester that they accept the assignment. If the assignment is less than a semester, then the stipend will be paid at 1/7 of the teacher's daily rate for each class period covered for schools on a traditional schedule and 2/7 of the teacher's daily rate for schools on a block schedule.

19.2.4 In case of emergency, the teacher may be assigned other duties during their preparation period if the volunteer list as defined in Article 18.6.1 has been exhausted. The assignment of teachers through this article shall be on a rotating alphabetical basis.

### 19.3 ELEMENTARY SCHOOLS

19.3.1 When a special subject area teacher is in charge of an elementary school teacher's class, the regular teacher may leave the classroom and use that time as a preparation period.

19.3.2 The School District shall provide elementary teachers with a minimum preparation time of one hundred twenty (120) minutes per five-day week, prorated for shortened weeks less than five days.

19.3.3 A teacher who does not receive their preparation time will be compensated at 1/12 their daily rate per 30 minutes missed. Payments are to be made each pay period.

### 19.4 ELEMENTARY SPECIAL EDUCATION

19.4.1 Every reasonable effort will be made to schedule at least 150 minutes during the contract work week wherein elementary school (PreK-5) special education classroom/resource teachers can work on IEP planning and implementation in order to fulfill their responsibilities under both federal and state law.

19.4.2 The Office of Student Development and Success Special Education Coordinators are committed to work with, and assist the administrative and teaching staff at their assigned elementary schools to identify schedules that need

improvement in order to facilitate special education teachers in those schools getting the time as described in the immediately preceding paragraph.

**ARTICLE 20  
PAID TIME OFF AND SICK LEAVE**

20.1 PAID TIME OFF

20.1.1 Probationary employees shall be credited with fifteen (15) days of Paid Time Off (PTO) at the beginning of each school year. Post-probationary employees shall be credited with seventeen (17) days of Paid Time Off (PTO) at the beginning of each school year. Accumulation shall be unlimited. PTO may be used for personal reasons, illness, medical appointments, mental health days, immediate family obligations, or any other purpose, without distinguishing between sick or personal leave.

20.1.1.1 Effective July 1, 2026, the District will have the option to change to an accrual-based paid time off process in lieu of lump sum crediting at the beginning of each school year following consultation with the Association. Paid Time Off provided under 20.1.1 would be pro-rated for each pay period, as accrued.

20.1.2 The full amount of PTO granted in Article 20.1.1 is not earned until the employee completes the entire school year. If the employee's employment with the District ends before all of their PTO is earned, and days of PTO not earned have been used, then a payroll deduction will be made for the unearned portion of the used PTO.

20.1.3 In determining the approximate proportional amount of PTO earned by employees who work less than a 185-day school year, the following formula shall be used:

$$(\text{Days worked} \times 15 \text{ days PTO}) / 185 = \text{PTO days earned}$$

Example: An employee who works for 152 of 185 days will accrue:

$$(152 \times 15) / 185 = 12.32 \text{ days PTO}$$

20.1.4 Employees who are utilizing time provided by the Sick Bank will not be granted additional PTO or sick leave until they return to work, at which time they will earn any back-dated PTO or sick leave.

20.1.5 At the end of the school year, all unused PTO days will be rolled over to sick leave.

20.2 SICK LEAVE

20.2.1 Sick leave is to be used only if the employee is unable to perform their duties due to the employee or family experiencing a health-related issue. If, in the opinion of the site level supervisor and the Chief Human Resources Officer, a reasonable cause exists, the employee will submit verification of the illness or disability to the Office of Human Resources in order to charge any portion of the absence to sick leave. Verification of the employee's fitness to return to work may be required by Human Resources.

20.2.2 Upon written verification from her physician that she is unable to perform her duties due to disabilities caused by or attributed to pregnancy, miscarriage, childbirth, or recovery therefrom, an employee may have the option of charging such period of disability to her accrued sick leave.

20.2.3 The School District may require an independent medical examination of the employee at the School District's expense, with a physician selected by the District. The results of such examination are to be forwarded to the District and to the employee. Independent medical examinations are to be required judiciously.

20.3 SICK LEAVE CASH OUT

20.3.1 At the end of each school year, licensed employees with at least ten (10) years of continuous service in the School District can submit a request to Human Resources by June 1 and elect to cash out up to fifteen (15) accumulated, but unused, days of sick leave at \$100 per day. The annual cashout will be paid in July.

20.3.2 Upon separation employees with at least ten (10) years of continuous service in the School District shall be entitled to payment for accumulated sick leave in accordance with Washoe County School District Administrative Regulation 4142.1. Administrative Regulation 4142.1 shall not be incorporated into this Agreement by reference and thus shall not be subject to the grievance procedure.

20.3.2.1 For purposes of this article, "separated" shall mean retired, resigned, or deceased.

20.3.2.2 Total monies available for this compensation shall be 0.00328 of total General Fund State Revenues as shown in the amended General Fund Budget approved by the School Trustees during the calendar year the benefit will be distributed.

20.3.2.3 The rate of pay shall be as follows: up to 25% of the days of accumulated sick leave, to a maximum of 190 days, multiplied by the employee's daily rate of pay at the end of the previous fiscal year.

20.3.2.4 Checks for said unused sick leave will be distributed to the employee or their estate in July.

20.3.3 A total aggregate of one hundred and ninety (190) days of sick leave can be cashed out for one individual over the tenure of their career, including the total of any and all annual cash outs in 20.3.1 and at separation as described in 20.3.2.

## 20.4 SICK LEAVE BANK

20.4.1 Under this Agreement, licensed employees covered by this Agreement may become members of the Sick Leave Bank ("Bank") by voluntarily contributing one sick leave day for the establishment and operation of the Bank. This Bank is to assist employees who have long-term illnesses or disabilities and who have exhausted their sick leave accumulation.

20.4.2 The Sick Leave Bank will be operated by the Association according to written procedures and rules developed by the Association and provided to the Deputy Superintendent, the Office of Human Resources, and the Superintendent annually. <sup>(1999)</sup>

20.4.3 The Office of Human Resources shall receive and process all requests from employees to contribute a day to the Bank.

20.4.4 No leave, without prior written approval from the School District, will be granted if the Sick Leave Bank falls below 100 days. The Association will submit monthly Sick Leave Bank reports to the Office of Human Resources.

20.4.5 Responsibility for determining who shall receive days from the Bank rests exclusively with the Association.

The Association holds the School District harmless in the event of any action by an employee relative to the use of the Bank.

20.4.6 Annually, the Office of Human Resources shall provide to the Association a Sick Leave Bank Report of Usage to include:

20.4.6.1 The total number of days used per employee;

20.4.6.2 the total number of days in the Bank at the beginning of the year; and

20.4.6.3 the total number of days remaining in the Bank.

20.4.7 The Association shall be afforded thirty (30) days, upon receipt of this report, in which to make corrections and return the corrected report to the Office of Human Resources.

20.4.8 Annually, no later than June 30th, the Association shall provide the Office of Human Resources with the Bank Report of Usage which shall include:

20.4.8.1 The total number of employees who applied for days from the Bank including those who were declined days and those who used the Bank more than once during the year.

20.4.8.2 Participation in the Sick Leave Bank

20.4.8.2.1 At the beginning of each school year, there will be a five-week open enrollment period. All employees in the bargaining unit are eligible to participate. Employees must notify the Association of their desire to participate by a form returned within five weeks of its mailing.

20.4.8.3 Receiving Days from the Sick Leave Bank

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

20.4.8.3.3 The maximum accumulated number of days which any one person can be granted from the bank during their period of employment with the School

District is two hundred twenty-five (225) days. A person is limited to seventy-five (75) days per illness, per year. (2015)

20.4.8.4 Limits on Bank Usage

20.4.8.4.1 The maximum number of days which can be utilized from the Sick Leave Bank is limited to the number of days in the Bank.. (2015)

20.4.8.4.2 At the beginning of each school year, there will be a five-week open enrollment period. All employees in the bargaining unit are eligible to participate. Employees must notify the Association of their desire to participate by a form returned within five weeks of its mailing.

20.4.8.4.3 The maximum that anyone can contribute to the Sick Leave Bank at any one time is one sick leave day.

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

20.5 BEREAVEMENT LEAVE

20.5.1 In the event of the death of an immediate family member, employees may be granted up to ten (10) days leave per occurrence, to be deducted from sick leave or PTO. In the event of the death of a close personal friend, up to five (5) days of sick leave or PTO per occurrence may be granted.

20.5.2 Request for extension of this leave shall be directed to the Office of Human Resources. A copy of the death certificate or obituary notice may be required.

20.6 For the purposes of this entire article, immediate family is defined as an employee's spouse, natural or adoptive parent, child or sibling, stepparent, stepchild, stepbrother, or stepsister, mother-, father-, son-, daughter-, brother-, or sister-in-law, aunts, uncles, nieces, nephews, grandparents, grandchildren, and any person living in the immediate household of the employee.

**ARTICLE 21  
TEMPORARY LEAVES OF ABSENCE**

21.1 MILITARY LEAVE

Military leave shall be granted in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA). Employees who must serve under orders in military programs shall have no loss of salary from the School District for participation in such programs for up to thirty (30) school days per school year. Notice of such orders must be provided to the employee's principal/supervisor with copies to the Office of Human Resources.

21.2 PROFESSIONAL LEAVE

21.2.1 With the approval of the employee's principal/supervisor, leave will be granted for the purpose of attending professional meetings, conferences, visiting other schools for the purpose of observing educational methods, assemblies and conventions, or to participate in events which provide educational service to the School District, with no deduction from salary if it is thought that such attendance will render an educational service of value to the School District. If the request for professional leave is denied, the principal/supervisor must place in writing the reasons for the denial within five (5) working days of the request. If the employee is not satisfied with the reasons for the denial, then the employee may file a grievance at Level II. Upon approval of the Chief Human Resources Officer, per diem and/or travel may be provided by the School District.

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

21.3 JURY LEAVE

An employee who serves as a member of a jury shall be granted a temporary leave of absence with no loss in pay due to such service. However, any jury pay received by the teacher shall be turned into the Business and Finance Department. Notice of such jury duty must be provided to the employee's principal/supervisor.

21.4 PUBLIC OFFICES LEAVE

Any employee who is elected to public office or appointed to a public committee or commission may request from the Chief Human Resources Officer, a leave of absence without pay in order to discharge the duties of the office. Employees on leave to serve in

the Nevada Legislature shall continue to receive health insurance premium contributions in accordance with Article 24.12.1 during the period of leave and to the extent permitted by law.

#### 21.5 ADVANCED/NATIONAL BOARD-CERTIFIED LEAVE

Upon written request to the principal/supervisor, licensed staff who are enrolled in a program pursuing an advanced or National Board Certification detailed in Article 24.3 may be granted a temporary leave of absence, not to exceed three (3) days, with no deduction from salary.

#### 21.6 FAMILY MEDICAL LEAVE

In the event an employee is approved for leave under the Family Medical Leave Act (FMLA), employees may use accrued sick leave days concurrently with approved FMLA leave. The portion of the group medical insurance premium normally paid by the District shall be continued during approved family medical leave, but no other benefits shall be paid during the period of the leave if PTO or Sick Leave is not used to cover the absence.

### ARTICLE 22 EXTENDED LEAVES OF ABSENCE

#### 22.1 LEAVES WITHOUT PAY

22.1.1 Upon submission of the proper leave of absence documentation to the Office of Human Resources, any post-probationary employee may request, upon showing good and sufficient reasons, a leave of absence without pay for one (1) year or more. PTO and sick leave may be used while on leave to continue receiving salary and benefits. Once all leave balances are exhausted the leave may continue without pay not to exceed twelve (12) calendar months from the employee's last day paid.

