

**NEGOTIATED AGREEMENT**

**Between**

**WASHOE COUNTY SCHOOL DISTRICT**

**And**

**WASHOE SCHOOL PRINCIPALS' ASSOCIATION**

**2023-2025**



Effective July 1, 2023

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Washoe County School District and Washoe School Principals' Association

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## **PREAMBLE**

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

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

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

## **ARTICLE 1 DEFINITIONS**

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

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

## **ARTICLE 2 RECOGNITION**

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

**ARTICLE 3  
NEGOTIATIONS**

For purposes of meetings involving negotiations, including mediation and arbitration, members of the WSPA's bargaining team will be afforded the time without recrimination, retaliation or penalty. It is expressly understood that no reference to administrators' participation in the negotiations process may be used or referred to within a negative connotation in the administrators' evaluation.

**ARTICLE 4  
FAIR PRACTICES**

- 4.1 The Association must equally represent all administrative personnel within the bargaining unit without regard to membership or participation in any other administrative employee organization. The Association will continue to admit administrative to membership and participation in its affairs without discrimination on the basis of race, creed, color, national origin, sex, age or disability, pregnancy, sexual orientation, genetic information, or gender identity and expression.
- 4.2 No administrator shall be disciplined or discriminated against because of lawful activity with the association. No attempt shall be made to intimidate or discourage a member from exercising his right to representation.
- 4.3 If an Administrator during an investigatory interview provides information that is a separate basis for discipline than the original basis for the investigatory interview, the Administrator is entitled to a separate IDP process for such discipline.

**ARTICLE 5  
NO STRIKES/WORK STOPPAGES**

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

**ARTICLE 6  
IMPASSE**

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

**ARTICLE 7  
DISABILITY CLAUSE**

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

**ARTICLE 8  
GENERAL SAVINGS CLAUSE**

- 8.1 If any provision of the Agreement or any application thereof to any administrator or group of administrators is found contrary to law, then such provision or application will be invalid and will remain in effect only to the extent permitted by law; however, all other provisions or applications will continue in full force and effect.

**ARTICLE 9  
DUES DEDUCTION**

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

- 9.5 Upon termination of an administrator covered by this Agreement, the current month's dues will be deducted from the final check.

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

- 9.6.1 It is recognized that the School District in agreeing to deduct dues is performing solely an administrative function on behalf of the Association for its convenience and is not a party to any agreement between the Association and its members regarding the deduction of dues. The Association, therefore, agrees to hold the School District harmless and to reimburse the School District for any and all costs, of the Association and contrary to the instructions received from the individual administrator. Further, in the event the School District fails to collect dues under this article, either because of a lack of available funds due to the administrator or through error, the Association will be responsible for collection of the sum from the administrator.

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

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

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

### **10.1 ADMINISTRATIVE LEAVE**

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

### **10.2 BEREAVEMENT LEAVE**



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

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

### 10.3 COMMUNITY SERVICE LEAVE

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

### 10.4 EDUCATIONAL SERVICES LEAVE

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

### 10.5 LEGAL LEAVE

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

### 10.6 MILITARY LEAVE

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

### 10.7 PERSONAL BUSINESS LEAVE

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

#### 10.8 PROFESSIONAL LEAVE

Administrators are encouraged to participate in continuing education, professional organizations and community projects. A short-term leave without pay may be granted to members for work in these areas as well as on advanced degrees and special studies that promote professional development.

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

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

#### 10.9 PUBLIC OFFICE LEAVE

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

#### 10.10 VISITATION LEAVE

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

## 10.11 FAMILY MEDICAL LEAVE

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

## 10.12 VACATION LEAVE

10.12.1 Effective July 1, 2017, Eleven (11) month School based and Non-schoolbased Principals, Specialists, Instructional Coordinators, Assistant Principals, Directors assigned to Elementary Schools, Middle Schools and High Schools as listed in the attached salary schedule appendix shall receive eighteen (18) days of vacation leave each year. Accrual of Administrator's vacation shall not exceed forty-five (45) days. The District shall make available reasonable periods of time for administrators to take earned vacation. Upon reasonable prior notification to and approved by the immediate supervisor, administrators will be able to use such leave so long as it will not reflect adversely on the District.

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

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

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

- 10.12.4 Effective July 1, 2023, upon request, administrators who accrue vacation leave may cash out up to ten (10) days per year of accumulated, but unused vacation leave by providing notice to the District in June. The cash out shall be provided to the administrators in their subsequent July paycheck.

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

### **11.1 EXTENDED LEAVES OF ABSENCE**

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

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

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

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

11.1.4 No benefits shall accrue (vacation, sick leave, or PERS service as applicable) to administrators while on an extended leave, except the

member shall be credited with one (1) year of service for salary advancement, if they worked the major portion of the contract days at the time such leave commenced. Upon their return, they shall retain any accumulated unused sick and/or vacation leave (as applicable).

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

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

## 11.2 SABBATICAL LEAVE

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

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

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

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

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

11.2.5 The salary will be one-half (1/2) of the administrator's annual rate in effect during the Sabbatical Leave year. While on leave, the member shall furnish a surety bond indemnifying the District against loss in the event he fails to render the minimum service required after return from leave. If the member does not wish to furnish a surety bond, payment of Sabbatical Leave salary is to be made in twelve (12) monthly installments added to the salary received by the member during the year following the year in which the Sabbatical Leave is taken. That portion of the group medical insurance premium normally paid by the District shall be continued during the Sabbatical Leave, but no other employee benefits may be paid during the period of the Sabbatical Leave with the exception that up to one-half (1/2) of the Benefit Reserve Program (BRP) be paid. The Sabbatical Leave shall count for a year's experience, as if the Administrator were not on a leave of absence.

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

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

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

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

### 11.3 CHILD-REARING LEAVE

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

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

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

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

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

#### 11.4 ADOPTION LEAVE

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

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

#### 11.5. PERSONAL AND FAMILY ILLNESS

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

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

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

#### 11.6. EDUCATION LEAVE

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

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

#### 11.7. CHARTER SCHOOL LEAVE

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

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

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

11.7.4. While assurances cannot be given, every effort shall be made to place the member in the same or as comparable an assignment as is available upon



return. Compensation will be determined by the salary schedule in effect at the time of return. Refer to overage placement article.

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

## **ARTICLE 12 WSPA LEAVE**

### **12.1 WSPA LEAVE**

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

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

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

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

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

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

selected by the School District. The results of such examination are to be forwarded to the School District and to the member. Independent medical examinations are to be required judiciously.

- 13.3 The School District will, on a monthly basis, notify administrators of accumulated days of sick leave.
- 13.4 Administrators may be granted a leave of absence with pay, to be deducted from sick leave, for not more than ten (10) days, per school year, for unavoidable absence because of a serious accident or critical illness within the immediate Family as defined in Article 1 of this Agreement. Administrators may request from the Superintendent an extension of family illness leave.
- 13.5 Under this Agreement, all administrators may join the Sick Leave Bank by voluntarily contributing one (1) sick leave day for the establishment and operation of the Bank. This Bank is to assist administrators who have profound long term illness or disabilities and who have exhausted their sick leave accumulation.
  - 13.5.1 At the beginning of each school year all administrators are eligible to participate. Administrators must notify the Association of their desire to participate by a form returned by October 15<sup>th</sup> of that year.
  - 13.5.2 Only individuals who have contributed to the bank are eligible for benefits.
  - 13.5.3 Responsibility for determining who shall receive days from the Sick Leave Bank rests exclusively with the Association. The Association holds the District harmless in the event of any action by an administrator relative to use of the bank.
  - 13.5.4 The maximum accumulated number of days which any one person can be granted from the bank during his/her period of employment with the Washoe County School District is 75 days per year.
  - 13.5.5 The maximum number of days which can be used from the Sick Leave Bank in any given year will be 225.
  - 13.5.6 In the event that requests exceed the total number of days available in a given year, and additional days are available in the Sick Leave Bank, an appeal for the use of additional days from the Sick Leave Bank may be made to the Superintendent by the Association.

- 13.5.6 Those administrators enrolled in the Bank will automatically continue their participation from year to year unless they notify the Association in writing of their intent to withdraw from the Bank. Such withdrawal from the Bank must occur during the enrollment period and will not result in re-instatement of the time contributed to the Bank.
  - 13.5.8 If the total number of days in the Sick Leave Bank is less than 100, the Association will inform the Sick Leave Bank membership that a special assessment of one (1) sick leave day per member will be made in the month of July.
  - 13.5.9 At the end of each fiscal year, all days in the bank will be carried over to the next fiscal year.
  - 13.5.10 Administrators who retire from the District may elect to donate one (1) additional day at the time of his retirement from their remaining accumulated sick leave.
  - 13.5.11 Procedures required for the reporting of all information relevant to membership and use of the Sick Leave Bank will be jointly developed by the Association and Human Resources.
- 13.6 No leave, without prior written approval from WCSD, will be granted by WSPA after the Sick Leave Bank falls below 100 days.

**ARTICLE 14  
ADVISORY COUNCIL**

- 14.1 An Advisory Council shall be established by the Association and the Superintendent. Matters not covered by this agreement may be referred to the Advisory Council. The School District recognizes the need to provide unit members with an efficient process to resolve concerns, questions and disagreements.
- 14.2 The purpose of the council is:
  - 14.2.1 to advise the Superintendent regarding policies, administrative regulations, procedures, practices, and programs, which will result in a more productive educational atmosphere in the Washoe County School District:

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

14.2.2 improve morale;

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

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

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

14.3 The Council shall consist of the Superintendent, who shall act as the chairperson; the President of the Association; four (4) members of the WSPA, one (1) of which may include the Advocate for WSPA; and others who may be called upon by the Superintendent or the Association to attend the meetings.

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

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

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

14.6 The Advisory Council shall adopt its own operational procedures.

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

## **ARTICLE 15 USE OF FACILITIES**

- 15.1 The Association shall have the right to use school mailboxes and the inter-school mail service and faculty bulletin boards for organizational materials, provided that all such materials are signed by an Association officer or are clearly identified as Association materials and the Association accepts the responsibility for such material. Copies of all such materials shall be provided to the Superintendent. The Association and individual administrators will not be prohibited from judicious use of the school mail service and faculty bulletin board.
- 15.2 The Association shall be allowed the use of school buildings for Association meetings on regular days so long as arrangements have been made with the principal of the building. Such meetings shall not conflict with any regular or specific educational activities and such use shall not involve additional or extra custodial services and/or other unusual expense to the District. Use of the building on other than days requires the approval of the Superintendent in addition to the school principal. Any added expense resulting from Association use shall be paid by the Association.

