

Board of Trustees Douglas County School District

PERSONNEL

CONFIDENTIAL STAFF

It is the responsibility of the Board, through its Superintendent, to provide the staff necessary for the operation of the schools of the District, consistent with the responsibility of the Board to its constituency for the judicious allocation of its resources. The Board reserves the right to abolish any existing position in whole or in part or to reduce the number of employees in such positions.

Confidential positions shall be designated in accordance with Nevada Revised Statute and shall be identified as the Executive Secretary to the Superintendent and Board of Trustees, range 40 E on the Confidential Employee Salary Schedule; Administrative Secretary-Human Resources, range D on the Confidential Employees Salary Schedule; Benefits and Risk Management Coordinator, range D on the Confidential Employee Salary Schedule; and the Director of Business Services, range F on the Classified Supervisors and Professional Employees Salary Schedule.

Confidential Employees who lose their position due to a layoff, may bump less senior Confidential Employees within the same category. (Secretary – Secretary)

Confidential Employees are hired into at will positions and may not “bump” employees outside of the Confidential Employee group. The District reserves the right to reassign Confidential Employees to any vacancies within the District under the following circumstances and if in the best interest of the operations of the District:

- The District is forced to reduce positions because of declining enrollment and/or workforce.
- The District is forced to reduce positions to meet budgetary requirements.

Should the District be able to rehire a vacated Confidential Position, the impacted employee who returns within the 13 month period shall, upon return, retain all leave and experience credits for salary and leave purposes, but she/he shall not accrue any such credits during the layoff period.

Should reductions in Confidential Employees become necessary, and if the superintendent deems it appropriate, the Superintendent may use the following considerations in determining if re-assignment of the impacted employee is appropriate:

- The employee’s job performance
- The availability of a comparable position or a position for which the Confidential Employee may be qualified to fill.
- The employee’s training and abilities
- The employee’s tenure with the district

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- The comparable job classification/pay range

A Confidential Employee whose hours have been reduced may request consideration for a new assignment under the above criteria.

The superintendent reserves the right to use the at will status of these positions in all situations.

Date Adopted: 08/12/80

Date Revised: 12/14/10

Date Revised: 08/16/16

Date Revised: 06/13/17