22.1.2 Such leaves are subject to the approval of the Area Superintendent or Deputy Superintendent, and the Office of Human Resources upon notification of the principal/supervisor and may be granted for leave reasons including, but not exclusive to sabbaticals to complete an advanced program of study or becoming a new parent (maternity, paternity, or adoption). Leaves of less than one (1) year may be approved by the Area Superintendent or Deputy Superintendent, and the Office of Human Resources. Applications for leaves of absence shall be submitted no later than April 1. In extenuating circumstances, applications submitted after April 1 may be approved by the Area Superintendent or Deputy Superintendent, and the Office of Human Resources. The employee may rescind their request for extended leave up to seven (7) days prior to the effective date of the leave or extension.

22.1.3 Written notice must be filed with the Office of Human Resources by January 1 of the year in which the leave extension is to be effective, stating whether or not the employee plans to return. Failure to give such notice will automatically forfeit the right of the employee to return. After January 1, in cases of extenuating circumstances, a leave may be extended with the approval of the Area Superintendent or Deputy Superintendent, and the Office of Human Resources. The Area Superintendent or Deputy Superintendent, and the Office of Human Resources may, at their joint discretion, approve the leave for an additional period of up to twelve (12) calendar months if unusual or extenuating circumstances are demonstrated.

22.1.4 Employees granted a leave of absence will return to duty at the same status on the salary schedule, unless the employee has qualified for advancement, as shown at the date leave was granted. They shall also be credited with the unused sick leave accumulated at the time the leave of absence was granted. Upon return from a leave of absence of one (1) year or less, every effort shall be made to place the returning employee in the same building, grade or position. If this is not possible, the employee shall be entitled, upon return from the leave, to a position for which they are qualified. The employee shall have the opportunity to transfer, and if that does not occur, will be placed following the with overage process.

22.1.5 Any leave without pay which would result in a gross monthly pay of no less than one-half its usual amount will be deducted from pay in the next pay period. An unpaid leave of absence which, if deducted in one pay period, would result in a gross monthly pay of less than one-half, will be treated as a contract payoff for the time worked prior to the leave of absence. The employee will be in an unpaid status for the remainder of the period of leave of absence. Upon return from leave of absence, the remaining days to be worked will be calculated, and monthly pay for the remainder of the year will be established. (2003)

22.1.6 No more than 1/2 of 1% of the full-time employee staff may be on Sabbatical Leave during any one (1) school year. Employees must apply by January 1 of the year during which the Sabbatical Leave is to be taken using forms developed by the Office of Human Resources. Employees must substantiate the benefit of Sabbatical Leave to the School District and must describe the nature of the course of study.

22.1.7 While on Sabbatical Leave, the employee's salary will be one-half (1/2) of the employee's annual rate in effect during the Sabbatical Leave year exclusive of any extra duty pay, etc. While on leave the employee shall furnish

a surety bond indemnifying the School District against loss in the event the employee fails to render the minimum service required after return from leave. If the employee 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 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 School District shall be continued during the Sabbatical Leave, but no other employee benefits shall be paid during the period of the Sabbatical Leave. The Sabbatical Leave shall count for a year's experience as if the employee were not on a leave of absence.

- 22.1.8 Upon return from Sabbatical Leave, employees must agree to return to the School District and complete a minimum of two (2) school years and must submit a report which describes and evaluates the Sabbatical Leave and includes transcripts or other documentation evidencing the completion of the advanced program of study.
- 22.1.9 No benefits shall accrue to the employee while on unpaid leave, except that the employee shall be credited with one (1) year of service for salary advancement if they taught the majority portion of the school year at the time such leave commenced.
- 22.1.10 In the event the employee is on probation, the year will be counted towards completion of the probationary period provided they taught the major portion of the school year at the time the leave commenced.
- 22.1.11 The employee portion of the insurance premium normally paid by the District shall be continued during an approved leave as required by law where the employee is in a paid status and/or as articulated in the health summary plan documentation.

## 22.2 RE-EMPLOYMENT BENEFIT

- 22.2.1 In the event an employee voluntarily resigns from service with the School District and is re-employed by the School District within three (3) years from their official date of separation from the School District, they shall be entitled to:
  - 22.2.1.1 have returned the accrued sick leave days that they had on the date of their official date of separation, provided the employee did not receive payment for accrued sick leave upon separation.
  - 22.2.1.2 placement on the salary schedule at the same step they held at the time of separation unless that step has been removed from the salary schedule, in which case they will return to the next closest available step without a pay decrease. Short breaks in service (e.g. resigning for a day) do not qualify for step advancement and cannot be used to bypass standard placement procedures.
  - 22.2.1.3 Receive credit for additional step placement, if the employee provides evidence of gaining verifiable teaching experience at another district during their break in service.
  - 22.2.1.4 have, for the purpose of seniority, a seniority date that reflects the actual years of seniority that they had on the date of their official separation.

## **ARTICLE 23 ASSOCIATION LEAVE**

23.1 The School District shall grant, upon written request of the President of the Association:

- 23.1.1 A leave for a total of up to eighty (80) days without loss of pay during a school year, July 1 to June 30, when there is not a Regular Session of the Nevada Legislature; and up to one hundred and twenty (120) days leave without loss of pay during a school year, July 1 to June 30, when there is a Regular Session of the Nevada Legislature, and in years in which the parties are in negotiations for a renewal agreement for this Agreement, for Association business. The Association President shall designate this leave to Association members, other than the President or the Designated Association Board Member (defined below). No employee shall use more than twenty (20) consecutive days at one time. The Association shall provide reasonable advance notification, no less than 48 hours' notice, to the Office of Human Resources of its intent to use this leave (confirmed in writing) and reimburse the School District for substitute costs.
- 23.1.2 A leave for the Association President for a period of up to six (6) years of absence with pay shall be permitted. In the event the President takes leave, the Association shall reimburse the School District for the President's salary, health benefits, and retirement contribution. The Association President shall not take more than six (6) years of leave of absence cumulatively. The President shall notify the School District forty-five (45) days prior to the commencement of the leave each year.
  - 23.1.2.1 The total number of compensable days during each year of the WEA President's Association leave of absence shall increase from one hundred eighty-five (185) days to two hundred twenty-five (225) days. WEA agrees to reimburse the School District for all payroll

expenses associated with this increase including the cost of contributions to the Nevada Public Employees Retirement System (PERS). WEA acknowledges and agrees any employee returning from an Association Leave to a School District assigned position will only be entitled to a position equivalent to the position they held prior to taking leave as President of WEA.

23.1.3 Every two (2) years, the Association may select a Designated Association Board Member (DABM) from a member of its Board who may receive the leave and benefits provided by this section. Specifically, the DABM may take leave for a period of up to two (2) years cumulatively. The DABM's leave purposes shall be limited to the following activities: Lobbying at the state and local legislative branch level; Participation in collective bargaining; Assumption of the duties of the President in the event of a vacancy or during absences; Assist the President in executing the administrative operations of the WEA: Assist the President in fostering collaborative relationships with the District's leadership team: Communication with WEA members regarding the administration of the Association; Represent WEA in meetings, committees, and collaborations with WCSD and community partners; Lead community outreach efforts, partnering with organizations that support education, students, and families to strengthen WEA's visibility and impact beyond the classroom.

23.1.4 Upon completion of the leave of the Association President or the DABM, the School District will make every reasonable effort to return the President or the DABM to the position they formerly held (building, grade, and subject(s)). However, the School District is not obligated to hold the Association President's or DABM's former position with the District (i.e., the specific school grade/subject level).

23.2 The President or DABM of the Association, or their representative shall be allowed to visit schools upon prior notification to the site principal. Such visits shall be conducted respectfully and only for the purposes permitted by the purpose(s) of the leave as specified by this article. These visits shall not be used for campaigning, political activity, or for any purpose unrelated to the advancement of public education. The purpose of the visit must relate to the school being visited. Upon arrival, the Association representative shall confer with the site administrator or designee to communicate the purpose of the visit and ensure minimal disruption to the instructional program.

23.2.1 The Association shall have the right to conduct site visits before the student school day begins, during duty-free lunch periods, after the student school day ends, and with prior notice, meet during the teacher's preparation period. The Association shall not interfere with or interrupt the instructional learning day to conduct Association business or meet with employees.

23.3 If the Association President or the DABM takes a leave of absence for a year or more, the individual shall participate in a reintegration plan including mentorship, observation, or collaboration with classroom educators for a period not to exceed twenty (20) workdays during the school year prior to returning to the classroom. This plan shall be developed jointly by the licensed staff and site administration and shall not affect the licensed staff's placement rights or salary.

23.4 The Association officers shall maintain all active licensure and certification requirements in accordance with NDE regulations during their release time. Nothing in this provision waives or modifies any licensure obligations required of licensed educators in the state of Nevada.

23.5 If the President or DABM, while on Association leave, does 20 hours of professional development per District fiscal year (which will include a District provided teacher professional development and site provided professional development), then the President and DABM will be entitled to receive a step salary increase in the next District fiscal year.

## **ARTICLE 24 SALARIES AND INSURANCE**

### **24.1 SALARY SCHEDULE**

24.1.1 Salaries shall be as shown on the schedule in Appendix A, which will reflect a 2% Cost of Living Adjustment (COLA) increase for FY26. Salaries for Occupational and Physical Therapists, Audiologist(s), Speech and Language Pathologists will be as shown in a separate salary schedule in Appendix A. Occupational and Physical Therapists, Audiologist(s), Speech and Language Pathologists employed at the District as of the final date of ratification shall be placed at the step on the new salary schedule directly above their annual base salary as of July 2, 2025, and prior to ratification of the 2025-2027 Negotiated Agreement. Both salary schedules within Appendix A will show the application of a 1.625% PERS rate increase effective July 1, 2025 (which is not added to the COLA), and moving new employees/hires from 187 workdays to 189 workdays (as specified in Article 17).

24.1.1.1 To assist in the transition of employees moving to the new Speech Language Pathologist, Occupational Therapist, and Physical Therapist salary schedule, employees in one of these positions as of November 20, 2025, who make more than \$63,000 annually will be provided a one-time \$2,000 bonus.

24.1.2 Licensed staff hired prior to January 1 of any year will be eligible for a step increment on July 1. Licensed staff hired after January 1 of any year will be eligible for a step increment on July 1 of the following year. Step increases for licensed staff are given annually, effective July 1.

24.1.2.1 Following the implementation of capable technology by the District and consultation with the Association, the District shall have the right to transition all employees to a system in which step increments on the salary schedule are awarded annually based on each employee's most recent hire date, rather than on July 1. The District will notify the Association in advance of any intended transition and ensure that no employee experiences a loss or gain of earned step eligibility as a result of the change in step increment date. This adjustment is intended to promote a more accurate and equitable alignment between service time and salary progression.