#### **ARTICLE 16 REQUIRED DAYS**

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

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

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

A non-contract work day is any day (if applicable) that is not a regular work day that an administrator has chosen to work and is not an extra day as defined below. Non-contract days are not compensable nor can they be banked for future time off. If an employee has chosen to work on a non-contract day, the employee may "flex" the time worked on the non-contract day for the time worked on a contract day with prior written approval from the employee's supervisor.

**EXTRA DAY DEFINED:**

An extra day is defined as a weekend or holiday day on which an administrator is required by their supervisor, in writing and in advance, to work. Advance written approval is not required in exigent circumstances. This is agreed to be extra pay for extra work and does not alter that Administrators are paid on a salary basis and are exempt employees.

**CONTRACT WORK MONTH DEFINED:**

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

**10 WORK MONTHS DEFINED:**

A ten 10 month work schedule is defined as ten (10) work months within the school year and excludes weekends and holidays. Any paid leave time (sick, vacation, administrative days, etc.), if applicable, are included. Extra days are not included in the minimum contract time.

**11 WORK MONTHS DEFINED:**

An eleven (11) month work schedule is defined as eleven (11) work months within the school year and excludes weekends and holidays. Any paid leave time (sick, vacation, administrative days, etc.), if applicable, are included. Extra days are not included in the minimum contract time.

**12 WORK MONTHS DEFINED:**

A twelve (12) month work schedule is defined as twelve (12) work months within the school year and excludes weekends and holidays. Any paid leave time (sick, vacation, administrative days, etc.), if applicable, are included. Extra days are not included in the minimum contract time.

16.3 All days worked by administrators, with the exception of extra days and non-contract days, shall count toward their minimum number of contract months required, including holidays and weekends. However, this may not result in administrators having completed their required months prior to the last day of the school year when teachers are in attendance.

16.4 If, due to the scope of the job, administrators are required by their supervisor to work an extra day, they will be compensated as described below.

16.4.1 If an administrator is required to work less than (4) hours on an extra day, they shall receive either the equivalent of a half-day rate of pay at their regular rate of pay or paid time off. The choice to be paid or to take the time

as paid time off rests solely with the administrator. If an administrator is required to work more than four (4) hours on an extra day, they shall receive either the equivalent of a full day rate of pay at their regular rate of pay or paid time off. The choice to be paid or to take the time as paid time off rests solely with the administrator.

16.4.2 If an administrator chooses to take the time as paid time off, the request to use the paid time off will not be unreasonably denied.

16.4.3 In the event that the work schedule cannot be altered to accommodate the paid time off the time will be placed into an "extra day bank." All accumulated extra days that are not taken as a paid day off by June 30 will be paid out in their totality to the administrator on the subsequent July paycheck.

16.4.4 An administrator must designate their election of time off or pay by completing and submitting the Administrative Pay Request form to their direct supervisor or designated payroll technician within one (1) payroll cycle of when the extra day was worked.

## **ARTICLE 17 ADMINISTRATOR FILES**

17.1 In accordance with NRS 391.755(b), a written admonition must allow reasonable time for improvement, which must not exceed three (3) months for the first admonition. The admonition must include a description of the deficiencies of the administrator and the action that is necessary to correct those deficiencies.

17.1.1 An admonition issued to any administrator covered by this bargaining group who, within the time granted for improvement which may be longer than three (3) months and who has met the standards set for the administrator by the administrator who issued the admonition must be removed from the records of the administrator (upon email or written request of the administrator to the Chief Human Resources Officer) together with all notations and indications of its having been issued. The admonition must be removed from the records of the administrator not later than three (3) years after it is issued.

17.2 Materials derogatory to administrators' conduct, service, character, or personality shall not be placed in their file unless they have had an opportunity to read such material and to indicate that reading has occurred by affixing their signature on the actual copy to be filed. Such signature does not indicate agreement with the content of such material. The member is entitled to a copy upon request.

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

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

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



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

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

18.7.2 When an administrator is performing unsatisfactorily and/or is engaged in alleged misconduct that may lead to disciplinary action against the administrator, the supervisor shall meet with the administrator in an Investigatory/Due Process (IDP) meeting in order to discuss the allegations of unsatisfactory performance and/or misconduct.

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

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

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

18.7.5 The IDP meeting may be recorded upon prior notice to all individuals present at the IDP meeting.

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

18.9 Oral/Written Warning:

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

- E. The oral/written warning and the written response by the administrator, if any, will be placed only in the administrator's site file.

18.10 Written Reprimand:

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

18.11 Letter of Admonition or Admonition/Suspension:

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

- F. Except as provided in NRS 391.755 and NRS 391.760, or as otherwise described in this Article the supervisor must issue a letter of admonition and a written notice of suspension identifying the action of the administrator leading to the suspension. The notice of suspension will be signed by the administrator and the administrator's direct supervisor. The signature of the administrator does not indicate agreement with the contents of the notice.
- G. Except as provided in NRS 391.760, an administrator who has been given a Notice of Recommendation for Suspension is entitled to a pre-disciplinary hearing before the Superintendent or his/her designee prior to any disciplinary action being taken. The administrator, or their representative(s), must request the hearing within fifteen (15) days of receipt of the notice of suspension. The District must hold or schedule the hearing within fifteen (15) days of receipt of the request for the hearing. It is agreed that timelines may be waived if agreed to in writing or by e-mail with delivery confirmation.
- H. If the administrator elects to appeal the discipline he/she shall be provided a complete copy of the investigation including any notes, recordings, transcribed copies of interview, if available, or documents used by the District or any outside source to reach the sustained findings.

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

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

- A. A demotion is the removal of an administrator from his or her present position to one of lesser rank, responsibility, or pay. An administrator who is demoted must be assigned to a position in which he/she meets the minimum qualifications.
- B. The Superintendent or his/her designee shall give written notice of a recommendation of demotion to the administrator as provided in NRS 391.775. The notice of recommendation of demotion will be signed by the administrator and the Superintendent or his/her designee. The signature of the administrator does not indicate agreement of the demotion but only signifies receipt of the notice.
- C. A Post Probationary administrator who has been given notice of recommendation of demotion is entitled to a pre-disciplinary hearing before the Superintendent or designee prior to any disciplinary action being imposed. The administrator, or the member's representative(s) acting on their behalf, must request the hearing as provided herein within fifteen (15) days of receipt

of the notice of recommendation of demotion. The District must hold or schedule the hearing within fifteen (15) days of receipt of the request for the hearing. It is agreed that timelines may be waived if agreed to in writing or by e-mail with delivery confirmation.

- D. A notice not to reemploy shall be used for a probationary administrator who will not be reemployed at the conclusion of the probationary period.
- E. Dismissal is used to permanently remove an administrator from employment as an administrator with the School District.
- F. If the Superintendent believes that cause exists for the dismissal of an administrator, the provisions of NRS 391.755 must be followed.
- G. The Superintendent shall give written notice of recommendation of dismissal to the administrator as provided in NRS 391.775 and as provided in Article 18.8 above and Article 21 of this agreement. The notice of recommendation of dismissal will be signed by the administrator and the Superintendent or his/her designees. The signature of the administrator does not constitute agreement with the recommendation but only signifies receipt of the notice.
- H. At least 15 days before a recommendation is made to demote, dismiss or not reemploy a post-probationary administrator, the Superintendent or his/her designee shall give written notice to the administrator by registered or certified mail or by e-mail with confirmation delivery, of his intention to make the recommendation. The notice must:
  - 1. Inform the administrator of the grounds for the recommendation.
  - 2. Inform the administrator that if a written request is directed to the Superintendent as provided herein, the administrator is entitled to a pre-disciplinary hearing before the Superintendent or his/her designee as set forth NRS 391.650 to 391.800 inclusive and in compliance with this Agreement. The administrator or their representative(s), acting on their behalf, must request the hearing provided herein. The administrator or their representative(s), on behalf of the administrator, must request the hearing within fifteen (15) days of receipt of the notice of recommendation of dismissal. The District must hold or schedule the hearing within fifteen (15) days of receipt of the request for hearing. It is agreed that timelines may be waived if agreed to in writing or by e-mail with delivery confirmation. The administrator or his/her representative with approval of the administrator, may waive the hearing and proceed directly to the

appeal procedures as described below including binding arbitration in accordance with the provisions of this Article.

3. If the administrator elects to appeal the discipline the administrator and their representative(s) acting on their behalf, shall be provided a complete copy of the investigation including any recordings, transcribed copies of interview(s) if available or documents used by the District or any outside source to reach the sustained findings.

I. Disputes regarding suspension which are processed through the grievance and arbitration procedure as described in this article shall become effective on the date of the arbitrator's decision.

18.13 No observation may result in an oral warning conference summary, written warning, "ineffective" written evaluation, directions for change, or written admonition unless the observation is called to the attention of the administrator in writing by the supervising administrator(s) within twenty (20) school days after the observation was brought to the attention of the supervising administrator or within twenty (20) school days that the administrator receiving the document is required by contract to be on the job. A written acknowledgement of receipt of any writing must be obtained. The administrator is required to sign the writing as an acknowledgement of receipt, but the signature does not indicate agreement with its contents. If the administrator receiving the document is absent and not available during the twenty (20) school days, the twenty (20) school days shall be extended by the number of days that the administrator is absent.

18.14 All appeals of sustained findings by the Superintendent or his/her designee shall be handled in the following manner:

18.15 Not later than fifteen (15) days after the receipt of the response from the Superintendent or his/her designee as set forth in above, the administrator, or his/her representative, may request binding arbitration in accordance with the provisions set forth below. A request for arbitration shall be made by delivering to the superintendent or his/her designee written notice, which can be served by e-mail with delivery confirmation, of the intent to arbitrate the sustained discipline.

