# NEGOTIATED AGREEMENT

**Between**

**WASHOE COUNTY SCHOOL DISTRICT**

**and the**

**WASHOE SCHOOL PRINCIPALS' ASSOCIATION**

**2025-2027**

Washoe County School District

Effective July 1, 2025

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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 those positions that require an administrative license pursuant to NAC 391.160 and/or the School District job description for the position, except those Administrators who are excluded by NRS Chapter 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 to the extent allowed by Nevada law or Board Policy.

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 "day" shall mean business day and not calendar day, unless otherwise expressly indicated herein.

1.11 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 Administrators, as defined in Article 1.2.

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

3.1 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 No Administrator shall be disciplined or discriminated against because of lawful activity with the association. No attempt shall be made to intimidate or discourage an Administrator from exercising their right to representation.

4.2 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
## DISABILITY CLAUSE

6.1 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 7
## GENERAL SAVINGS CLAUSE

7.1 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 8
## DUES DEDUCTION

8.1 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.

8.2 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.

8.3 Deductions referred to in Section 8.1 will be made in equal installments, once each month during the School 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.

8.4 No later than October 10 of each School 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 School Year for that School Year's dues and the Association must notify the School District in writing to discontinue the Administrator's deduction.

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

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

8.7 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 9
## TEMPORARY LEAVES OF ABSENCE

9.1 LEAVE NOTIFICATION/REQUESTS/APPROVAL

In order to be granted leave, Association Administrators shall submit the current

leave request form used by Human Resources.

## 9.2 LEGAL LEAVE

An 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 Administrator shall be turned into the Business and Finance Department of the School District. An Administrator who is subpoenaed to testify or to provide a deposition in a proceeding related to their duties as an Administrator or a proceeding in which they are not a party shall not have loss in pay due to such absence. However, any witness fees received shall be turned into the Business and Finance Department of the School District.

## 9.3 MILITARY LEAVE

Leave shall be granted in accordance with the Uniformed Services Employment and Re-employment Rights Act.

## 9.4 PROFESSIONAL LEAVE

With the approval of the immediate supervisor, leave may be granted for the purpose of attending professional meetings, workshops, seminars, conferences, assemblies and conventions, visiting other schools for the purpose of observing educational methods, or to participate in events which provide education service to the School District, with no deduction from salary, if it is determined such attendance will render an educational service of value to the 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 School District recognizes that there are some workshops, seminars, conferences, which may offer credits for attendance, and as such, Administrators may accept such credits.

For school-based Administrators, such leave cannot be used while school is in session, except in extenuating circumstances as approved by the Superintendent or their designee.

## 9.5 PUBLIC OFFICE LEAVE

Any Administrator 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.

9.6 VACATION LEAVE

9.6.1 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.

9.6.2 For each School Year, only the below Administrator positions are eligible for Vacation Leave and receive Vacation Leave in the following amounts, pro-rated if the individual is not employed for the entire School Year:

9.6.2.1 All Principals, Principals on special assignment, High School and Middle School Assistant Principals, Coordinators in this unit shall receive 24 days of Vacation Leave each School Year;

9.6.3 If an Administrator who accrues vacation 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.

9.6.4 Upon request, Administrators who accrue vacation leave may cash out up to ten (10) days per School Year of accumulated, but unused vacation leave by providing notice to the School District in June. The cash out shall be provided to the Administrators in their subsequent July paycheck.

## ARTICLE 10
## EXTENDED LEAVES OF ABSENCE

10.1 EXTENDED LEAVES OF ABSENCE

10.1.1 General Extended Leave of Absence

Upon submission of the current leave request form used by Human Resources, any Administrator may request, a leave of absence without pay for a period of up to one (1) School Year and may be granted for leave reasons including, but not exclusive to becoming a new parent (maternity, paternity, or adoption). For planned absences, corresponding requests for the above leave shall be in writing and received by the Human Resources Office no later than April 15 for leave to begin the next School Year. For an extended leave of absence due to exigent or emergency circumstances, the leave form must be submitted to Human Resources not less than 14 days before the requested leave period. Leaves are reviewed and approved by the Chief Human Resources Officer, or their designee. Administrators shall be provided written notice regarding the approval status of their request.