24.1.2 Salary incentives for hard-to-fill teaching positions under Assembly Bill 398 (2025).

24.1.2.1 Based on State funding provided via Assembly Bill 398 (2025), employees in qualifying positions will receive additional compensation, as set forth below and subject to the amount allocated by the State to Washoe County School District, as follows:

**Tier #1: Special Education**

Special Education teachers in the following classifications and programs will receive a salary differential of 7.5% of base pay in FY26, which shall continue for FY27:

- 0723 - Integrated Early Childhood Teacher
- 0731 – Special Education Strategies Teacher
- 0732 – Strategies Early Childhood Teacher
- 0727 – Special Education Social Intervention Teacher
- 0732 – Special Education Early Childhood Teacher
- 0746 – Orientation and Mobility Special Education Teacher
- 0742 - Visual Impairment teachers
- 0733 - Deaf & Hard of Hearing teachers

**Tier #2:**

If surplus funding allocated to Washoe County School District in FY26 and FY27 still remains after Tier #1, then Special Education/Early Childhood teachers in the following programs or classifications will receive a salary differential of 3.75% of base pay (or a salary differential equivalent to the remaining allocated funds if the amount available is less) in FY26 which shall continue for FY27:

- Special Education Resource teachers
- Social Resource teachers
- Comprehensive Life Skills teachers
- Adaptive Physical Education teachers
- Assistive Technology teachers
- Early Childhood Teacher

**Tier #3: Teachers at Title Schools with Qualifying Vacancy Rates**

If funding allocated to Washoe County School District in FY26 and FY27 remains after Tier #1 and Tier #2, then teachers at Title I schools will receive a 7.5% salary differential of base pay (or a salary differential equivalent to the remaining allocated funds if the amount available is less) in FY26 which shall continue for FY27, at schools that have the following vacancy rates in FY26 and FY27:

- High schools with a vacancy rate for teacher positions of at least 15.0 percent
- Middle schools with a vacancy rate for teacher positions of at least 12.0 percent
- Elementary schools with a vacancy rate for teacher positions of at least 10.0 percent

24.1.2.2 Employees that fall into multiple tiers shall not receive compensation for membership in multiple tiers, but shall only be assigned to membership in the tier with the highest percentage of salary differential for which the employee qualifies.

24.1.2.3 In the event that Tier #1, Tier #2, and Tier #3 have been addressed and surplus funding allocated to the Washoe County School District still exists in FY26 or FY 27, then the remaining allocation of funding will be distributed as a one-time stipend at the end of the school year in an equal amount

spread over qualifying positions. Because the parties understand that the State currently is in the process of implementing AB 398, if the above formula will result in a violation of State's guidance and/or if the surplus distribution would result in payments exceeding any amounts due on Tiers 1 through 3 to such individuals, then the District and the Association will meet to discuss an MOU. The purpose of the MOU will be limited to modification of the distribution formula to address the issues that triggered the need for the MOU.

- 24.1.2.4 This funding is only authorized for FY26 and FY27. Therefore, the above compensation will sunset on June 30, 2027, unless re-authorized in the 2027 legislative session and renewed in a successor agreement between the parties.
- 24.1.3 Effective on July 1, 2026, employees shall receive a 2.00% cost of living adjustment for FY 2027, subject to the provisions of Articles 24.1.4.
- 24.1.4 For FY 2027, the percentage increase of total General Fund revenues must be at least 100% greater than (i.e., twice) the cost-of-living increase indicated above in Article 24.1.3. This is based on the Final Budget or Amended Final Budget submitted to the State Department of Taxation by June 8 or, in the case of an Amended Final Budget, within 30 days of the end of the legislative session. If the growth in total General Fund revenues is not at least 100% greater than (i.e., twice) the cost of living increase indicated in Article 24.1.3 for FY 2027, then the COLA will equal 50% of the percentage increase in total General Fund revenues, unless General Fund revenues increase less than 2%, in which case the COLA will be set at 0%.
- 24.1.5 In addition, in order to re-open negotiations for FY2027, total General Fund revenues must increase from the prior year by more than 5.00%. Total General Fund revenue is measured based on the Final Budget submitted to the State Department of Taxation by June 8 for FY 2027.
- 24.1.6 Once audited financial statements are released for the fiscal year ended June 30, 2027, a reconciliation ("true-up") shall occur to compare actual General Fund results to the Final FY27 Budget, which shall include all budget adjustments and augmentations approved throughout the fiscal year. Employees shall receive a retroactive one-time incentive bonus as follows based on the calculated General Fund surplus ("Surplus") for the fiscal year ended June 30, 2027, as shown in the District's audited Annual Comprehensive Financial Report (ACFR). The Surplus shall be calculated as the sum of the following:
- 24.1.6.1 The net change in the fund balance for the General Fund, as shown on the "General Fund Statement of Revenues, Expenditures and Changes in Fund Balance – Budget and Actual", less assignments for encumbrances and carryover of general supply appropriations and any new restrictions, as shown in Note 7, "Fund Balance/Net Position".
- 24.1.7 Employees covered under this Agreement shall receive one-fourth of the Surplus unless the Surplus is less than \$500,000, in which case no incentive bonuses shall be paid. The amount of the incentive bonus will be calculated by dividing one-fourth of the Surplus by the number of actual employees covered under this Agreement as of the last day of the school year. Only active employees employed as of the last day of the school year shall be eligible for this incentive bonus. This payment shall be made by December 31, 2027.
- 24.1.8 Vacancy Savings – Elementary Schools (General Education K-5 classrooms only)
- 24.1.8.1 On December 1 (for the first semester) and by February 1 (for the second semester), the District will assess allocations and actual general education K-5 class sizes resulting from enrollment at each elementary school/ grade against the class size guidelines for FY 2025-26. For any situation in which the average class size in a school/grade level exceeds the maximum class size and the District chooses not to add an allocation, the District will pay the following amounts to each teacher(s) whose actual class size exceeds this maximum:
- Grades K-3: \$1,000 per student per semester over maximum
  - Grades 4-5: \$800 per student per semester over maximum
- 24.1.8.2 Class sizes will be distributed evenly to the extent possible in order to equitably distribute the number of students in each class and payments to teachers in the affected grade at the school. Class sizes and allocations will not be recalculated, monitored or adjusted after December 10.
- 24.1.8.3 This provision is effective on the final date of ratification and is not retroactive. Payments for the Fall 2025 and Fall 2026 terms will be processed and included in the subsequent February payroll cycles. Payments for the Spring 2026 and Spring 2027 terms will be processed and included in the subsequent May payroll cycles.

24.1.8.4 For FY 2026-27, the same process will apply but class size guidelines may be adjusted for K-3 to equalize the maximum class size per grade and remove the deduction of 0.75 for self-contained students, as presented to the Board on 6/10/25.

24.1.9 There will be a one-time retention bonus for Licensed Staff members of \$1,000 for each Licensed Staff that are not rated ineffective on their 2024-2025 AND their 2025-2026 performance evaluations. The retention bonus will be paid in the December of 2026 pay cycle. The retention bonus must be returned to the School District if the Licensed Staff does not complete the 2026-2027 school year.

24.1.10 SB 231 matching funds received shall be distributed to eligible Licensed Staff, and the District will not be required to pay any portion of the SB 231 match that exceeds the reimbursement received from the State. The calculation of eligible reimbursement will be based on actual qualifying staff in eligible positions consistent with State rules governing SB 231.

24.1.10.1 Beginning on January 1, 2026, SB 231 funding will be incorporated into qualified Licensed Staff's base salary, explicitly excluding any additional pay components or billing codes that qualify for SB 231 matching funds.

24.1.10.2 The State's salary match is only funded for FY26 and FY27. Therefore, any additional compensation funded through this State salary match program will end on June 30, 2027, unless re-authorized in the 2027 legislative session, at which time it will be automatically removed from the salary schedule and deducted from the eligible employee's base salary. In addition, any SB 231 matching will be removed from any Licensed Staff that moves or transfers to a position that is not eligible for SB 231 funding.

24.1.11 Licensed staff who are not Home Hospital Teachers that provide instruction for home hospital services in a week, as assigned by the District, shall receive one stipend per week of \$150, as documented and reported to their supervisor.

## 24.2 SALARY SCHEDULE NOTES

24.2.1 Special Endorsement Teacher Placement

24.2.1.1 A non-degree teacher who holds an occupational endorsement will be placed on the TA column of the Teachers' Salary Schedule. These teachers may receive experience credit for job-related work experience (not to exceed 5 years) over and above that required for licensure provided that such experience is at the journeyman or managerial level or above and is progressively responsible in nature, including supervisory responsibilities. The TA column will have ten (10) steps. The base salary for TA will be one professional growth increment less than the base for column TB. The experience increment will be equal to those of the other columns.

24.2.2 New employees or employees reentering the School District will be allowed credit for previous experience. The School District agrees to continue its current practice with regard to credit for other relevant Nevada service, outside Nevada service, non-public school experience and military service.

24.2.3 When a Master's Degree program requires more than thirty-five (35) credits, credits in excess of thirty-five (35) will be eligible to use as education credits to move over columns on the salary schedule. For example, if a Master's Degree program requires forty-five (45) credits, only the first thirty-five (35) would be necessary for placement on the salary schedule column TE. The remaining ten (10) credits would be additional credits and be applied to column TF and beyond.

24.2.4 Education credit to advance on the salary schedule may be completed at any time. If submitted to the Office of Human Resources by the first (1st) workday of the month, then the employee will be moved to the appropriate column in the next available pay warrant. Credit for such experience shall not be retroactive.

24.2.5 It is the sole responsibility of the employee to ensure verification of military service and transcripts verifying units for advancement.

24.2.6 In addition to the salary shown, the District pays an additional legislatively designated amount on behalf of the employee for retirement benefits to the Public Employees Retirement System.

24.2.7 Except as provided in Section 24.2.3, approved credits may include, but not be limited to, credits in undergraduate and/or community college classes related to employment assignments, duties, or retraining. In-service credits for salary advancement and approved undergraduate credits for classes TF and TG will require prior approval by the District.

- 24.2.8 Employees capable of fluently speaking, understanding and translating both English and another language spoken within the District, and who is requested to provide translation services outside of their assigned duties, as determined by the District, must provide such duties upon request and may be eligible for a \$500 annual stipend for bilingual services.
- 24.2.8.1 To qualify, the employee must receive written approval from their supervisor and the Chief Human Resources Officer, or designee, to take a District-approved Language Certification Test, and must provide the test results to their supervisor and the Office of Human Resources. In addition, the use of bilingual skills must be a consistent and regular part of the employee's official job duties, as outlined in their job description. The stipend shall be awarded as follows:
- 24.2.8.2 In schools where the English Language Learner enrollment is 13% or more the total amount of bilingual stipends paid by the district each year is subject to an annual cap of \$45,000 as an aggregate of all schools in the District.
- 24.2.8.3 In schools where the English Language Learner enrollment is less than 13% the total amount of bilingual stipends paid by the district each year is subject to an annual cap of \$5,000 as an aggregate of all schools in the District.
- 24.2.8.4 Stipends will be awarded on a first-come, first-served basis.
- 24.2.8.5 Human Resources will maintain a list of approved translators by location and language, which will be available to leadership who may need translation services.

24.3 ADVANCED/NATIONAL BOARD CERTIFICATION

- 24.3.1 Teachers, counselors, speech/language pathologists, professional school library media specialists who are awarded National Board Certification, and Speech/Language Pathologists who are awarded certification from the American Speech and Hearing Association (ASHA) who applied and were accepted to the program as of November 1, 2025 and who, as of January 31, 2027, have presented confirmation of both requirements to Human Resources that they have been awarded National Board Certification or ASHA certification will be provided an 8% increase over their placement on the salary schedule for the duration of the certification.
- 24.3.2 Teachers, speech/language pathologists and professional school library media specialists who, are awarded National Board Certification outside of the timelines in Article 24.4.1, will be provided an 5% increase over their placement on the salary schedule for the duration of this Agreement.
- 24.3.3 Nurses who are awarded National Board Certification will be provided a 3% increase over their placement on the salary schedule for the duration of this Agreement. Counselors and Social Workers that are awarded National Certified School Counselor through the National Board for Certified Counselors, American School Counselor Associations (ASCA) certified school counselors through the ASCA, and/or National Certified School Social Workers through the School Social Work Association of America will be provided a 3% increase over their placement on the salary schedule for the duration of this Agreement.
- 24.3.4 Any licensed staff that has their advanced/national board certification expire will lose the increase specified in this Agreement, effective as of the start of the next pay period following the expiration of the certification. As such, licensed staff that have the certification expire must promptly notify Human Resources of the expiration of the certification.