18.16 If the Association does not agree to or support arbitration, it shall not be responsible for any fees or expenses under this collective bargaining agreement (CBA). The individual administrator, in that event, will be individually responsible for any fees or expenses. In addition, if the Association does not agree to arbitration, the Arbitrator may require from the individual the payment of one-half the estimated cost of the arbitration in advance of any hearing. If the payment is not made within thirty (30)

days prior to the individual arbitrator's cancellation date, the grievance shall be deemed denied or settled on the basis of the last administrative decision. In that event, the administrator may rebut the last administrative decision within thirty (30) days of that event occurring and any such rebuttal shall accompany any file containing any information relevant to the issues at hand. Provisions for selection of the arbitrator shall be as described in this article under section 18.17 except that the word "association" shall be replaced with "individual administrator."

- 18.17 In the event a timely written request for arbitration of an unresolved disciplinary grievance is made by the Association, the parties shall, within fifteen (15) days, jointly request the Federal Mediation and Conciliation Service (FMCS) to furnish a list of seven (7) arbitrators from which the arbitrator shall be selected. Such selection shall be accomplished by the Association and the District each striking one (1) name from the list in turn until one (1) name remains. The order of striking shall be determined by coin toss with the winner of the coin toss making the decision on who will initially strike the first name. The final selection of the arbitrator shall be made within fifteen (15) days following receipt of the list of arbitrators. The arbitrator will be notified by the parties within 15 days of the selection of the arbitrator.
- 18.18 The selected arbitrator shall be asked to conduct the arbitration hearing as soon as possible after his or her selection.
- 18.19 The arbitrator shall not have the authority to modify, amend, alter, add to, or subtract from any provision of this Agreement.
- 18.20 Unless waived by mutual agreement of the parties, the arbitrator's decision shall be submitted in writing to all parties within thirty (30) days of receiving the post hearing briefs from the parties and shall be final and binding, including payment of damages, on all parties to this Agreement.
- 18.21 The expenses of arbitration, including the arbitrator's fee/costs and expenses, and the cost of the arbitrator's transcript, shall be borne equally by the District and the Association or the individual if the Association has not approved the arbitration. However, all other expenses incurred by either party in the preparation or presentation of its cases are to be borne solely by the party incurring such expenses. It is understood and agreed only the Association has the right to request arbitration. However, should an individual member wish to proceed to arbitration without the approval of the association he/she shall have the right to advance the appeal to arbitration at their individual expense in accordance with the provisions of this article.

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

## **ARTICLE 19 REDUCTION IN FORCE**

- 19.1 The School District retains the right to determine when a reduction in force/layoff is necessary, the number of individuals who must be reduced/laid off, and the areas within which such reductions in force will occur. When a reduction in force is necessary, the District will notify the Association. The Association will utilize an advisory committee to review the reduction in force and to provide suggestions to the District regarding the procedures to follow.



19.2 Subject to the determination in 19.1 above, the parties agree to the following:

19.2.1 First, administrators who volunteer to leave (terminate) from the area(s) affected by the reduction in force will be the first to be separated.

19.2.2 Second, administrators who become involved in a reduction in force procedure will be assigned to the next equivalent administrative position that becomes vacant, in accordance with their certification and qualifications. In regards to salary, equivalent administrative position shall mean a position at the same column on the Administrative Salary Schedule, or the same daily rate as the member's current position. In regards to full time equivalency, equivalent administrative position shall mean at the same full time equivalency as the administrator's current position. For example, an administrator in a full-time position will be assigned to a vacant full-time position, and an administrator in a half time position will be assigned to a vacant half time position. Administrators who are working in non-principal positions are not eligible to be assigned to principal positions, unless the administrators previously worked as a principal in WCSD.

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

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

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

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

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

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

5 Groupings (effective 2012-2013):

- 1) Grouping One shall consist of each administrator on a one-year only contract with two or more "Unsatisfactory", "Ineffective" or "Minimally Effective" Performance Evaluation Ratings" within the past five (5) years. Ranking within that group must be by the greatest number of combined "Unsatisfactory", "Ineffective" and "Minimally Effective" "Performance Evaluations" to the least number, followed by seniority.
- 2) Grouping Two shall consist of each administrator with two or more "Unsatisfactory", "Ineffective" or "Minimally Effective" "Performance Evaluation Ratings". Ranking with Grouping Two must be by the greatest number of combined "Unsatisfactory", "Ineffective" and "Minimally Effective" "Performance Evaluations" to the least number followed by seniority.
- 3) Grouping Three shall consist of each administrator with an "Effective" or "Highly Effective" "Performance Evaluation Rating" that has a gross misdemeanor conviction within the past 3 years; or has sustained discipline of multiple day suspensions without pay within the previous 3 years.
- 4) Grouping Four shall consist of each administrator with an "Effective" "Performance Evaluation Rating." Administrators within this Grouping shall be given 1 year seniority credit for each full year holding the NABC to a maximum credit of 10 years.
- 5) Grouping Five shall consist of each administrator with a "Highly Effective" "Performance Evaluation Rating." Administrators within this Grouping shall be given 1 year seniority credit for each full year holding the NABC to a maximum credit of 10 years.

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

In accordance with the above Groupings, administrators will bump administrators in their present classification, and those administrators will bump the administrators as

specified above. In the event a principal is bumped, that principal is eligible to first bump an assistant principal. Seniority shall then be used as follows:

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

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

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

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

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

19.2.5 Whenever possible, a sixty (60) day written notification will be given to administrators who are to be laid off as a result of reduction in force. Administrators who are separated as a result of a reduction in force when no other administrative position is available will be placed in teaching positions in accordance with their certification. If administrators are affected by a reduction in force and are placed in a position at a lower salary, they will be placed as close to their previous salary, not to exceed the top of the new range of the position. When there are more administrators than reappointment positions, the criteria of 19.2.3 will apply.

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

19.3 The School District will recall administrators, regardless if the administrator transferred into an equivalent but different position (for example, high school principal to Director II, Middle School Principal to Director I, etc.), or if the administrator was laid off, by written notification (certified mail, return receipt requested) in the reverse order (greatest seniority to least seniority, based on the criteria outlined in 19.2.3) to their reduction, provided that the Administrator is currently certified, if required, and/or qualified for the new position.

Administrators who are placed on a recall list and who were working in non-principal positions are not eligible to be recalled into principal positions, unless the administrator previously worked as a principal in WCSD. Recall notice shall be sent to the administrator's last known address on file with the Human Resources office. The administrator must, in writing, within ten (10) days of receipt, accept or reject the offer to return to work. The administrator will have twenty (20) days to return to duty.

- 19.4 The recall right for administrators transferred into an equivalent but different position, or laid off, shall continue for a total of two (2) years from the date the administrator was transferred into an equivalent but different position, or laid off, subject to the notification requirements. However, the administrator will be allowed to reject a total of two (2) recall job offers without losing his/her layoff rights. If this occurs, the School District will simply offer the job to the next administrator on the list. The administrator who rejects a recall job offer retains his/her position on the list. The School District must offer any vacant administrative position to all qualified administrators on the recall list before non-listed administrators are hired. Further, the School District is not obligated to recall an administrator in the event that the administrator fails to comply with any provisions of this article. (2003)
- 19.5 If an Administrator accepts a recall position into an equivalent position, the administrator then has no further recall rights to any subsequent administrative positions which may become available. If an administrator accepts a recall position into a position that is at a lower level than the original position from which he/she was laid off, the administrator will maintain recall rights until a subsequent, equivalent administrative position becomes available. This right will be available for a total of two (2) years from the date the administrator was transferred into an equivalent but different position or laid off.
- 19.6 New administrators filling positions with any temporary funding source, such as one-year-only (or any other specific period of time) positions, grant funded positions, bond funded positions, will not be eligible for this article until after five (5) years of service with the District in the position. District administrators transferring into such positions will be eligible for this article.

**ARTICLE 20  
RESERVED**

**ARTICLE 21  
RESERVED**

**ARTICLE 22**

## **GRIEVANCE PROCEDURES**

### **22.1 GRIEVANCE RESOLUTION PROCESS**

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

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

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

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

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

22.1.3 These discussions shall be voluntary, confidential and private.

#### **22.1.4 PROCESS**

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

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

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

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

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

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

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

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

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

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

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

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

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

#### Step One – Informal/Problem Solving

22.8 A grievant shall first attempt to resolve a breach of this Agreement through informal/problem solving by meeting with the immediate supervisor. The supervisor shall render a written decision to the administrator or his/her representative no later than five (5) days from the meeting date.

22.8.1 A problem solving/informal decision reached between the grievant and the supervisor does not establish a precedent and cannot be utilized as the basis for resolving any other grievance.

22.8.2 If the administrator is not satisfied with the informal/problem solving response from the immediate supervisor, the grievant may proceed to Step Two.

#### Step Two – Formal

- 22.9 If the grievance is not resolved at Step One, the grievant or the Association may submit the unresolved grievance to the Superintendent or designee in signed written form or by e-mail with delivery confirmation, within the thirty (30) day period.
- 22.9.1 In the event a grievance is submitted to Step Two in a timely manner, the Superintendent or designee and the supervisor being grieved shall meet with or schedule a meeting with the grievant and/or their designated representative within fifteen (15) days after receiving the grievance.
- 22.9.2 Within fifteen (15) days after the meeting, the Superintendent or designee shall submit a written response or an e-mail response with delivery confirmation, to the grievant and the Association and their representative(s). Any resolution of the grievance in favor of the grievant shall be reduced to writing in the form of a settlement agreement. If the Superintendent or designee fail to respond within fifteen (15) days, or if a time extension is not mutually agreed upon in writing or by e-mail with delivery confirmation, the grievance shall automatically advance to the next appeal level.
- 22.9.3 A decision reached between the grievant and the Superintendent or his/her designee establishes a precedent and can be utilized as the basis for resolving any other grievance involving the issue(s) unless specifically stated otherwise in the settlement agreement.
- 22.9.4 If the grievance is denied or not settled at Step Two of the grievance procedures, the grievance may be appealed to Step Three, non-binding mediation.