24.4 DAILY RATE COMPUTATIONS

- 24.4.1 The normal daily rate of pay for employees shall be computed by dividing the appropriate salary figure from the teacher's salary schedule by the number of contracted teaching days in the school year.
- Example:  $\$70,781 / 185 = \$382.60$  (daily rate)
- 24.4.2 Regularly contracted employees who are required, in writing by the Superintendent, to work beyond their regularly contracted work year as part of their regular work schedule, shall be compensated at their normal daily rate of pay.
- 24.4.3 Such a daily rate of pay for employees covered under this Article shall be computed by dividing the appropriate salary figure from the teacher's salary schedule by the number of contracted teaching days in the school year.
- Example:  $\$70,781 / 185 = \$382.60$  (daily rate)

24.5 DEPARTMENT LEADERS

- 24.5.1 A Department Leader in the School District is a licensed staff member in a Secondary school who is selected by the school principal and performs instructional leadership functions within a prescribed area or areas, such as a PLC, a team or a department. Department Leaders work under the direction of the principal.
- 24.5.2 Candidates for department leader may not be in probationary status or on a one-year-only contract.
- 24.5.3 Department Leaders must have successfully completed at least one course, training, or professional development workshop in leadership, instructional coaching, or an equivalent field either prior to appointment or within the first year of service as leader.
- 24.5.4 Each Department Leader shall be compensated for leading their department in accordance with the following schedule. Payment shall be prorated and paid monthly. Department Leaders are required to attend all scheduled district meetings, unless excused in advance by administration. Each high school Department Leader will continue to have one (1) unscheduled period for Department Leader duties.

NO. OF LICENSED STAFF IN DEPARTMENT	PERS Adjusted ANNUAL PAY 2025-2026*
1-5	\$1,750
5.1-10	\$3,500
10+	\$5,250

*\*The stipends above shall increase by the same percentage that the general salaries increase each year.*

- 24.5.5 For purposes of calculating the number of licensed staff in a department, a licensed staff member's membership in the department will be prorated according to the number of periods taught in the department. For example, a teacher who is assigned two (2) periods of social studies, two (2) periods of P.E. and one (1) period of study hall would be counted as 2/5th Social Studies and 2/5ths P.E.
- 24.5.6 The number of licensed staff in a department includes the department leader.
- 24.5.7 Department Leaders are not to be paid from extended day duty funds, but will be eligible for PERS contributions, in accordance with PERS policies and regulations. No retirement contributions will be made for stipends from Extended Day Duty assignments.
- 24.5.8 Gerlach High School has no Department Leaders.
- 24.5.9 The first payment for department chairpersons shall be in the first pay warrant in October and shall include the September and October compensation amounts.
- 24.5.10 Each Middle School with more than 250 but fewer than 500 students will be provided with 7 Department Leader allocations. Middle Schools with more than 500 students on count day will receive an additional Department Leader allocation for every 100 students above 500.

24.6 LOCATION ALLOWANCE

- 24.6.1 The School District agrees to continue a location allowance to licensed staff members employed full time at Gerlach, Natchez, Cold Springs, and Incline schools. Employees at Gerlach, Natchez, Cold Springs, and Incline shall receive an annual location allowance as follows. If any employees are assigned for less than the full school year, their location allowance shall be reduced proportionately.

SCHOOL	2025-2026*
Gerlach	\$2,550
Natchez	\$1,250
Incline	\$2,550
Cold Springs	\$1,250

*\*The stipends above shall increase by the same percentage that the general salaries increase each year.*

24.6.2 The Incline allowance shall not be provided to employees who live in the Incline school zone and work at the school(s) in that area.

24.6.3 The Cold Springs allowance shall not be provided to employees who live in the Cold Springs school zone and work at the school(s) in that area, such as Cold Springs Middle School, Nancy Gomes Elementary School and Michael Inskeep Elementary School.

#### 24.7 MEDICAL INSURANCE

24.7.1 While this Agreement is in effect and until it is replaced or superseded by a future version, the District shall continue to pay 100% of the employee-only premium for medical, dental, vision, life, and long-term disability insurance, at the contribution level approved by the Board of Trustees in the amount of \$883.00 or above. Additional dependents on benefits will be paid for by the employee.

24.7.2 In the event the District offers additional medical plan options in the future, including plans with enhanced benefits or higher premiums, the District's contribution shall remain at the established base level plan and at least equal to the cost of the current employee-only premium. Employees selecting a higher-cost plan will be responsible for paying the difference in premium.

24.7.3 GAP insurance shall be provided for each employee.

24.7.4 Effective January 2009, if insurance rates exceed the increased funding through the Nevada Distributive School Account, the parties may open negotiations on the above insurance contributions.

24.7.5 The School District shall consult with the Association regarding benefits to be included in the insurance program. The Insurance Committee will develop a series of benefit plan options that include medical, dental, vision and life insurance.

24.7.6 Effective July 1, 2004, the School District will contribute a prorated portion of the employee premium for insurance for an employee who is half-time or more, but less than full-time. If the half-time or more, but less than full-time, employee wishes to be covered by a full-time School District employee spouse, the bargaining unit member will receive credit for the prorated premium the School District is contributing.

24.7.7 The District shall not offer shared contracts for employees.

#### 24.8 SECTION 125 BENEFIT PLAN

24.8.1 A Section 125 Benefit Plan will be available to all employees.

#### 24.9 EXTENDED DAY DUTY PAY-GENERAL

24.9.1 Extended day duty compensation for licensed staff shall be as shown on the schedules in Appendix B.

24.9.2 Extended day duty compensation for the 1998-99 fiscal year shall be increased by three percent (3%) or as near to that amount as possible, if such programs are maintained at the current level. Positions or benefits for licensed staff may not be reduced in order to fund extra duty pay.

24.9.3 To receive step credit, experience must have taken place in the same activity and within the School District.

24.9.4 The number of authorized extra duty slots shall not be reduced below the number in effect on July 1, 2025. The District may add extra duty slots as needed. Compensation for each extra duty slot shall be \$375 (three hundred seventy-five dollars) for licensed staff covered by this Agreement. Nothing in this section shall be construed as a waiver of rights or obligations under NRS 288.

24.9.5 The final decision on the use of the fifteen (15) hour slots allocated to each school shall be made by a joint committee composed of four (4) teachers and/or counselors and two (2) administrators (except where schools have less than two (2) administrators, then the joint committee shall be composed of two (2) teachers and/or counselors and one (1) administrator) by no later than November 15 and May 15.

24.9.6 This stipend shall increase by the same percentage that the general salaries increase each year, not inclusive of any bonuses or incentives.

- 24.10 EXTENDED DAY DUTY
- 24.10.1 Evaluation
- 24.10.1.1 During the school year, the joint WEA-WCSD Extended Day Duty Committee will evaluate the scope and compensation of extended day duties for licensed staff and may make recommendations regarding the scope and compensation to the respective parties.
- 24.10.2 Assignment Notification
- 24.10.2.1 In order that extended duty personnel may begin planning and preparation for the coming school year, licensed staff other than those newly employed and transfers, shall be notified of their tentative extended duty assignments not later than the end of the school year.
- 24.10.3 Operational Regulations
- 24.10.3.1 Each licensed staff person responsible for an activity in all middle schools and high schools will file a Completion of Assignment form with the WCSD Office of Secondary Education no later than two (2) weeks following the official termination of the activity. Final payment for such activity will not occur until said report is filed. A copy of each report will be made available to the WEA Extended Day Duty Committee.
- 24.10.3.2 All extended day activities conducted by licensed staff will be outside of the regular school day, and no student shall receive academic credit for such activity. (Exception: P.E. activity exemption during students' interscholastic athletic participation.)

- 24.11 RETIREE SUBSIDY
- 24.11.1 The provisions of this Article and all its subsections shall sunset effective August 31, 2006, and bargaining unit members who retire after August 31, 2006, will no longer be eligible for any retiree subsidy.
- 24.11.2 Effective September 1, 2006, all retirees previously eligible for the subsidy shall be eligible to receive the retiree subsidy.
- 24.11.3 The cost of such subsidy shall not exceed .00322977 of the budgeted General Fund State Revenues as shown in the amended General Fund Budget approved by the Board during the calendar year the benefit will be distributed.
- 24.11.4 Any and all monies paid by the School 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.
- 24.11.5 The retirees' insurance subsidy shall be paid as follows: The School 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 School District's self-insured group health plans, provided that those retirees receiving less than \$750 per month from PERS shall continue to receive their retiree subsidy at the present level, until the Cap is reached. After the Cap is reached, no retiree subsidy will be paid for that fiscal year.

- 24.12 SUMMER SCHOOL/INTERSESSION
- Participation in instructional duties as part of summer school/Intersession shall be paid at a rate of \$150 per day. This amount will be pro-rated depending upon the duration of the summer school/Intersession workday, based upon a 7-hour day. Such participation in summer school instruction shall be voluntary, unless the School District reasonably determines that it is necessary to assign teachers to summer school instruction.

**ARTICLE 25  
TRAVEL REIMBURSEMENT**

- 25.1 Special employees who may be required to use their own automobiles in the performance of their duties and employees who are assigned to more than one (1) school per day, will be reimbursed at the rate set by the General Services Administration (GSA), to be adjusted when the GSA rate changes each year, for all driving done by them as part of their duties. Mileage will be calculated and paid for travel between schools, but shall not be paid for travel between the home or point of origin and the school.

**ARTICLE 26  
NOTIFICATION**

26.1 ASSIGNMENT NOTIFICATION

- 26.1.1 In order that employees may begin planning and preparation for the coming school year, employees other than newly employed or transferred employees, shall be notified by the principal or supervisor by posting not later than the end of the school year, a duty schedule for the coming school year showing tentative employee assignments including their programs for the coming school year, the periods of the workday they would supervise, the schools to which they will be assigned, the grades and/or subjects that they will teach, and any special or unusual classes that they will have.
- 26.1.2 Because of the unique nature of Washoe Inspire Academy wherein learning centers are scattered throughout the community, often in leased facilities and contingent on enrollment, changes in licensed staff location as well as center locations may occur at any time during the school year. When it is determined that a center will be closed, moved, or the program changed, affected licensed staff will be notified of the changes and the reasons. Reasons will be provided in writing, if requested.
- 26.1.2.1 During the period of time when the School District is publishing a Needs List, vacancies which occur at Washoe Inspire Academy shall first be announced to currently contracted licensed staff at Washoe Inspire Academy.
- 26.1.2.2 Whenever possible, licensed staff whose learning centers are being eliminated shall be informed in the spring when vacancies are being posted for Washoe Inspire Academy. Reason(s) for the closing of said center(s) shall be reduced to writing, if requested.
- 26.1.2.3 Should the necessity of closing a center occur during the summer and prior to the beginning of the school year, then the licensed staff shall be informed in writing with the opportunity to submit a preference for those positions available.
- 26.1.2.4 The principal shall inform the current staff of all known vacancies by posting them at the Washoe Inspire Academy Administrative Office and through announcement at the next regularly scheduled staff meeting.
- 26.1.2.5 Those licensed staff who wish to be considered for a change in their teaching location shall notify the principal in writing.
- 26.1.2.6 Once school is out in June, the principal is no longer required to notify staff members of openings.
- 26.1.2.7 Licensed staff who wish to be considered for openings which may occur during the summer shall indicate their preference in writing to the principal prior to the close of school.
- 26.1.2.8 The principal shall notify the licensed staff making the location change request as to their decision.
- 26.1.2.9 Should the licensed staff not receive the change in location, reasons shall be provided, in writing, if requested. Criteria identified in Section 27.1.5 shall be considered.

26.2 PROMOTIONAL OPENINGS

- 26.2.1 Vacancies in promotional positions will be publicized by the Office of Human Resources by posting notices on the District website. Notices shall be posted at least ten (10) days before the final date for submitting applications. Notices shall also be mailed to the Association and to the individual schools and shall be posted.
- 26.2.2 Employees who desire to apply for a promotional position which may be filled during the summer vacation period, may submit their names to the Office of Human Resources together with the position or positions they desire to apply for, and an address where they can be reached during the summer vacation period. The Office of Human Resources shall notify such employees of any vacancy in a position for which they desire to apply. Such notice and application forms shall be sent at least ten (10) days before the final date when applications must be submitted. Each employee-applicant shall receive written notification from the Office of Human Resources as to the disposition of their application.
- 26.2.3 Extended day duty position vacancies will be posted first within their respective schools for one (1) week. If there are insufficient qualified applications then the position(s) will be publicized School District-wide.

26.3 SUMMER SCHOOL, ADULT EDUCATION, NIGHT SCHOOL, FEDERAL PROGRAM OPENINGS

26.3.1 Openings for summer school, night school, and for positions under federal programs will be publicized by the posting of notices of openings on the District website. Notices shall be sent to the individual schools and shall be posted.

26.3.2 In order to facilitate planning and preparation for summer school, employee applicants shall be notified by May 5th of their selection (or rejection) to fill those openings which existed at the time.

26.4 WORKSHOPS

The parties shall make every reasonable effort to notify each other of any pertinent conferences, workshops, or seminars in which School District staff may be eligible to participate. Such notification is to be sent, if possible, prior to the scheduled beginning date of the conference, workshop, or seminar.

**ARTICLE 27  
REASSIGNMENTS, TRANSFERS, AND OVERAGES**

27.1 REASSIGNMENTS

27.1.1 Vacancies shall first be announced to those employees working at the school site.

27.1.2 The principal shall inform the current staff of all known vacancies by posting, in writing, the anticipated positions. Those staff members who wish to be considered for a change in their assignment shall notify the principal in writing. Once school is out in June, the principal is no longer required to notify staff members, in writing, of openings. Licensed staff who wish to be considered for openings which occur during the summer shall indicate their preference in writing to the principal prior to the close of school.

27.1.3 The principal shall notify the licensed staff member making the reassignment request as to their decision.

27.1.4 Should the licensed staff member not receive the reassignment, reasons shall be provided, in writing, if requested. Criteria identified in Section 27.2.4 shall be used.

27.2 VOLUNTARY TRANSFERS

27.2.1 Upon receipt of final allocations by the schools each year the Office of Human Resources shall publish a list of the vacancies which will in all probability be available for the following year including school, grade level and/or subject, and special characteristics such as half-time or one (1) year only. As additional vacancies occur, such list shall be updated. Said list shall be posted on the School District's Website in the Employment section at the Eligible WCSD certified employees Job Board.

27.2.2 Employees who desire to transfer to another building shall file a Transfer Request form on-line at the School District's website location with the Office of Human Resources. For transfers that are to be effective at the start of a new school year, the request must be submitted by June 15 prior to the upcoming school year. Voluntary transfer requests submitted after June 15 and until the transfer window opens the following year require both principals to approve the transfer.

27.1.2.1 If a voluntary transfer request is denied by the assigned site administrator, the licensed staff may appeal the denial of the transfer to the Chief Human Resources Officer in writing within ten (10) business days. The decision of the Chief Human Resources Officer is final and not subject to grievance under Article 12 of this Agreement.

27.1.2.2 A licensed staff member is not eligible to request a voluntary transfer when they are engaged in the Peer Assistance Review (PAR) during the same school year.

27.2.3 Commencing with the posting of the first needs list, for ten (10) working days, principals or supervisors are required to interview only transfer candidates whose applications are on file in the Office of Human Resources. The transfer period may be for more than ten (10) days, and the transfer period may be opened for one (1) week, closed for one (1) week, and then opened for one (1) week. The only exception would be those positions (grade level and subject matter) which are impacted by overaged licensed staff who have not been placed. Principals or supervisors must interview a minimum of three (3) employees requesting transfers (if there are three (3) or more applicants) whose applications are on file.

27.1.3.1 During the exclusive transfer period, should there be no specific requests for a particular school or subject, the principal may offer a position to a qualified candidate with the intent of achieving ethnic diversity on the faculty.

- 27.2.4 If more than one (1) employee has requested a transfer to the same position, the employee best qualified and suited for the position shall be given preference. The following criteria shall be considered:
1. State licensure in the subject area.
  2. Degree(s) held.
  3. Experience in the subject area.
  4. Number of course credits in the subject area.
  5. Course hours in excess of degree(s).
  6. Compatibility of the employee with respect to students, program, staff and administration.
  7. Information contained in the personnel file.
  8. Other subjective criteria peculiar to the position being sought.
- 27.2.5 Following the ten (10) day transfer period any employee who has a request on file may be considered for vacancies.
- 27.2.6 Employees who are interviewed for a possible transfer shall be notified in writing as to the disposition of their transfer request.
- 27.2.7 An employee who has formally sought a transfer for at least three (3) years without success may contact a Human Resources Administrator for assistance in evaluating their personnel file and providing, if possible, recommendations to overcome possible obstacles to a successful transfer.

### 27.3 OVERAGE PROCEDURE

- 27.3.1 In the event that a school will experience a reduced number of allocations which will result in an overage situation, the following process shall be used.
- 27.3.1.1 Principals or the District department leader shall review allocations, known resignation, leaves of absences and retirements. In the secondary schools, principals shall identify overage teachers licensed staff within each subject area. In elementary schools, the principals shall identify overage licensed staff in grades K-6, inclusively.
- 27.3.1.2 Principals or the District department leader shall first begin by asking for volunteers. If through requesting volunteers an overage situation still exists, seniority within the School District shall become the basis for identifying the overage teachers licensed staff. (See Article 31.1.3.3). In the event two or more licensed staff have the same seniority date and one (1) of the licensed staff must be overaged, the determining factor to decide which employee will be overaged, shall be the employee with the least seniority at the school. In the event there is more than one employee with the same least seniority date, the employee to be overaged shall be determined by an electronic randomizer selection by the School District in cooperation with and witnessed by the Association.
- Licensed staff may not volunteer to be placed on the Overage List if they are on probationary status, received an Ineffective or Developing rating on the most recent evaluation, on a Track III Focused Assistance Plan, or if the unit member has sustained discipline of suspension within the preceding two (2) year period.
- 27.3.1.3 Licensed staff who have been identified as overage shall designate their preference for placement in the schools of their choice based on the openings available at the time of placement. Principals or district department leaders may submit a list of licensed staff they would prefer and must interview and/or observe overage teachers licensed staff. Principals or district department leaders will not only include non-preferences, but will include the rationale and reasons for non-preference teachers.
- 27.3.1.4 Licensed staff on the overage list shall be placed after the exclusive transfer period.
- Licensed staff are encouraged to provide as many schools as possible and/or subject/grade levels for which they are qualified to teach and have had experience; however, employees must provide at least five (5) options, which may include multiple options at the same school. Licensed staff who do not provide

a list of preferences or otherwise do not participate in the process shall be placed in accordance with Step Three of this process.

**Step One:**

One-to-one matches shall be placed first and shall be confirmed at the overage placement meeting.

**Step Two:**

All remaining averaged licensed staff shall be placed based on the areas listed below, in order:

1. State license and/or subject area endorsement.
2. Specific needs of the school.
3. Evaluations.
4. Discipline.
5. Focused Assistance Plans; and then
6. Seniority.

The School District and the WEA will make a good faith effort to ensure that licensed staff are placed in at least one (1) of their requested preferences. One-to-one matches will be included in the calculations listed below:

1. The percentage of openings filled by overage placements. Schools may not be required to fill more than 25% of their openings (at the time of placement) with overage personnel. The Exception to this process would occur if there are no positions available for which the candidate is qualified.
2. The total number of vacancies and the total number of overaged licensed staff placed at a given school the previous school year.

**Step Three:**

If after exhausting steps one and two, a licensed staff has not been placed at a listed preference, the School District and the WEA will make a good faith effort to place the licensed staff member at a location that is desirable to the licensed staff member.

27.3.1.5 If a licensed staff member refuses two placements, they will be given a third placement, after which they may voluntarily resign.

27.3.1.6 No new hire shall be recommended for employment until all overaged licensed staff at that particular subject or grade level have been placed.

27.3.1.7 The School District, upon mutual consent of the Association, may exempt Special Education, ESL, and Program licensed staff and/or Title I and other groups of licensed staff from overage at the school site. For those groups listed above, the overage procedure shall be used within the specialty area.

27.3.1.8 An overaged licensed staff member may return to their school if a vacancy in that licensed staff member's area of assignment (primary or intermediate or subject area) occurs prior to August 31 of the year the licensed staff member was overaged, provided the licensed staff member requests to return within ten (10) days of receipt of notification of the vacancy by the principal of that school or the Office of Human Resources.

**27.4 DIRECTED TRANSFER OR REASSIGNMENT**

27.4.1 Subject to the limitations contained in this section, nothing in this article shall be construed to limit the School District's rights to reassign licensed staff and to consider and transfer licensed staff who have not applied.

27.4.2 A directed transfer is an involuntary transfer to a different work site which may or may not include a different work assignment.

27.4.3 For purposes of this Article, a "reassignment" is an involuntary assignment to a different grade level or subject in the same building.

27.4.4 A directed transfer or reassignment shall not be arbitrary, capricious, or punitive in nature. The licensed staff member affected by a non-performance directed transfer will be provided a list of openings available and

asked to designate a list of preferred placements. The ultimate decision will be the Superintendent of the appropriate level. Should the employee not receive one of their preferences, reasons will be provided.

27.4.5 Prior to notifying an employee they are being considered for a directed transfer, the administrator's recommendation must be reviewed and approved by the appropriate Area Superintendent or designee.

27.4.6 The licensed staff member shall then be advised in writing that they are being considered for directed transfer or reassignment and the reasons for such consideration.

27.4.7 If a conference with the administrator is requested by the licensed staff member, other parties may be present at the request of the licensed staff member or administrator.

27.4.8 If after such conference, the transfer or reassignment is still to take place, (or if no conference is requested) the licensed staff member will receive a final written notice to that effect including the reasons for the action.

27.4.9 A licensed staff member wishing to appeal a directed transfer or reassignment shall start at Level II of the grievance procedure.

## 27.5 SCHOOL CLOSURES

27.5.1 When it is determined that a school will be closed or moved, currently contracted licensed staff at that site will be notified in writing. Affected licensed staff will be given priority opportunities for placements.

## 27.6 MULTI-TRACK YEAR-ROUND TEACHING ASSIGNMENTS

If, during the term of this Agreement, the School District implements multi-track year-round teaching assignments, then there will be a limited reopener of this Agreement to negotiate mandatory terms of bargaining concerning only those teachers placed in a multi-track year-round assignment.