### Step Three – Mediation

- 22.10 It is recognized that disputes among administrators are inevitable. Ongoing disputes that are not addressed will negatively impact working conditions and will ultimately lead to decreased productivity. An accepted alternative dispute resolution process is mediation.
- 22.10.1 Except as otherwise stated herein, requests for mediation shall be made through the Association and shall proceed as described herein.
- 22.10.2 Within ten (10) days thereafter, the District and the Association shall agree upon a mutually acceptable mediator who is experienced, impartial, disinterested, and of recognized competence. The parties shall then proceed to non-binding mediation. The parties agree to utilize a Federal Mediation and Conciliation Commissioner if available



to initially mediate the grievance. If the parties are unable to agree upon a Federal Mediation and Conciliation Service (FMCS) mediator, a request for a list of mediators shall be made to the FMCS by either party. Within ten (10) days after the receipt of the list of mediators, the parties shall meet to select a mediator. The cost of the mediator, if using a mediator other than a federally provided FMCS Commissioner mediator, is shared equally by the parties.

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

#### Step Four – Arbitration

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

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

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

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

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

### **ARTICLE 23 ADMINISTRATOR PROTECTION**

- 23.1 The Board of Trustees will provide legal assistance at no cost to the administrator for any administrator who is sued for assault or other alleged incidents, acts or omissions which occur in the pursuit of his duties and acting within the limits of assigned responsibility in accordance with Administrative Regulation 4116.2.
- 23.2 Administrators shall immediately report to their immediate supervisor and/or the District cases of assault, harassment, and verbal or written threats to life and limb either suffered by them or for which they may be responsible, and which occurred in connection with their employment.

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

**ARTICLE 24  
PROFESSIONAL COMPENSATION**

24.1 SALARY SCHEDULE

- 24.1.1 Salaries shall be as shown on the schedule in Appendix B. All employees will be paid by the School District's paperless direct deposit pay system. Each employee will designate a financial institution to receive the direct deposit.
- 24.1.2 The District shall pay on behalf of all administrators 100% of the cost for the employee portion of health insurance premium for the term of this Agreement.
- 24.1.3 Effective and retroactive to July 1, 2023, Administrators shall receive a cost of living increase of 13.2% for FY 2024, as set forth in Section 1 of Appendix B.  
  
Effective July 1, 2024, Administrators shall receive a cost of living increase of 2% for FY 2025, as set forth in Section 1 of Appendix B or as adjusted for in Section 2 of Appendix B as specified in Article 24.1.4.
- 24.1.4 All site-based Administrators hired or promoted to be an Administrator within the scope of this Agreement with a start date after July 1, 2024, of this Agreement ("New Hires") will not be part of the Point Factor System.

Instead, such New Hires will be subject to the new salary ranges established in Section 2 of Appendix B. New base salaries (ranges/grades) for such New Hires are based on the midpoint grade/range of the salaries of the previous Point Factor System salary schedule, adjusted by the cost of living increases of 13.2% effective July 1, 2023, and 2% effective July 1, 2024. For schools with a “heavy” population of At-Risk and EL schools, as defined by the District, Administrators would receive an additional \$700 per month.

All site-based Administrators hired or promoted to be an Administrator within the scope of this Agreement before July 1, 2024, (“Grandfathered Administrators”) are required to make a one-time election to either remain part of the Point Factor System (Section 1 of Appendix B) or be subject to the District’s new salary ranges established in Section 2 of Appendix B. The one-time election must be made by June 30, 2024, in writing, and submitted to Human Resources and is a permanent selection. If a Grandfathered Administrator fails to make the election timely, they will be placed in new salary ranges established in Section 2 of Appendix B.

24.1.5 Effective July 1, 2023, upon request, 10-month administrators may request to cash out up to ten (10) Sick Days per year by providing notice to the District in June. The cash out shall be provided to the administrator in their subsequent July paycheck. The provisions of Article 24.3 do not apply to this cash out.

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

## 24.2 Salary Schedule Notes regarding Point Factor System for Grandfathered Administrators

24.2.1 Every year on or before February 1, the District will review the School-Based Site Management Plan Salary Schedule (“Point Factor System”) in Section 1 of Appendix B and recalculate the points for each school site in the District.

24.2.2 If this recalculation moves an Administrator to a grade lower than their current salary placement, the Administrator will remain at their current placement until they choose to leave the school site, at which time the position will be posted at the appropriate grade based upon the calculations stated above.

- 24.2.3 If an Administrator is involuntarily transferred to a school site at a lower placement than their current placement on the salary schedule, they will remain at their current salary placement for one (1) year. After that, the administrator must either seek transfer to another position with the District or will be placed on the salary grade for that school site.
- 24.2.4 If an Administrator chooses to voluntarily transfer to another school site at which the salary grade placement is lower than the Administrator's current placement, the Administrator will be moved to the appropriate salary-grade placement and receive the salary to which the position is entitled.
- 24.2.5 If the recalculation, involuntary transfer, or voluntary transfer moves a unit member to a grade higher than their current salary placement, the Administrator will be moved to the appropriate salary grade placement at the beginning of the upcoming contract year.
- 24.2.6 If an Administrator moves to a promotional position or classification within the bargaining unit than their current position, they will be initially placed on the grade and step within the new position that is no less than 4% from their current salary placement. Should the salary increase be less than 4% (yearly) they will be advanced one step.
- 24.2.7 If an Administrator is placed on a limited-term special assignment, they will retain the most recent salary grade and placement from the school site and year they last served as an administrator at that site. Once placed, they will remain in that salary grade for the duration of that assignment.
- 24.2.8 An Administrator selected to open a new school will receive no less than their current salary grade for three years. The school's initial calculation for placement on the salary grade will be determined by the process stated in Article 24.2.1, or when enrollment is finalized for funding purposes. If this initial calculation places the school in a higher grade than the administrator's current salary placement, the provisions of Article 24.2.5 will apply retroactively to the beginning of the contract year. If the calculation would place the administrator at a lower grade, the administrator will remain at their current salary as described in 24.2.2.
- 24.2.9 Administrators authorized to advance to a higher salary column will be placed in the higher column at the lowest level which permits an actual increase of at least 4% in the daily rate, but not to exceed the maximum step of that column.

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

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

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

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

Administrators who earn a NABC shall receive a five (5) thousand dollar (\$5,000.00) yearly increase in pay, paid over a 12-month period. They shall also receive additional financial compensation/stipends for any extra duties or responsibilities undertaken for service contribution to the Staff Development Office for mentoring, instructing, advising and designing programs and other additional services that are subject to compensation. Those extra services would be optional for those administrators. These administrators shall have the option to not participate in any extra duties or responsibilities relating to or from the NABC. However, they shall receive the annual five (5) thousand dollars (\$5,000.00) yearly increase in pay for achieving NABC. In addition to the financial compensation for undertaking, those extra duties/responsibilities those individuals shall also receive written recognition from the District for their services to the District. The parties agree that the five (5) thousand dollars (\$5,000.00) annual bonus paid over a 12-month period for those administrators shall continue for a ten (10) year period. One current administrator covered under the former plan (see MOU).<sup>(2011)</sup>

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

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

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

#### 24.2.14 LONGEVITY BONUS

- 24.2.14.1 Administrators who have completed 10-14 total years of educational service with the WCSD prior to July 1 of any year will receive an additional yearly stipend of \$1,870 in July of the same calendar year, for which PERS contributions will be made by the School District.
- 24.2.14.2 Administrators who have completed 15-19 total years of educational service with the WCSD prior to July 1 of any year will receive an additional yearly stipend of \$2,035 in July of the same calendar year, for which PERS contributions will be made by the School District.
- 24.2.14.3 Administrators who have completed 20 or more total years of educational service with the WCSD prior to July 1 of any year will receive an additional yearly stipend of \$2,145 in July of the same calendar year, for which PERS contributions will be made by the School District.
- 24.2.14.4 Administrators who have completed 25 or more total years of educational service with the WCSD prior to July 1 of any year will receive an additional yearly stipend of \$2,360 in July of the same

calendar year, for which PERS contributions will be made by the School District.

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

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

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

#### 24.5 ISOLATION ALLOWANCE

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

#### 24.6 BENEFITS RESERVE PROGRAM

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

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

- (A) To offset the cost of premiums paid for dependent medical coverage.
- (B) To pay non-covered medical or dental expenses and to offset the cost of deductibles, co-payments, or any excess costs on the medical/dental insurance (including physical examinations), vision insurance plan or hearing aid devices.
- (C) To offset premiums paid for additional life and/or professional liability insurance.
- (D) To pay for dues or fees related to memberships in professional association(s) in the administrator's field.



- (E) To pay for registration to professional conferences, seminars and/or workshops.

#### 24.6.3 PROCEDURES

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

#### 24.6.4 GENERAL

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

#### 24.7 INSURANCE

The health insurance contributions by the District shall not exceed the following for Calendar Years 2024. Rates to be adjusted according to the rates adopted by the Board of Trustees, upon considering recommendations from the Group Insurance Committee, each subsequent year of this Agreement. These rates will be adjusted when they become effective. The District shall inform the Association

and the administrators covered by this agreement of the new amounts.

24.7.1 Medical Insurance (including any and all related insurances or coverages)  
\$736.06 per month per eligible administrator.  
GAP - \$14.80 per month

24.7.2 Dental Insurance - \$66.06 per month per eligible administrator.

24.7.3 Vision Insurance - \$14.27 per month per eligible administrator.

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

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

#### 24.7.6 RETIREE SUBSIDY

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

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

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

The retirees' insurance subsidy shall be paid as follows: The District will pay 40% of the monthly medical insurance costs that it pays for medical insurance for its active full-time Administrators, for each and every eligible retiree who elects to participate in one of the District's self-insured group health plans. After the Cap is reached, no retiree subsidy will be paid for that fiscal year."

#### 24.8 PROFESSIONAL DEVELOPMENT

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

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

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

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

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

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

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

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

## 24.9 MILEAGE REIMBURSEMENT

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

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

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

## **ARTICLE 25 ADMINISTRATIVE RECLASSIFICATION**

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

### **25.1.1 REQUEST PROCESS**

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

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

## 25.1.2. DATA COLLECTION

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

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

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

## 25.1.3 RECLASSIFICATION REVIEW PROCESS

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

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

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

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

25.1.3.1.3 A position may be recommended for no change.

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

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

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

#### 25.1.4 TIMELINE

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

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

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

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

#### 25.1.5 FURTHER REVIEW

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

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

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

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

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

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

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

#### 25.1.6 RECLASSIFICATION

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

#### 25.1.7 FUNDING

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

### **ARTICLE 26 TERM OF AGREEMENT**

26.1 This agreement shall be effective as of the 1st day of July, 2023, and shall remain in effect until June 30, 2025, and shall continue from year to year thereafter, unless either of the signatories hereto shall give written notice to the other as required by Nevada Revised Statutes, of a desire to change wages, hours, and conditions of employment hereof.