# **ARTICLE 28 EMPLOYEE FILES**

## 28.1 PERSONNEL FILES

28.1.1 Upon prior request, all materials placed in the employee's file and originating within the school system, shall be available (except as provided in Section 28.1.4) at reasonable times for the employee's inspection in the presence of the person(s) responsible for keeping the files.

28.1.2 Material originating within the School District and which is derogatory to an employee's conduct, service, character, or personality shall not be placed in an employee's file unless the employee has had an opportunity to read the material. The employee shall acknowledge that they have read such material by affixing their signature on the actual copy to be filed. Such signature does not indicate agreement with the content of such material.

28.1.3 The employee shall have the right to answer any material filed, and their answer shall be submitted to the principal or supervisor and forwarded to the Office of Human Resources where it shall be attached to all file copies.

28.1.4 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 employee for employment or promotion shall not be subject to this Agreement and therefore shall not be available for inspection by the employee.

28.1.5 The employee shall have the right to place material in their file that are reasonably pertinent to their employment with the School District. This material shall be submitted to the principal or supervisor and forwarded to the Deputy Superintendent and the Office of Human Resources, who shall place the material in the employee's file. The principal, supervisor or other administrative personnel shall have the right to attach comments to such materials subject to Article 28.1.2. No such material shall be deleted without the employee's consent.

28.1.6 Employees shall have the right, upon request, to review the contents of their personnel file. An employee will be entitled to have a representative of the Association accompany them during such review.

28.1.7 In accordance with NRS 391.755(2), employees shall have the right to have admonitory material concerning problems that have not reoccurred, removed from their files.

28.2 SITE FILES (2000)

- 28.2.1 The site file, maintained at the employee's work location, shall contain information which is appropriate to record keeping related to the employee's work including but not limited to such information as attendance records, formal evaluations, official notices, letter, etc.
- 28.2.2 Access to the file, other than routine maintenance by the principal's secretary or designee shall include those appropriate administrative employees of the School District who have a need to know.
- The file shall contain a "file review signature sheet." Anyone who accesses the file shall sign and date this review sheet.
- 28.2.3 Upon prior request, all materials placed in the employee's file shall be available at reasonable times for the employee's inspection in the presence of the person(s) responsible for keeping the files. Whenever possible, the file shall be made available within two (2) workdays of said request.
- 28.2.4 Written or verbal communications which are to be noted in the site file and are of a derogatory nature shall not be placed in the employee's site file until the employee has had the opportunity to read the material. The employee shall acknowledge that they have read such material by affixing their signature on the actual copy to be filed. Such signature does not indicate agreement with the content of such material.
- 28.2.5 Anonymous communications shall not be maintained in the site file.
- 28.2.6 An employee may request a review of his Site File and upon agreement and approval of the site supervisor material other than official records such as evaluations, attendance records may be removed.
- If an agreement cannot be reached regarding the removal of materials, the employee may initiate a grievance at Level II.
- 28.2.7 When an employee transfers to another school/location, the Site File shall be transferred to the new school/location as long as there is no grievance pending.

**ARTICLE 29  
PROFESSIONAL DEVELOPMENT AND EDUCATIONAL IMPROVEMENT**

- 29.1 The parties support the principle of continuing training of employees, participation by employees in professional organizations in the areas of their specialization, and professional affiliations; leaves for work on advanced degrees or special studies; and participation in community projects.

**ARTICLE 30  
IN-SERVICE TRAINING**

- 30.1 The School Trustees and the Association agree that a need for continuing emphasis on professional growth and in-service training for all professional staff exists within the School District. Such professional growth and in-service training should be predicated toward the goal of: Insuring high professional and employee competency; encouraging employees toward the attainment of high, optimum individual self-realization; and the promotion of an alert and progressive educational spirit in the School District.
- 30.2 Every effort will be made to obtain instructors of the highest qualifications to participate in the presentation of such programs.
- 30.3 In-service credit towards salary advancement will be credited to such employees on the following basis:
- 15.00 workshop hours = 1 salary credit  
7.50 workshop hours = 1/2 salary credit
- 30.4 A \$75 fee may be charged to employees voluntarily attending in-service classes offered by the School District.

**ARTICLE 31  
REDUCTIONS IN FORCE**

- 31.1 REDUCTION IN FORCE
- 31.1.1 If at the conclusion of the overage process steps, no placement was possible, the procedures below shall determine the order in which the staff shall be reduced.
- 31.1.2 Once a reduction in force is to be implemented and has identified certain areas, programs or activities to be reduced, then the Superintendent or their designee will meet with representatives of the Association to discuss

the need for the reduction and the approximate number of positions to be reduced prior to the recommendations being presented to the School Trustees.

31.1.3 Once approved by the Board of Trustees, reduction in force shall take place by applying the following criteria in the following order:

31.1.3.1 State license and/or subject area endorsement;

31.1.3.2 Performance Evaluations; then

31.1.3.3 Seniority (See Article 27.3.1.2);

Each employee must be categorized into one or more positions for which the employee is qualified to hold, based on criteria 1 above. Within each category each licensed staff will be placed in one of the 4 groupings, as follows:

- 1) Grouping One shall consist of each licensed staff on a limited term contract with an "Ineffective" or "Developing" Performance Evaluation Rating, ordered within the grouping by greatest number of combined consecutive "Ineffective" and "Developing" Performance Evaluations to the least, then by seniority.
- 2) Grouping Two shall consist of each licensed staff with an "Ineffective" or "Developing" Performance Evaluation Rating, ordered within the grouping by greatest number of combined consecutive "Ineffective" and "Developing" Performance Evaluations to the least, then by seniority.
- 3) Grouping Three shall consist of each licensed staff with an "Effective" Performance Evaluation rating.
- 4) Grouping Four shall consist of each licensed staff with a "Highly Effective" Performance Evaluation rating.

Licensed staff must be reduced in the order of seniority within their groupings as stated in the grouping descriptions above, with employees in Group One reduced first and employees in Group Four reduced last.

31.1.4 In the event two or more employees meet the separation criteria equally and have the same seniority date, the election of which employee is to be separated shall be based on the following: First, if an employee has sustained discipline of suspension within the preceding two (2) year period, that employee shall be separated. Second, if an employee is on a limited term contract, that employee shall be separated. Third, if an employee has current National Board Certification, that employee shall be retained over an employee without current National Board Certification. Fourth, all things being equal, the employee to be separated shall be determined by a lottery designed by the School District in cooperation with the Association.

31.1.5 Seniority shall be School District-wide based upon the original hire date the employee first commenced active employment on a contract and who has remained a licensed employee with the School District thereafter (separations from School District employment shall constitute a "break" in service).

31.1.6 Leaves of absence do not affect seniority.

31.1.7 The Chief Human Resources Officer shall reconcile any differences of opinions or facts concerning seniority.

31.1.8 Once the School District has identified the employees to be separated, a list of their names and positions shall be sent to the Association. If the Association believes an employee to be on the list inappropriately, a challenge may be sent to the School District within ten (10) days of the Association's receipt of the list. If the School District and the Association cannot resolve the dispute, an arbitrator shall be selected from the American Arbitration Association.

31.1.9 The cost of the arbitrator shall be equally shared between the parties. The arbitrator's decision shall be final and binding.

31.1.10 Once the list has been established (after resolution of any question if necessary), the employees on said list shall be notified. A copy of the list shall also be sent to the Association.

## 31.2 REEMPLOYMENT

31.2.1 Employees terminated by a Reduction in Force (RIF) shall be placed on a "Recall List" for a period of one (1) year from the date of their last paycheck.

- 31.2.2 In the event that permanent openings develop, employees who have been separated by RIF procedures who are on the List. will be reviewed for possible reemployment.
- 31.2.3 The determination as to which employee(s) on the Recall List shall be offered reemployment. shall be based upon the criteria in Article 27.7.3.
- 31.2.4 If in the School District's opinion. none of the employees on the Recall List should be selected for an offer of reemployment based upon the criteria and the particular opening(s). then for that particular opening(s) the Recall List may be by-passed.
- 31.2.5 In the unlikely event two (2) or more employees meet the reemployment criteria equally. the selection of the employee to be offered reemployment shall be determined by lottery designed by the School District in cooperation with the Association.
- 31.2.6 Employees on the Recall List shall be responsible for notification to the Office of Human Resources of any change of address.
- 31.2.7 Employees who do not accept offers of reemployment within ten (10) days from receipt of notification by mail shall have their names removed from the Recall List. In the event a notice is not answered and returned to the Office of Human Resources for lack of response, the returned notice shall constitute a non-acceptance of the offer.

**ARTICLE 32  
DUE PROCESS**

- 32.1 No licensed staff will be discharged, disciplined, or suspended without just cause. However, this provision does not apply to the nonrenewal of a probationary licensed staff member.
- 32.2 Pursuant to NRS 391.660, the provisions of NRS 391.765 through 391.800 are superseded by this Agreement and do not apply to bargaining unit members. The sole mechanism for bargaining unit members to redress a violation(s) of this Article is the Article 12 Grievance Procedure of this Agreement.

**ARTICLE 33  
SUPPLIES AND MATERIALS**

- 33.1 The School Trustees and the Association recognize that appropriate texts, library reference facilities, maps and globes, laboratory equipment, audio-visual equipment, art supplies, athletic equipment, current periodicals, writing materials, standardized tests and questionnaires, and similar materials are important in teaching.
- 33.2 Joint committees shall be established in each school composed of two (2) teachers elected by the licensed staff through a process determined by the Association and one (1) administrative staff member. The committee shall meet at least quarterly during the school year for the purpose of improving the selection, delivery and use of such educational materials. A committee member or a designated Association building representative (for those schools who choose not to have a committee) shall be provided with a copy of the monthly report regarding expenditures for supplies and materials sent to the school sites.
- 33.3 Within the resources available, a reasonable effort will be made to provide licensed staff with supplies and materials in a timely fashion. Shortages and problems with timely provision of materials will be discussed by the joint committee in an effort to resolve the matter prior to any other recourse provided by this Agreement.
- 33.4 Forms to evaluate the quality of the supplies and materials will be provided by the School District to each school.

**ARTICLE 34  
SCHOOL IMPROVEMENT PLANS**

- 34.1 No school improvement plan shall alter, violate or supersede this Agreement, except as mutually agreed in writing between the School District and the Association. (2013)

**ARTICLE 35  
TERM OF AGREEMENT**

35.1 This agreement shall be effective as of the 1st day of July, 2025, and shall remain in effect until June 30, 2027, and shall continue from year to year thereafter in compliance with the laws of Nevada, unless either of the signatories hereto shall give written notice to the other as required by Nevada Revised Statutes of a desire to change compensation, grievance procedures, and conditions of employment hereof.

35.2 **NEGOTIABILITY**

35.2.1 The parties also agree that any subjects, where negotiability may be challenged that are ultimately determined to be mandatory topics for negotiation, may be reopened after either party has exhausted all avenues of judicial review or after the parties have mutually agreed to accept the decision of the Employee Management Relations Board; provided, however, that written notification of intent to reopen is given prior to February 1, for any proposed changes to be effective on the next July 1st.

35.3 **RATIFICATION**

35.3.1 This is to confirm that the parties identified below voted to ratify the contract amendments on the dates noted.

Washoe County School District (WCSD)  
Board of Trustees

December 9, 2025

On behalf of the WCSD

Washoe Education Association (WEA)

December 9, 2025

On behalf of the WEA

\_\_\_\_\_  
Joe Ernst, Superintendent

\_\_\_\_\_  
Calen Evans, President

# APPENDIX A

TEACHER SALARY SCHEDULE  
2025-26  
(185-day contract for balance calendar schools)

	TA	TB	TC	TD	TE	TF	TG	TH
	CLASS I	CLASS II	CLASS III	CLASS IV	CLASS V	CLASS VI	CLASS VII	CLASS VIII
	Less Than A Degree	BA Degree	BA Plus 24 Undergraduate or 16 Graduate Credits	BA Plus 48 Undergraduate or 32 Graduate Credits	MA Degree MA Equivalent	MA Plus 16 Graduate or Approved Credits	MA Plus 32 Graduate or Approved Credits	PhD/EDD
					*BA Plus 64 Undergraduate Credits	*BA Plus 80 Undergraduate Credits	*BA Plus 96 Undergraduate Credits	*MA Plus 48 Graduate or BA Plus 112 Undergraduate
STEP	PER YEAR	PER YEAR	PER YEAR	PER YEAR	PER YEAR	PER YEAR	PER YEAR	PER YEAR
06	45,053	47,032	49,016	50,997	52,977	54,958	56,942	58,921
07	46,915	48,894	50,875	52,862	54,840	56,817	58,803	60,785
08	48,776	50,758	52,740	54,723	56,705	58,687	60,665	62,645
09	50,642	52,617	54,607	56,588	58,565	60,545	62,526	64,508
10	52,500	54,481	56,462	58,449	60,431	62,412	64,390	66,372
11	54,364	56,345	58,330	60,310	62,291	64,273	66,254	68,235
12	56,225	58,205	60,192	62,174	64,155	66,138	68,119	70,098
13	58,089	60,073	62,058	64,035	66,016	68,004	69,978	71,962
14	59,954	61,934	63,918	65,900	67,884	69,863	71,846	73,826
15			65,782	67,763	69,746	71,729	73,706	75,688
16				69,626	71,607	73,592	75,568	77,549
17					73,473	75,456	77,433	79,414
18					75,333	77,319	79,294	81,281
19					77,200	79,183	81,158	83,142
20	61,818	63,801	67,646	71,489	79,064	81,045	83,020	85,002
21	63,682	65,663	69,508	73,353	80,926	82,908	84,882	86,866
22						84,772	86,747	88,732
23							88,609	90,592
24							90,473	92,458
25	64,956	66,975	70,898	74,820	82,545	86,467	92,282	94,307

\*In order for undergraduate credits to count in the new BA+ category (TE, TF, TG, TH) they must have been earned after 7/1/23

SALARY SCHEDULE NOTES

1. This schedule applies to Teachers, Nurses, Librarians and Counselors. (Counselors are paid for nine (9) additional days.) Certain positions are scheduled to work fewer contract days than the schedule noted above. Salaries for these positions are prorated based on the number of days worked.

The Washoe County School District pays an additional legislatively-designed amount to the Public Employees Retirement System on behalf of the employee for retirement benefits. No retirement contribution is made by the employee.

Beginning 08-09

Teachers entering the Washoe County School District may be allowed credit for out-of-state K-12 teaching experience in public schools to a maximum of ten (10) years. (Teachers with previous experience in the Washoe County School District or in another Nevada county may be eligible for more than ten (10) years experience on the salary schedule.) This may include two (2) years of military experience. with non-public school experience may be granted up to two (2) years credit in accordance with Article 24 of the Negotiated Agreement.

Nurses entering the Washoe County School District may be allowed credit for previous nursing experience to a maximum of five (5) years in accordance with the Negotiated Agreement. This may include two (2) year military experience. Non-educational degrees are not recognized.

2. Inservice hours may be credited toward undergraduate or graduate credits according to Articles 24 and 30 of the Negotiated Agreement.

3. The Master's Equivalency Program allows movement beyond Column TD in accordance with Article 24, and in particular Section 24.2.11, of the Negotiated Agreement.

4. Approved credits are defined in Article 24 of the negotiated Agreement.

- In order to advance beyond Step 4, a Class I teacher must have 90 units or more.

- Beginning with the school year 2006-07, Step 1 removed, Step 21 and column TH added to salary schedule.

- Beginning with the school year 2007-08, Step 14 added to TE, Step 15 added to TF, Step 17 added to TG and TH.

- Beginning with the school year 2008-09, Step 15 added to TE, Step 16 added to TF, Step 18 added to TG and TH. Removed Step 2

- School year 2010-11 All employees frozen at step and did not receive experience increment.

- Beginning with the school year 2015-16, Step 11 added to TA, and TB, Step 12 added to TC, Step 13 added to TD, Step 16 added to TE, Step 17 added to TF, Step 19 added to TG and TH.

- Beginning with the school year 2016-17, remove entry step (3) and add one new step to all columns. Step 12 added to TA, and TB, Step 13 added to TC, Step 14 added to TD, Step 17 added to TE, Step 18 added to TF, Step 22 added to TG and TH.

- Beginning with the school year 2017-18, remove entry step (4) and add one new step to all columns. Step 13 added to TA, and TB, Step 14 added to TC, Step 15 added to TD, Step 18 added to TE, Step 19 added to TF, Step 23 added to TG and TH.

**WASHOE COUNTY SCHOOL DISTRICT**  
**2025-26 SALARY SCHEDULE FOR**  
**OCCUPATIONAL AND PHYSICAL THERAPISTS, AUDIOLOGIST(S), SPEECH AND LANGUAGE PATHOLOGISTS**

	1	2	3	4	5	6	7	8	9	10	11	12	13
<b>Annual Salary</b>	\$65,000.00	\$67,275.00	\$69,630.00	\$72,067.00	\$74,589.00	\$77,200.00	\$79,902.00	\$82,699.00	\$85,593.00	\$88,589.00	\$91,690.00	\$94,899.00	\$98,220.00

# APPENDIX B

**APPENDIX B  
EXTENDED DAY SCALES  
HIGH SCHOOL EXTENDED DAY ATHLETIC PROGRAMS AND SUPPORT GROUPS**

POSITION	STEP 1 & 2	STEP 3 & 4	STEP 5	NO. OF POSITIONS AUTHORIZED	
	1-2 YEARS	3-4 YEARS	5+ YEARS	(9+Sparks) AAAA	(IHS) AAA
Fall Asst. Cheerleader	\$ 666.00	\$ 954.00	\$ 1,238.00	1	1
Winter Asst. Cheerleader	\$ 666.00	\$ 954.00	\$ 1,238.00	1	1
Dance Team Coach	\$ 762.00	\$ 1,145.00	\$ 1,525.00	1	1
ROTC Drill Coach	\$ 762.00	\$ 1,145.00	\$ 1,525.00	1	1
ROTC Color Guard Coach	\$ 762.00	\$ 1,145.00	\$ 1,525.00	1	1
Asst. Skiing	\$ 954.00	\$ 1,238.00	\$ 1,525.00	1	1
Fall Head Cheerleader	\$ 1,336.00	\$ 1,718.00	\$ 2,096.00	1	1
Winter Head Cheerleader	\$ 1,336.00	\$ 1,718.00	\$ 2,096.00	1	1
Ski Coordinator	\$ 1,718.00	\$ 2,096.00	\$ 2,481.00	Districtwide-1	
Girls' Head Golf	\$ 1,718.00	\$ 2,096.00	\$ 2,481.00	1	1
Boys' Head Tennis	\$ 1,718.00	\$ 2,096.00	\$ 2,481.00	1	1
Girls' Head Tennis	\$ 1,718.00	\$ 2,096.00	\$ 2,481.00	1	1
Cross Country Skiing	\$ 1,718.00	\$ 2,096.00	\$ 2,481.00	0	1
Head Skiing	\$ 1,718.00	\$ 2,096.00	\$ 2,481.00	1	1
ROTC Rifle Coach	\$ 1,718.00	\$ 2,096.00	\$ 2,481.00	1	1
Boys' Head Golf	\$ 1,718.00	\$ 2,096.00	\$ 2,481.00	1	1
**Boys' Head Swimming	\$ 1,718.00	\$ 2,096.00	\$ 2,481.00	1	1
**Girls' Head Swimming	\$ 1,718.00	\$ 2,096.00	\$ 2,481.00	1	1
Rifle Coordinator	\$ 1,718.00	\$ 2,096.00	\$ 2,481.00	Districtwide-1	
*Boys' Head Cross Country	\$ 2,096.00	\$ 2,481.00	\$ 2,862.00	1	1
*Girls' Head Cross Country	\$ 2,096.00	\$ 2,481.00	\$ 2,862.00	1	1
Asst. Baseball	\$ 2,096.00	\$ 2,385.00	\$ 2,674.00	2	1
Asst. Softball	\$ 2,096.00	\$ 2,385.00	\$ 2,674.00	2	1
Boys' Asst. Track	\$ 2,096.00	\$ 2,385.00	\$ 2,674.00	2	1
Girls' Asst. Track	\$ 2,096.00	\$ 2,385.00	\$ 2,674.00	2	1
Asst. Volleyball	\$ 2,287.00	\$ 2,574.00	\$ 2,862.00	2	2
Asst. Football	\$ 2,434.00	\$ 2,718.00	\$ 3,005.00	7	4
Boys' Asst. Soccer	\$ 2,434.00	\$ 2,718.00	\$ 3,005.00	1	1
Girls' Asst. Soccer	\$ 2,434.00	\$ 2,718.00	\$ 3,005.00	1	1
Asst. Wrestling	\$ 2,434.00	\$ 2,718.00	\$ 3,005.00	1	1
Boys' Asst. Basketball	\$ 2,674.00	\$ 2,957.00	\$ 3,243.00	2	1
Girls' Asst. Basketball	\$ 2,674.00	\$ 2,957.00	\$ 3,243.00	2	1
Head Baseball	\$ 3,055.00	\$ 3,432.00	\$ 3,814.00	1	1
Head Softball	\$ 3,055.00	\$ 3,432.00	\$ 3,814.00	1	1
**Boys' Head Track	\$ 3,055.00	\$ 3,432.00	\$ 3,814.00	1	1
**Girls' Head Track	\$ 3,055.00	\$ 3,432.00	\$ 3,814.00	1	1
Head Volleyball	\$ 3,243.00	\$ 3,626.00	\$ 4,007.00	1	1
**Boys' Head Soccer	\$ 3,432.00	\$ 3,814.00	\$ 4,200.00	1	1
**Girls' Head Soccer	\$ 3,432.00	\$ 3,814.00	\$ 4,200.00	1	1

Head Wrestling	\$ 3,432.00	\$ 3,814.00	\$ 4,200.00	1	1
**Boys' Head Basketball	\$ 3,626.00	\$ 4,104.00	\$ 4,577.00	1	1
**Girls' Head Basketball	\$ 3,626.00	\$ 4,104.00	\$ 4,577.00	1	1
ROTC Drill Coordinator	\$ 3,626.00	\$ 4,104.00	\$ 4,577.00	Districtwide-1	
Head Football	\$ 3,814.00	\$ 4,200.00	\$ 4,577.00	1	1
Total HS Allocations				53	45

\*If one person fills both head coaching positions, total compensation will be an additional 20% of that person's entitled compensation.

\*\*If a head coach of a like sport assumes the duty of the other head coach (i.e., boys' and girls' track), an assistant coach may be hired to take the place of that position vacated by the second head coach. The total number of coaches for that program cannot exceed the total number allocated as set by the extended day duty scale.