- 26.2 Either party may elect to negotiate any new subjects added by the legislature to the mandatory list of items under NRS 288.
- 26.3 Effective immediately after the ratification of the July 1, 2015-June 30, 2017 successor agreement the parties agree to open negotiations on Article 18-Dismissal and Disciplinary Procedures Including Grievance and Binding Arbitration and Article 22, Grievance Procedures, with the objective being to resolve disagreement by the parties as to the intent of both articles. (Any current grievances shall continue through the current resolution process as detailed in the existing 2013-2015 CBA on Article 18 and 22)
- 26.4 Effective subsequent to July 1, 2015, the parties have agreed to initiate and participate in a committee to study the administrative contract days of the WSPA covered administrators. The results of the study must be negotiated with the parties to this agreement.

## **ARTICLE 27 ADMINISTRATOR OVERAGE**

### **27.1 ADMINSTRATOR OVERAGE**

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

27.1.2 The Human Resources Department will notify the Association of any such upcoming changes that may result in an overage of Administrators and provide a timeline of the overage process. It will be the responsibility of the administrator's supervisor to notify the affected administrator.

### **27.2 OVERAGE PROCESS**

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

27.2.2 When determining placement of overaged administrator's rankings



from interview committees, preferences from the overaged administrator and the needs of the school and District are taken into consideration.

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

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

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

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

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

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

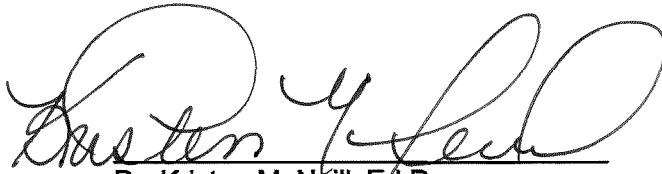
This is to confirm that the parties identified below voted to ratify the Agreement on the dates noted.

Washoe County School District (WCSD) Board of Trustees

On this 9th day of April, 2024

Washoe School Principals' Association (WSPA)

On this 15th day of March, 2024



Dr. Kristen McNeill, Ed.D  
Interim Superintendent



Colbee Riordan,  
WSPA President

4-29-2024

Date

4-26-24

Date

# APPENDIX A

**MEMORANDUM OF UNDERSTANDING  
Compensation/Additional Duties**

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

**MEMORANDUM OF UNDERSTANDING  
401A**

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

**Memorandum of Understanding**

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

**Memorandum of Understanding  
Classification of Deans**

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

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

## **MEMORANDUM OF UNDERSTANDING**

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

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

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

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

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

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

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

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

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

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

**MEMORANDUM OF UNDERSTANDING  
LONGEVITY BONUS – 24.2.14**

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

**MEMORANDUM OF UNDERSTANDING  
PAY PRACTICES**

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

**MEMORANDUM OF UNDERSTANDING  
AP PAY PLACEMENT**

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

**MEMORANDUM OF UNDERSTANDING  
STAND ALONE PRINCIPAL COMMITTEE**

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

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

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

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

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

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

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

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

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

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

#### **MEMORANDUM OF UNDERSTANDING GUIDANCE MEMO – IDP PROCESS (2023)**

Upon ratification of the 2023-2025 Agreement, WSPA Board Representatives, in collaboration with Human Resources and Associate Chiefs, will draft a guidance memo regarding the IDP process and will outline subsequent trainings for all administrators.





# APPENDIX B

WASHOE COUNTY SCHOOL DISTRICT  
 CERTIFICATED ADMINISTRATORS SALARY SCHEDULE 2023-24

Section 1  
 FY24 Salary Structure

| 10 Month | 1a     | 1b     | 1c      | 2a     | 2b      | 2c      | 3a     | 3b      | 3c      | 4a     | 4b      | 4c      | 5a     | 5b      | 5c      | 6a      | 6b      | 6c      | 7a      | 7b      | 7c      | 11a     | 11b     | 11c     | 15a     | 15b     | 15c     |
|----------|--------|--------|---------|--------|---------|---------|--------|---------|---------|--------|---------|---------|--------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|
| 39       | 72,662 | 78,183 | 84,127  | 74,117 | 79,749  | 85,810  | 75,597 | 81,342  | 87,527  | 77,108 | 82,968  | 89,276  | 78,654 | 84,626  | 91,064  | 81,014  | 87,170  | 93,795  | 83,439  | 89,783  | 96,609  | 86,780  | 93,376  | 100,472 | 90,250  | 97,111  | 104,488 |
| 40       | 79,546 | 85,588 | 92,095  | 81,134 | 87,304  | 93,936  | 82,761 | 89,048  | 95,816  | 84,411 | 90,832  | 97,732  | 88,443 | 92,645  | 99,691  | 88,687  | 95,428  | 102,681 | 91,347  | 98,292  | 105,760 | 95,000  | 102,221 | 109,987 | 98,800  | 106,308 | 114,389 |
| 41       | 82,728 | 89,014 | 95,780  | 84,379 | 90,794  | 97,696  | 86,070 | 92,610  | 99,649  | 87,792 | 94,463  | 101,640 | 89,547 | 96,352  | 103,675 | 92,235  | 99,244  | 106,787 | 95,000  | 102,221 | 109,987 | 98,800  | 106,308 | 114,389 | 102,751 | 110,564 | 118,965 |
| 42       | 83,373 | 89,705 | 96,525  | 85,037 | 91,502  | 98,456  | 86,738 | 93,330  | 100,422 | 88,470 | 95,198  | 102,431 | 90,243 | 97,100  | 104,482 | 92,952  | 100,013 | 107,617 | 95,736  | 103,017 | 110,844 | 99,568  | 107,137 | 115,278 | 103,547 | 111,422 | 119,888 |
| 43       | 86,037 | 92,574 | 99,610  | 87,756 | 94,424  | 101,607 | 89,511 | 96,316  | 103,637 | 91,303 | 98,242  | 105,710 | 93,127 | 100,207 | 107,823 | 95,923  | 103,212 | 111,057 | 98,800  | 106,308 | 114,389 | 102,751 | 110,564 | 118,965 | 106,864 | 114,985 | 123,721 |
| 44       | 92,061 | 99,055 | 106,583 | 93,901 | 101,039 | 108,714 | 95,779 | 103,057 | 110,888 | 97,696 | 105,120 | 113,107 | 99,647 | 107,222 | 115,370 | 101,864 | 110,438 | 118,833 | 105,716 | 113,750 | 122,395 | 109,948 | 118,300 | 127,289 | 114,342 | 123,030 | 132,383 |

| 11 Month | 1a      | 1b      | 1c      | 2a      | 2b      | 2c      | 3a      | 3b      | 3c      | 4a      | 4b      | 4c      | 5a      | 5b      | 5c      | 6a      | 6b      | 6c      | 7a      | 7b      | 7c      | 11a     | 11b     | 11c     | 15a     | 15b     | 15c     |
|----------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|
| 34       | 79,928  | 86,003  | 92,541  | 81,496  | 87,722  | 94,391  | 83,157  | 89,478  | 96,279  | 84,820  | 91,263  | 98,202  | 86,520  | 93,092  | 100,167 | 89,116  | 95,887  | 103,173 | 91,783  | 98,762  | 106,270 | 95,458  | 102,715 | 110,518 | 99,273  | 106,819 | 114,940 |
| 35       | 83,919  | 90,299  | 97,161  | 85,596  | 92,105  | 99,104  | 87,310  | 93,945  | 101,086 | 89,056  | 95,825  | 103,106 | 90,838  | 97,741  | 105,170 | 93,565  | 100,678 | 108,327 | 96,371  | 103,695 | 111,578 | 100,434 | 107,843 | 116,036 | 104,233 | 112,160 | 120,683 |
| 36       | 87,193  | 93,819  | 100,952 | 88,938  | 95,700  | 102,970 | 90,717  | 97,609  | 105,028 | 92,529  | 99,563  | 107,130 | 94,383  | 101,554 | 109,274 | 97,214  | 104,601 | 112,555 | 100,129 | 107,740 | 115,927 | 104,135 | 112,050 | 120,566 | 108,301 | 116,531 | 125,387 |
| 37       | 90,172  | 97,025  | 104,403 | 91,977  | 98,964  | 106,486 | 93,816  | 100,945 | 108,617 | 95,694  | 102,966 | 110,793 | 97,604  | 105,021 | 113,004 | 100,533 | 108,175 | 116,392 | 103,549 | 111,420 | 119,889 | 107,692 | 115,877 | 124,682 | 112,002 | 120,513 | 129,669 |
| 38       | 92,124  | 99,125  | 106,659 | 93,968  | 101,107 | 108,794 | 95,844  | 103,129 | 110,967 | 97,764  | 105,193 | 113,189 | 99,720  | 107,294 | 115,450 | 102,711 | 110,517 | 118,914 | 105,791 | 113,833 | 122,484 | 110,022 | 118,388 | 127,379 | 114,426 | 123,122 | 132,477 |
| 39       | 94,076  | 101,225 | 108,918 | 95,956  | 103,250 | 111,098 | 97,875  | 105,313 | 113,319 | 99,837  | 107,421 | 115,586 | 101,832 | 109,569 | 117,897 | 104,887 | 112,858 | 121,432 | 108,034 | 116,245 | 125,077 | 112,352 | 120,896 | 130,076 | 116,847 | 125,730 | 135,477 |
| 40       | 96,030  | 103,323 | 111,176 | 97,947  | 105,390 | 113,401 | 99,905  | 107,497 | 115,670 | 101,907 | 109,649 | 117,984 | 103,946 | 111,839 | 120,344 | 107,061 | 115,198 | 123,953 | 110,275 | 118,655 | 127,673 | 114,682 | 123,404 | 132,773 | 119,271 | 128,335 | 138,090 |
| 41       | 97,978  | 105,425 | 113,438 | 99,937  | 107,531 | 115,706 | 101,935 | 109,683 | 118,022 | 103,978 | 111,878 | 120,381 | 106,056 | 114,114 | 122,785 | 109,238 | 117,541 | 126,470 | 112,515 | 121,067 | 130,267 | 117,014 | 125,908 | 135,477 | 121,695 | 130,942 | 140,899 |
| 42       | 100,027 | 107,473 | 115,483 | 101,985 | 109,580 | 117,754 | 103,982 | 111,728 | 120,068 | 106,025 | 113,928 | 122,428 | 108,103 | 116,160 | 124,834 | 111,284 | 119,586 | 128,520 | 114,560 | 123,115 | 132,314 | 119,059 | 127,954 | 137,523 | 123,742 | 132,988 | 142,944 |
| 43       | 102,074 | 109,519 | 117,532 | 104,031 | 111,628 | 119,800 | 106,030 | 113,776 | 122,118 | 108,073 | 115,972 | 124,476 | 110,150 | 118,209 | 126,879 | 113,330 | 121,635 | 130,566 | 116,608 | 125,162 | 134,362 | 121,106 | 130,001 | 139,570 | 125,789 | 135,037 | 144,992 |
| 44       | 104,119 | 111,568 | 119,578 | 106,080 | 113,673 | 121,846 | 108,078 | 115,823 | 124,162 | 110,120 | 118,021 | 126,523 | 112,197 | 120,256 | 128,928 | 115,376 | 123,681 | 132,613 | 118,654 | 127,210 | 136,408 | 123,155 | 132,048 | 141,617 | 127,836 | 137,084 | 147,039 |
| 45       | 106,167 | 113,614 | 121,625 | 108,125 | 115,721 | 123,893 | 110,124 | 117,871 | 126,211 | 112,168 | 120,066 | 128,569 | 114,244 | 122,302 | 130,974 | 117,425 | 125,730 | 134,659 | 120,703 | 129,254 | 138,455 | 125,201 | 134,093 | 143,664 | 129,883 | 139,131 | 149,084 |

| 12 Month | 1a      | 1b      | 1c      | 2a      | 2b      | 2c      | 3a      | 3b      | 3c      | 4a      | 4b      | 4c      | 5a      | 5b      | 5c      | 6a      | 6b      | 6c      | 7a      | 7b      | 7c      | 11a     | 11b     | 11c     | 15a     | 15b     | 15c     |
|----------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|
| 38       | 100,407 | 108,506 | 117,220 | 102,543 | 110,800 | 119,687 | 104,713 | 113,140 | 122,205 | 106,931 | 115,529 | 124,770 | 109,193 | 117,956 | 127,388 | 112,653 | 121,668 | 131,396 | 116,217 | 125,514 | 135,522 | 121,110 | 130,781 | 141,188 | 126,202 | 136,259 | 147,082 |
| 39       | 102,455 | 110,552 | 119,268 | 104,589 | 112,848 | 121,735 | 106,761 | 115,190 | 124,252 | 108,979 | 117,575 | 126,817 | 111,241 | 120,002 | 129,436 | 114,701 | 123,725 | 133,441 | 118,263 | 127,563 | 137,569 | 123,159 | 132,828 | 143,236 | 128,247 | 138,304 | 149,130 |
| 40       | 104,501 | 112,600 | 121,313 | 106,638 | 114,895 | 123,781 | 108,808 | 117,234 | 126,300 | 111,025 | 119,621 | 128,866 | 113,287 | 122,051 | 131,483 | 116,749 | 125,773 | 135,490 | 120,311 | 129,607 | 139,616 | 125,205 | 134,876 | 145,283 | 130,295 | 140,353 | 151,176 |
| 41       | 106,550 | 114,647 | 123,362 | 108,682 | 116,941 | 125,830 | 110,854 | 119,282 | 128,346 | 113,073 | 121,668 | 130,912 | 115,334 | 124,097 | 133,531 | 118,797 | 127,820 | 137,537 | 122,358 | 131,657 | 141,663 | 127,253 | 136,922 | 147,330 | 132,341 | 142,399 | 153,224 |
| 42       | 108,596 | 116,694 | 125,407 | 110,730 | 118,988 | 127,874 | 112,902 | 121,329 | 130,394 | 115,121 | 123,715 | 132,959 | 117,380 | 126,144 | 135,576 | 120,842 | 129,869 | 139,584 | 124,406 | 133,701 | 143,710 | 129,299 | 138,970 | 149,376 | 134,389 | 144,447 | 155,271 |
| 43       | 110,643 | 118,741 | 127,455 | 112,776 | 121,036 | 129,924 | 114,950 | 123,377 | 132,439 | 117,168 | 125,762 | 135,005 | 119,431 | 128,192 | 137,625 | 122,890 | 131,914 | 141,631 | 126,451 | 135,751 | 145,755 | 131,347 | 141,017 | 151,425 | 136,434 | 146,492 | 157,317 |
| 44       | 112,689 | 120,789 | 129,501 | 114,826 | 123,082 | 131,969 | 116,997 | 125,423 | 134,488 | 119,215 | 127,808 | 137,054 | 121,475 | 130,239 | 139,671 | 124,938 | 133,962 | 143,679 | 128,499 | 137,795 | 147,803 | 133,393 | 143,063 | 153,471 | 138,483 | 148,540 | 159,365 |
| 45       | 114,738 | 122,836 | 131,550 | 116,871 | 125,129 | 134,019 | 119,046 | 127,471 | 136,533 | 121,262 | 129,855 | 139,099 | 123,523 | 132,286 | 141,718 | 126,984 | 136,009 | 145,726 | 130,545 | 139,844 | 149,851 | 135,440 | 145,110 | 155,519 | 140,531 | 150,587 | 161,412 |

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

a = Masters  
 b = Masters + 16  
 c = Masters + 32

| 10 Month |   |
|----------|---|
| Range 39 | Elementary School Assistant Principal (site range 39-41)  |
| Range 40 | Elementary School Assistant Principal (site range 42+)<br>Assessment Project Specialist                         |
| Range 43 | Mental Health Program Administrator<br>Professional Learning Specialist II<br>School Improvement Coordinator II |

| 11 Month   |   |
|--|---|
| Range 35   | Middle School Assistant Principal (site range 39-42)<br>ELD Admin Coordinator<br>Rise Academy Assistant Principal<br>Student Attendance Coordinator   |
| Range 36   | Middle School Assistant Principal (site range 43+)<br>AACT Assistant Principal<br>Special Education Administrator<br>Accountability and Parental Inv Spec<br>Blended Learning Coordinator<br>Recruiting Projects Coordinator<br>Student Activity/Athletic Coordinator<br>TEAM UP Program Coordinator<br>Turning Point Assistant Principal |
| Range 37   | HR Leadership Development Coordinator<br>Gerlach Principal<br>Human Resources ARL Coordinator<br>Inspire Assistant Principal<br>Northstar Assistant Principal<br>Professional Growth Systems Coordinator  |
| Range 39   | Inspire Principal<br>Turning Point Principal  |
| Range 42   | North Star/TMCC Combo   |
| High School Assistant Principal will be placed at 11 month salary schedule on range equivalent to the site range - less the number of AP allocations at the site at the appropriate step |   |

| 12 Month |  |
|----------|--|
| Range 38 | Charter & Extended Studies Coordinator<br>Counseling & S04 Coordinator II<br>JROTC Director<br>K-12 Fine Arts Coordinator<br>MTSS Coordinator<br>NWRPDP Director<br>P3 Coordinator<br>SPED Professional Development Specialist<br>Lead Psychologist Coordinator<br>School Performance Support Coordinator  |
| Range 39 | Assessment Director<br>Curriculum & Instruction Director<br>Director Career & Technical Education<br>Director ELL & World Languages<br>Director of Gifted & Talented<br>Health Services Director<br>Innovations HS Principal<br>Professional Growth Systems Director<br>SPED Operations Director<br>SPED Program Director<br>Director Student Accounting<br>Title I Director |

WASHOE COUNTY SCHOOL DISTRICT  
 CERTIFICATED ADMINISTRATORS SALARY SCHEDULE 2024-25

Section 1  
 FY25 Salary Structure - Grandfathered Existing Site Administrators

10 Month

|    | 1a     | 1b      | 1c      | 2a     | 2b      | 2c      | 3a     | 3b      | 3c      | 4a     | 4b      | 4c      | 5a      | 5b      | 5c      | 6a      | 6b      | 6c      | 7a      | 7b      | 7c      | 11a     | 11b     | 11c     | 15a     | 15b     | 15c     |
|----|--------|---------|---------|--------|---------|---------|--------|---------|---------|--------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|
| 39 | 74,115 | 79,746  | 85,809  | 75,599 | 81,344  | 87,526  | 77,109 | 82,969  | 89,278  | 78,651 | 84,627  | 91,062  | 80,227  | 86,319  | 92,885  | 82,634  | 88,913  | 95,671  | 85,107  | 91,579  | 98,542  | 88,516  | 95,244  | 102,481 | 92,055  | 99,053  | 106,578 |
| 40 | 81,137 | 87,300  | 93,937  | 82,757 | 89,050  | 95,814  | 84,416 | 90,829  | 97,732  | 86,099 | 92,648  | 99,687  | 90,212  | 94,498  | 101,685 | 90,460  | 97,336  | 104,735 | 93,174  | 100,257 | 107,876 | 96,900  | 104,265 | 112,187 | 100,776 | 108,435 | 116,676 |
| 41 | 84,382 | 90,794  | 97,695  | 86,067 | 92,610  | 99,650  | 87,792 | 94,462  | 101,642 | 89,548 | 96,352  | 103,673 | 91,338  | 98,279  | 105,749 | 94,080  | 101,228 | 108,923 | 96,900  | 104,265 | 112,187 | 100,776 | 108,435 | 116,676 | 104,806 | 112,775 | 121,345 |
| 42 | 85,040 | 91,499  | 98,455  | 86,738 | 93,332  | 100,425 | 88,473 | 95,197  | 102,430 | 90,240 | 97,102  | 104,480 | 92,048  | 99,042  | 106,572 | 94,811  | 102,014 | 109,769 | 97,650  | 105,077 | 113,061 | 101,560 | 109,280 | 117,584 | 105,618 | 113,650 | 122,286 |
| 43 | 87,757 | 94,425  | 101,603 | 89,511 | 96,312  | 103,639 | 91,301 | 98,243  | 105,710 | 93,129 | 100,207 | 107,824 | 94,990  | 102,211 | 109,979 | 97,842  | 105,277 | 113,278 | 100,776 | 108,435 | 116,676 | 104,806 | 112,775 | 121,345 | 109,001 | 117,285 | 126,195 |
| 44 | 93,902 | 101,036 | 108,715 | 95,779 | 103,060 | 110,888 | 97,694 | 105,118 | 113,106 | 99,650 | 107,222 | 115,369 | 101,639 | 109,366 | 117,677 | 103,901 | 112,647 | 121,209 | 107,831 | 116,025 | 124,843 | 112,147 | 120,666 | 129,835 | 116,629 | 125,491 | 135,031 |