**EXTENDED DAY SCALES  
MIDDLE SCHOOL EXTENDED DAY ATHLETIC PROGRAMS AND SUPPORT GROUPS**

POSITION	STEP 1 & 2	STEP 3 & 4	STEP 5	NO. OF POSITIONS AUTHORIZED	
	1-2 YEARS	3-4 YEARS	5+ YEARS	(13) Reno/Sparks	Incline
Boys Cross Country (7/8)	\$ 458.00	\$505.00	\$ 554.00	1	1
Girls Cross Country (7/8)	\$ 458.00	\$505.00	\$ 554.00	1	1
Cross Country (6)	\$ 458.00	\$505.00	\$ 554.00	1	1
Girls Basketball (6/7/8)	\$ 1,000.00	\$ 1,097.00	\$ 1,192.00	5	3
Boys Basketball (6/7/8)	\$ 1,000.00	\$ 1,097.00	\$ 1,192.00	5	3
Girls Volleyball (6/7/8)	\$ 1,000.00	\$ 1,097.00	\$ 1,192.00	5	2
Wrestling (6/7/8)	\$ 1,000.00	\$ 1,097.00	\$ 1,192.00	3	3
Boys Track (6/7/8)	\$ 1,000.00	\$ 1,097.00	\$ 1,192.00	3	3
Girls Track (6/7/8)	\$ 1,000.00	\$ 1,097.00	\$ 1,192.00	3	3
Boys Soccer (6/7/8)	\$ 1,000.00	\$ 1,097.00	\$ 1,192.00	2	2
Girls Soccer (6/7/8)	\$ 1,000.00	\$ 1,097.00	\$ 1,192.00	2	2
<b>Total MS Allocations</b>				<b>31</b>	<b>24</b>

## ELEMENTARY SCHOOL EXTENDED DAY PROGRAMS

The District shall establish a pilot program of 396 slots (\$375 per slot) for use by elementary schools, in order to study whether and to what extent slots may be utilized at the elementary school level. Each elementary school administrator may submit a Slot Allocation Application for up to 6 slots to be used in the school year. Applications for elementary school slots shall be submitted in accordance with Article 24. 9.5, to the extent feasible based on current positions. Student sign-in sheets and a log of all hours served for elementary school slots shall be maintained for every slot awarded.

Pay period to be the first pay period following completion of activity. Checks may come to the schools prior to the completion of an activity, but schools are to hold checks until the duty assignments are completed.

Minimum requirement for compensation will be at least 15 hours of out-of-contract time. (Example: 60 hours of assignment payment may use 4 slots.)

## MIDDLE SCHOOL EXTENDED DAY NON-ATHLETIC AND INTERMURAL PROGRAMS

\*Each AAA middle school (9 schools) will have 55 slots at \$375 per slot.

Each AA middle school (3 schools) will have 28 slots at \$375 per slot.

**\*Any number above 800, in increments of 100 students, (i.e. 801 to 900) will trigger 4 additional slots for a total of 65 slots; 901 to 1000 will trigger another 4 slots for a total of 69 slots. Student counts will be based on the student apportionment count.**

Pay period to be the first pay period following completion of activity. Checks may come to the schools prior to the completion of an activity, but schools are to hold checks until the duty assignments are completed.

Minimum requirement for compensation will be at least 15 hours of out-of-contract time. (Example: 60 hours of assignment payment may use 4 slots.)

**The following listed activities will have their applications processed and fully funded before applications for other non-listed activities are processed, provided this does not create an unreasonable delay in the processing of slot applications for non-listed activities:**

Band	Yearbook
Orchestra	Choir

## HIGH SCHOOL AND MIDDLE SCHOOL SALARY ADJUSTED PROCEDURE

If there is a break in service in an activity that uses a step procedure for determining extended day athletic and support group salary, then the salary for future employment will revert back to Step 1. The exception to this will be when a licensed staff member who has had more than five years experience in that same activity is rehired after a break in service. That licensed staff member will be entitled to use his/her five years of previous experience as long as s/he is hired for a like position in the Washoe County School District, and will be placed on Step 5 of the salary schedule.

Licensed staff who come from a like activity, i.e., high school boys'/girls' basketball to middle school boys'/girls' basketball, will be credited into the appropriate step as long as there is no break in service.

## HIGH SCHOOL EXTENDED DAY NON-ATHLETIC AND INTRAMURAL PROGRAMS

### Policy Statement

\*Each AAAA high school will have 171 slots at \$375 per slot.

Each AAA high school will have 116 slots at \$375 per slot.

Each AA high school will have 58 slots at \$375 per slot.

Districtwide Music Program will have 28 slots at \$375 per slot.

Washoe Innovations will have 36 slots at \$375 per slot.

Glenn Hare will have 55 slots at \$375 per slot.

**\*Any number above 1600 in increments of 100 students, i.e. 1601 to 1700 will trigger 8 additional slots for a total of 199 slots; 1701 to 1800 will trigger another 8 slots for a total of 207 slots. Student counts will be based on the student apportionment count.**

Pay period to be the first pay period following completion of activity. Checks may come to the schools prior to the completion of an activity, but schools are to hold checks until the duty assignments are completed.

**Minimum requirement for compensation will be at least 15 hours of out-of-contract time. (Example: 60 hours of assignment payment may use 4 slots.)**

**The following listed activities will have their applications processed and fully funded before applications for other non-listed activities are processed, provided this does not create an unreasonable delay in the processing of slot applications for non-listed activities:**

Speech & Debate

Band (fall)

Band (spring)

Yearbook

Leadership Advisor

Choir

Orchestra

**Other suggested positions for slots include:**

Academic Olympics	Pep Club
Class Advisors	Scholarship Chairman
Newspaper	String Instructors
FBLA	Student Government
Forensics	All Intramurals
Literary Magazine	

The assignment of extended day non-athletic and intramural programs slots will be determined by a joint faculty and administration committee.

When a public performance, contest, or tournament occurs, the District shall provide a substitute teacher and per diem and travel allowance, if necessary.

# APPENDIX C

# APPENDIX D

WASHOE COUNTY SCHOOL DISTRICT  
Human Resources Division

CERTIFICATED GRIEVANCE FORM

Grievance # \_\_\_\_\_ Name (Please Print or Type) \_\_\_\_\_ School/Location \_\_\_\_\_ Assignment \_\_\_\_\_  
WCSD # \_\_\_\_\_ Date Filed \_\_\_\_\_ Grievant's Signature \_\_\_\_\_ On Behalf of the Association \_\_\_\_\_ Date Received \_\_\_\_\_

**TIME LIMIT**

On what date did you become aware of the act or condition on which this grievance is based?\*

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

On what date(s) did you meet and discuss this grievance with your supervisor?

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Did you advise your principal/supervisor as to the nature of the problem, in writing, prior to the above meeting?

Yes  No

On what date did you notice your supervisor you were going to file a grievance?

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

**LEVEL ONE: SUPERVISOR**

**A. Grievant's Statement**

On an attached page, please state the alleged: 1) violation, 2) misinterpretation, or 3) inequitable application of the Negotiated Agreement (state the specific provision(s) of the Agreement). Also, please state the relief you are seeking.

Have you distributed copies to the Association, appropriate Area Superintendent, and the Chief Human Resources Officer?

Yes  No

**B. Principal's/Supervisor's Decision**

Within five (5) working days of receipt (enter date at right), the Principal/Supervisor must provide his/her decision and the reasons therefore. Please attach a copy of the decision to this form.

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Please enter date decision is rendered:

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

**C. Grievant's Response**

Please sign and date below if Level One decision is acceptable. Return to the Chief Human Resources Officer.

\_\_\_\_\_  
Grievant's Signature

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

\*If an employee does not file a grievance in writing as provided herein within fifteen (15) days after he/she knew of or should have known of the act or condition on which the grievance is based, then the grievance shall be waived. (WCSD/WEA Negotiated Agreement Section 12.4.3)

**LEVEL TWO: AREA SUPERINTENDENT**

**A. Grievant's Appeal**

\_\_\_\_\_ Please initial here and forward to the appropriate Area Superintendent and the Chief Human Resources Officer if you wish to have the Area Superintendent review and render a decision.

Please enter the date you are filing the grievance with the Area Superintendent: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

**B. Central Administration Decision**

Within ten (10) working days of receipt (enter date at right), the Area Superintendent must provide his/her decision and the reasons therefore. Please attach a copy of the decision to this form.

Please enter date decision is rendered: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

**C. Grievant's Response**

Please sign and date below if Level Two decision is acceptable. Return to the Chief Human Resources Officer.

\_\_\_\_\_  
Grievant's Signature \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

**LEVEL THREE: SUPERINTENDENT/DESIGNEE**

**A. Grievant's Appeal**

\_\_\_\_\_ Please initial here and forward to the Chief Human Resources Officer if you wish to appeal this grievance to the Superintendent/Designee. You must file an appeal within five (5) working days of the decision by the Area Superintendent or within ten (10) working days of filing with the Area Superintendent, if no decision has been rendered.

Please enter the date this appeal is provided to the Chief Human Resources Officer, Human Resources: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

**B. Superintendent/Designee Decision**

A hearing must be held within eight (8) working days of receipt of this appeal.

Date appeal was received: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Hearing date: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

A decision must be rendered within five (5) days after the hearing date or ten (10) days if filed by the Association at Level Three. Please attach a copy of the decision to this form.

Date decision rendered: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

# APPENDIX E

WASHOE COUNTY SCHOOL DISTRICT

**CERTIFICATED COMPLAINT FORM**

Complaint # \_\_\_\_\_ Name (Please Print or Type) \_\_\_\_\_ School/Location \_\_\_\_\_ Assignment \_\_\_\_\_

WCSD # \_\_\_\_\_ Date Filed \_\_\_\_\_ Complainant's Signature \_\_\_\_\_ On Behalf of the Association \_\_\_\_\_ Date Received \_\_\_\_\_

MONTH DAY YEAR

1. **STEP ONE: SUPERVISOR MEETING (Required)**

On what date(s) did you meet and discuss this complaint with your principal, supervisor, or administrator?

\_\_\_\_\_

On what date did you notify your principal, supervisor, or administrator of your decision to file a complaint?

\_\_\_\_\_

2. **STEP TWO: CENTRAL ADMINISTRATION**

a. **Complainant's Statement**

On the attached page, state the nature of the complaint including any policy, regulation, procedure or practice or subject which is the basis for the complaint. **Also state the relief you are seeking.**

Have you distributed copies to your principal/supervisor?

Yes  No

b. **Assistant Superintendent: Meeting and Decision**

1. Date received by the Assistant Superintendent.
2. Meeting date must be established within eight (8) days of receipt of request. Enter meeting date on the right.
3. Suggested relief appears on the attached page. **Please enter date response is provided to the Complainant.**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

c. **Complainant's Response**

If relief is **acceptable**, please sign below and date on the right **within five (5) working days of receipt**. Return this form to the Chief Human Resources Officer. If this form is not returned within five (5) days, the complaint **is settled** at this level.

\_\_\_\_\_  
Signature

\_\_\_\_\_

MONTH DAY YEAR

3. **STEP THREE: SUPERINTENDENT/DESIGNEE**

a. **Complainant's Appeal**

Please initial here and date if a meeting with the Superintendent is requested.

\_\_\_\_\_

b. **Superintendent/Designee's Meeting and Decision**

1. Meeting date established within ten (10) days following the meeting with the Assistant Superintendent. Please enter date of meeting on the right.

\_\_\_\_\_

Decision is attached. Decision must be rendered within twenty-one (21) days following the meeting with the Assistant Superintendent. Please enter the date the decision is provided to the Complainant. This decision is final.

\_\_\_\_\_