11 Month ES & MS Principals / HS Assistant Principals

|    | 1a      | 1b      | 1c      | 2a      | 2b      | 2c      | 3a      | 3b      | 3c      | 4a      | 4b      | 4c      | 5a      | 5b      | 5c      | 6a      | 6b      | 6c      | 7a      | 7b      | 7c      | 11a     | 11b     | 11c     | 15a     | 15b     | 15c     |
|----|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|
| 34 | 81,527  | 87,723  | 94,392  | 83,126  | 89,477  | 96,279  | 84,820  | 91,267  | 98,204  | 86,516  | 93,088  | 100,166 | 88,250  | 94,954  | 102,171 | 90,898  | 97,805  | 105,236 | 93,618  | 100,738 | 108,395 | 97,367  | 104,770 | 112,729 | 101,258 | 108,955 | 117,239 |
| 35 | 85,597  | 92,104  | 99,104  | 87,308  | 93,947  | 101,086 | 89,056  | 95,824  | 103,108 | 90,837  | 97,741  | 105,168 | 92,655  | 99,696  | 107,273 | 95,437  | 102,691 | 110,493 | 98,298  | 105,768 | 113,809 | 102,443 | 110,000 | 118,356 | 106,318 | 114,403 | 123,096 |
| 36 | 88,937  | 95,695  | 102,971 | 90,717  | 97,614  | 105,030 | 92,532  | 99,561  | 107,129 | 94,379  | 101,554 | 109,273 | 96,270  | 103,585 | 111,460 | 99,158  | 106,693 | 114,806 | 102,131 | 109,895 | 118,246 | 106,218 | 114,291 | 122,977 | 110,467 | 118,862 | 127,895 |
| 37 | 91,975  | 98,965  | 106,491 | 93,817  | 100,943 | 108,616 | 95,692  | 102,964 | 110,789 | 97,607  | 105,025 | 113,009 | 99,557  | 107,122 | 115,264 | 102,544 | 110,339 | 118,720 | 105,620 | 113,649 | 122,287 | 109,846 | 118,195 | 127,176 | 114,242 | 122,923 | 132,263 |
| 38 | 93,967  | 101,107 | 108,792 | 95,848  | 103,129 | 110,970 | 97,761  | 105,191 | 113,186 | 99,719  | 107,297 | 115,452 | 101,715 | 109,440 | 117,759 | 104,765 | 112,728 | 121,293 | 107,907 | 116,109 | 124,933 | 112,223 | 120,756 | 129,927 | 116,714 | 125,584 | 135,126 |
| 39 | 95,958  | 103,249 | 111,096 | 97,875  | 105,315 | 113,320 | 99,832  | 107,420 | 115,585 | 101,833 | 109,570 | 117,898 | 103,869 | 111,760 | 120,255 | 106,984 | 115,115 | 123,861 | 110,194 | 118,570 | 127,578 | 114,599 | 123,314 | 132,677 | 119,184 | 128,245 | 138,186 |
| 40 | 97,950  | 105,390 | 113,400 | 99,906  | 107,498 | 115,670 | 101,903 | 109,647 | 117,983 | 103,945 | 111,842 | 120,344 | 106,025 | 114,076 | 122,751 | 109,202 | 117,502 | 126,432 | 112,480 | 121,028 | 130,226 | 116,975 | 125,872 | 135,429 | 121,656 | 130,902 | 140,852 |
| 41 | 99,938  | 107,534 | 115,706 | 101,936 | 109,682 | 118,020 | 103,974 | 111,877 | 120,383 | 106,057 | 114,115 | 122,789 | 108,177 | 116,396 | 125,240 | 111,423 | 119,892 | 129,000 | 114,765 | 123,489 | 132,873 | 119,354 | 128,426 | 138,186 | 124,128 | 133,561 | 143,717 |
| 42 | 102,027 | 109,623 | 117,793 | 104,025 | 111,771 | 120,109 | 106,062 | 113,963 | 122,469 | 108,146 | 116,206 | 124,877 | 110,265 | 118,483 | 127,330 | 113,509 | 121,977 | 131,091 | 116,851 | 125,577 | 134,960 | 121,440 | 130,514 | 140,274 | 126,217 | 135,648 | 145,803 |
| 43 | 104,115 | 111,709 | 119,883 | 106,111 | 113,860 | 122,196 | 108,151 | 116,052 | 124,560 | 110,235 | 118,292 | 126,965 | 112,353 | 120,573 | 129,417 | 115,597 | 124,067 | 133,177 | 118,941 | 127,665 | 137,049 | 123,528 | 132,601 | 142,361 | 128,305 | 137,738 | 147,892 |
| 44 | 106,201 | 113,799 | 121,969 | 108,201 | 115,947 | 124,283 | 110,239 | 118,139 | 126,646 | 112,322 | 120,382 | 129,053 | 114,441 | 122,661 | 131,507 | 117,683 | 126,155 | 135,265 | 121,027 | 129,754 | 139,136 | 125,618 | 134,689 | 144,449 | 130,392 | 139,826 | 149,980 |
| 45 | 108,290 | 115,887 | 124,058 | 110,288 | 118,035 | 126,371 | 112,327 | 120,228 | 128,735 | 114,411 | 122,467 | 131,141 | 116,529 | 124,748 | 133,593 | 119,773 | 128,245 | 137,353 | 123,117 | 131,839 | 141,224 | 127,705 | 136,775 | 146,538 | 132,481 | 141,913 | 152,066 |

12 Month Principals HS & MTR

|    | 1a      | 1b      | 1c      | 2a      | 2b      | 2c      | 3a      | 3b      | 3c      | 4a      | 4b      | 4c      | 5a      | 5b      | 5c      | 6a      | 6b      | 6c      | 7a      | 7b      | 7c      | 11a     | 11b     | 11c     | 15a     | 15b     | 15c     |
|----|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|
| 38 | 102,415 | 110,676 | 119,564 | 104,594 | 113,016 | 122,081 | 106,808 | 115,403 | 124,649 | 109,070 | 117,839 | 127,266 | 111,377 | 120,315 | 129,936 | 114,906 | 124,113 | 134,024 | 118,541 | 128,024 | 138,232 | 123,533 | 133,397 | 144,011 | 128,726 | 138,984 | 150,024 |
| 39 | 104,504 | 112,763 | 121,653 | 106,681 | 115,105 | 124,170 | 108,896 | 117,494 | 126,737 | 111,158 | 119,927 | 129,353 | 113,465 | 122,402 | 132,025 | 116,995 | 126,200 | 136,110 | 120,629 | 130,114 | 140,320 | 125,623 | 135,484 | 146,101 | 130,811 | 141,070 | 152,112 |
| 40 | 106,591 | 114,852 | 123,739 | 108,771 | 117,192 | 126,256 | 110,984 | 119,579 | 128,825 | 113,246 | 122,013 | 131,443 | 115,553 | 124,492 | 134,113 | 119,084 | 128,289 | 138,200 | 122,717 | 132,199 | 142,409 | 127,709 | 137,573 | 148,189 | 132,901 | 143,160 | 154,200 |
| 41 | 108,680 | 116,940 | 125,829 | 110,856 | 119,280 | 128,346 | 113,072 | 121,668 | 130,913 | 115,335 | 124,102 | 133,531 | 117,640 | 126,579 | 136,201 | 121,173 | 130,376 | 140,288 | 124,805 | 134,290 | 144,496 | 129,798 | 139,661 | 150,276 | 134,988 | 145,247 | 156,289 |
| 42 | 110,768 | 119,028 | 127,916 | 112,945 | 121,368 | 130,432 | 115,160 | 123,755 | 133,002 | 117,423 | 126,189 | 135,618 | 119,728 | 128,667 | 138,288 | 123,259 | 132,466 | 142,375 | 126,894 | 136,375 | 146,584 | 131,885 | 141,749 | 152,364 | 137,077 | 147,336 | 158,376 |
| 43 | 112,856 | 121,116 | 130,004 | 115,031 | 123,456 | 132,523 | 117,249 | 125,844 | 135,088 | 119,511 | 128,277 | 137,705 | 121,819 | 130,756 | 140,378 | 125,348 | 134,553 | 144,464 | 128,980 | 138,466 | 148,670 | 133,974 | 143,837 | 154,544 | 139,163 | 149,422 | 160,464 |
| 44 | 114,943 | 123,205 | 132,091 | 117,122 | 125,544 | 134,608 | 119,337 | 127,932 | 137,178 | 121,600 | 130,365 | 139,795 | 123,904 | 132,844 | 142,464 | 127,436 | 136,641 | 146,553 | 131,069 | 140,551 | 150,759 | 136,060 | 145,925 | 156,540 | 141,253 | 151,511 | 162,553 |
| 45 | 117,033 | 125,292 | 134,181 | 119,208 | 127,632 | 136,699 | 121,427 | 130,021 | 139,263 | 123,687 | 132,452 | 141,881 | 125,993 | 134,931 | 144,553 | 129,524 | 138,729 | 148,640 | 133,155 | 142,641 | 152,848 | 138,149 | 148,012 | 158,629 | 143,342 | 153,598 | 164,640 |

(Site) Factor Points

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

a = Masters  
 b = Masters + 16  
 c = Masters + 32

| 10 Month |   |
|----------|---|
| Range 39 | Elementary School Assistant Principal (site range 39-41)  |
| Range 40 | Elementary School Assistant Principal (site range 42+)<br>Assessment Project Specialist                         |
| Range 43 | Mental Health Program Administrator<br>Professional Learning Specialist II<br>School Improvement Coordinator II |

| 11 Month   |  |
|--|--|
| Range 35   | Middle School Assistant Principal (site range 39-42)<br>ELD Admin Coordinator<br>Rise Academy Assistant Principal<br>Student Attendance Coordinator  |
| Range 36   | Middle School Assistant Principal (site range 43+)<br>AACT Assistant Principal<br>Special Education Administrator  |
| Range 37   | Accountability and Parental Inv Spec<br>Blended Learning Coordinator<br>Recruiting Projects Coordinator<br>Student Activity/Athletic Coordinator<br>TEAM UP Program Coordinator<br>Turning Point Assistant Principal |
| Range 39   | Gerlach Principal<br>HR Leadership Development Coordinator<br>Human Resources ARL Coordinator<br>Inspire Assistant Principal<br>Northstar Assistant Principal<br>Professional Growth Systems Coordinator             |
| Range 40   | Inspire Principal<br>Turning Point Principal   |
| Range 42   | North Star/TMCC Combo  |
| High School Assistant Principal will be placed at 11 month salary schedule on range equivalent to the site range - less the number of AP allocations at the site at the appropriate step |  |

| 12 Month |   |
|----------|---|
| Range 38 | Charter & Extended Studies Coordinator<br>JROTC Director<br>K-12 Fine Arts Coordinator<br>NWRPDP Director<br>P3 Coordinator   |
| Range 39 | SPED Professional Development Specialist<br>SPED Professional Development Specialist<br>School Performance Support Coordinator<br>Assessment Director<br>Counseling Director<br>Curriculum & Instruction Director<br>Director Career & Technical Education<br>Director ELL & World Languages<br>Director of Gifted & Talented<br>Health Services Director<br>Innovations HS Principal<br>MTSS Director<br>Professional Learning Director<br>Professional Growth Systems Director<br>Psychologist Director<br>SPED Operations Director<br>SPED Program Director<br>Director Student Accounting<br>Title I Director |

WASHOE COUNTY SCHOOL DISTRICT  
 CERTIFICATED ADMINISTRATORS SALARY SCHEDULE 2024-25

Section 2  
 FY25 Salary Structure - New Hires & Existing Site Administrators Choosing to Go onto New Schedule

Annual Salary without Weighted Funding Incentive (Non-Heavy EL Schools)

| 10 Month | Assistant Principals - ES |        |        |        |        |        |        |        |         |        |        |         |        |        |         |        |         |         |        |         |         |         |         |         |         |         |         |
|----------|---------------------------|--------|--------|--------|--------|--------|--------|--------|---------|--------|--------|---------|--------|--------|---------|--------|---------|---------|--------|---------|---------|---------|---------|---------|---------|---------|---------|
|          | 1a                        | 1b     | 1c     | 2a     | 2b     | 2c     | 3a     | 3b     | 3c      | 4a     | 4b     | 4c      | 5a     | 5b     | 5c      | 6a     | 6b      | 6c      | 7a     | 7b      | 7c      | 11a     | 11b     | 11c     | 15a     | 15b     | 15c     |
|          | 84,009                    | 90,391 | 97,262 | 85,689 | 92,202 | 99,207 | 87,402 | 94,044 | 101,192 | 89,150 | 95,925 | 103,216 | 90,933 | 97,842 | 105,281 | 93,268 | 100,780 | 108,440 | 96,469 | 103,802 | 111,692 | 100,331 | 107,955 | 116,158 | 104,342 | 112,272 | 120,804 |

| 11 Month | Assistant Principals - MS |        |         |        |        |         |        |        |         |        |        |         |        |         |         |        |         |         |         |         |         |         |         |         |         |         |         |
|----------|---------------------------|--------|---------|--------|--------|---------|--------|--------|---------|--------|--------|---------|--------|---------|---------|--------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|
|          | 1a                        | 1b     | 1c      | 2a     | 2b     | 2c      | 3a     | 3b     | 3c      | 4a     | 4b     | 4c      | 5a     | 5b      | 5c      | 6a     | 6b      | 6c      | 7a      | 7b      | 7c      | 11a     | 11b     | 11c     | 15a     | 15b     | 15c     |
|          | 87,267                    | 93,900 | 101,037 | 89,012 | 95,781 | 103,058 | 90,794 | 97,692 | 105,118 | 92,608 | 99,648 | 107,220 | 94,463 | 101,641 | 109,366 | 97,297 | 104,692 | 112,650 | 100,215 | 107,832 | 116,027 | 104,330 | 112,146 | 120,667 | 108,392 | 116,632 | 125,496 |

| 11 Month | ES & MS Principals / HS Assistant Principals |         |         |        |         |         |        |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |
|----------|--|---------|---------|--------|---------|---------|--------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|
|          | 1a   | 1b      | 1c      | 2a     | 2b      | 2c      | 3a     | 3b      | 3c      | 4a      | 4b      | 4c      | 5a      | 5b      | 5c      | 6a      | 6b      | 6c      | 7a      | 7b      | 7c      | 11a     | 11b     | 11c     | 15a     | 15b     | 15c     |
|          | 94,909                                       | 101,805 | 109,225 | 96,707 | 103,756 | 111,325 | 98,573 | 105,748 | 113,470 | 100,463 | 107,778 | 115,653 | 102,389 | 109,851 | 117,882 | 105,335 | 113,025 | 121,294 | 108,368 | 116,288 | 124,810 | 112,536 | 120,772 | 129,633 | 116,870 | 125,434 | 134,652 |

| 12 Month | Principals HS & MTYR |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |
|----------|----------------------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|
|          | 1a                   | 1b      | 1c      | 2a      | 2b      | 2c      | 3a      | 3b      | 3c      | 4a      | 4b      | 4c      | 5a      | 5b      | 5c      | 6a      | 6b      | 6c      | 7a      | 7b      | 7c      | 11a     | 11b     | 11c     | 15a     | 15b     | 15c     |
|          | 109,724              | 117,984 | 126,872 | 111,901 | 120,324 | 129,390 | 114,117 | 122,712 | 131,956 | 116,378 | 125,146 | 134,573 | 118,685 | 127,623 | 137,245 | 122,215 | 131,421 | 141,332 | 125,848 | 135,332 | 145,540 | 130,841 | 140,704 | 151,320 | 136,034 | 146,291 | 157,332 |

Annual Salary with \$700/month Weighted Funding Incentive

| 10 Month | Assistant Principals - ES |        |         |        |         |         |        |         |         |        |         |         |        |         |         |         |         |         |         |         |         |         |         |         |         |         |         |
|----------|---------------------------|--------|---------|--------|---------|---------|--------|---------|---------|--------|---------|---------|--------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|
|          | 1a                        | 1b     | 1c      | 2a     | 2b      | 2c      | 3a     | 3b      | 3c      | 4a     | 4b      | 4c      | 5a     | 5b      | 5c      | 6a      | 6b      | 6c      | 7a      | 7b      | 7c      | 11a     | 11b     | 11c     | 15a     | 15b     | 15c     |
|          | 92,409                    | 98,791 | 105,662 | 94,089 | 100,602 | 107,607 | 95,802 | 102,444 | 109,592 | 97,550 | 104,325 | 111,616 | 99,333 | 106,242 | 113,681 | 101,668 | 109,180 | 116,840 | 104,869 | 112,202 | 120,092 | 108,731 | 116,355 | 124,558 | 112,742 | 120,672 | 129,204 |

| 11 Month | Assistant Principals - MS |         |         |        |         |         |        |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |
|----------|---------------------------|---------|---------|--------|---------|---------|--------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|
|          | 1a                        | 1b      | 1c      | 2a     | 2b      | 2c      | 3a     | 3b      | 3c      | 4a      | 4b      | 4c      | 5a      | 5b      | 5c      | 6a      | 6b      | 6c      | 7a      | 7b      | 7c      | 11a     | 11b     | 11c     | 15a     | 15b     | 15c     |
|          | 95,667                    | 102,300 | 109,437 | 97,412 | 104,181 | 111,458 | 99,194 | 106,092 | 113,518 | 101,008 | 108,048 | 115,620 | 102,863 | 110,041 | 117,766 | 105,697 | 113,092 | 121,050 | 108,615 | 116,232 | 124,427 | 112,730 | 120,546 | 129,067 | 116,792 | 125,032 | 133,896 |

| 11 Month | ES & MS Principals / HS Assistant Principals |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |
|----------|--|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|
|          | 1a   | 1b      | 1c      | 2a      | 2b      | 2c      | 3a      | 3b      | 3c      | 4a      | 4b      | 4c      | 5a      | 5b      | 5c      | 6a      | 6b      | 6c      | 7a      | 7b      | 7c      | 11a     | 11b     | 11c     | 15a     | 15b     | 15c     |
|          | 103,309                                      | 110,205 | 117,625 | 105,107 | 112,156 | 119,725 | 106,973 | 114,148 | 121,870 | 108,863 | 116,178 | 124,053 | 110,789 | 118,251 | 126,282 | 113,735 | 121,425 | 129,694 | 116,768 | 124,688 | 133,210 | 120,936 | 129,172 | 138,033 | 125,270 | 133,834 | 143,052 |

| 12 Month | Principals HS & MTYR |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |
|----------|----------------------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|
|          | 1a                   | 1b      | 1c      | 2a      | 2b      | 2c      | 3a      | 3b      | 3c      | 4a      | 4b      | 4c      | 5a      | 5b      | 5c      | 6a      | 6b      | 6c      | 7a      | 7b      | 7c      | 11a     | 11b     | 11c     | 15a     | 15b     | 15c     |
|          | 118,124              | 126,384 | 135,272 | 120,301 | 128,724 | 137,790 | 122,517 | 131,112 | 140,356 | 124,778 | 133,546 | 142,973 | 127,085 | 136,023 | 145,645 | 130,615 | 139,821 | 149,732 | 134,248 | 143,732 | 153,940 | 139,241 | 149,104 | 159,720 | 144,434 | 154,691 | 165,732 |

a = Masters  
 b = Masters + 16  
 c = Masters + 32