10.1.2 Written notice must be filed with the Chief Human Resources Officer, or their designee, by January 1, of the School Year during which the leave is effective, stating whether or not the Administrator plans to return to employment with the School District. 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 their designee, showing unusual and extenuating circumstances necessitating an extension of the leave of absence, the Chief Human Resources Officer, or their designee, may, at its discretion, extend the leave for an additional period up to twelve (12) calendar months.

The Administrator must be notified in writing of the Chief Human Resources Officer or their designee's decision within ten (10) days of the Administrator's application submission to the Office of Human Resources.

10.1.3 Administrators may use any accumulated paid leave time (vacation leave, sick leave, etc.) concurrent with the extended leave of absence.

10.1.4 No benefits shall accrue (vacation, sick leave, or PERS service as applicable) to Administrators while on an unpaid extended leave, except the Administrator shall be credited with one (1) School 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).

10.1.5 In the event an Administrator is on probation, whether or not the School Year will be counted toward completion of the probationary period shall be determined as outlined in NRS.

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

10.1.7 While assurances cannot be given, every effort shall be made to place the Administrator in the same or as comparable an assignment as is available upon return using the process outlined in Article 19. Compensation will be determined by the salary schedule in effect at the time of return. For all extended leaves of absence with an accumulated leave of more than twelve consecutive months, Administrators returning from an approved extended leave of absence will be placed into the Overage Process in Article 19.

## 10.2 CHARTER SCHOOL LEAVE

10.2.1 Leave will be granted or denied in accordance with NRS 388A.530, upon submission of the current leave request form used by Human Resources, along with appropriate documentation to substantiate the request.

10.2.2 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 their designee.

10.2.3 While assurances cannot be given, every effort shall be made to place the Administrator 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. For all extended leaves of absence with an accumulated leave of more than twelve consecutive months, Administrators returning from an approved extended leave of absence will be placed into the Overage Process in Article 18. Refer to overage placement article.

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

## ARTICLE 11
## WSPA LEAVE

11.1 WSPA LEAVE

11.1.1 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 12
## SICK LEAVE, DISABILITY BENEFITS, AND SICK LEAVE BANK

12.1 Each Administrator 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 Administrator has completed the entire School Year.

12.1.1 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.

12.1.2 Administrators who begin service later in the School 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 School Year.

12.2 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 Administrator's illness or disability or verification of the Administrator'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 Administrator at the School District's expense, with a physician selected by the School District. The results of such an examination are to be forwarded to the School District and to the Administrator. Independent medical examinations are to be required judiciously.

12.3 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.

12.4 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.

12.4.1 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 15th of that School Year.

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

12.4.3 Responsibility for determining who shall receive days from the Sick Leave Bank rests exclusively with the Association. The Association holds the School District harmless in the event of any action by an Administrator relative to use of the bank.

12.4.4 The maximum accumulated number of days which any one person can be granted from the bank during their period of employment with the Washoe County School District is 75 days per School Year.

12.4.5 The maximum number of days which can be used from the Sick Leave Bank in any given School Year will be 225.

12.4.6 In the event that requests exceed the total number of days available in a given School 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.

12.4.7 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.

12.4.8 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 Administrator will be made in the month of July.

12.4.9 At the end of each School Year, all days in the bank will be carried over to the next School Year.

12.4.10 Administrators who retire from the School District may elect to donate one (1) additional day at the time of their retirement from their remaining accumulated sick leave.

12.4.11 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.

12.5 No leave, without prior written approval from the School District, will be granted by WSPA after the Sick Leave Bank falls below 100 days.

12.6 Upon request, Elementary Assistant Principals 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 20.3 do not apply to this cash out.

## ARTICLE 13
## ADVISORY COUNCIL

13.1 The Superintendent or their designated representative shall meet with representatives of the Association as requested by either party to review specific matters of mutual concern regarding the administration of this Agreement. Resolution of problems (that are not individual in nature) before they become grievances shall be one of the purposes of such meetings. This Article is not intended to circumvent the grievance procedure and is not intended to address individual Administrator issues. In advance of the meeting, the parties shall identify

topics and the advisory council shall consider the topics at the meeting. The Superintendent and the Association, or their designated representatives, shall be prepared to address the noticed topics at the meeting.

13.2 The purpose of the council is:

13.2.1 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.

13.2.2 Improve morale;

13.2.3 Apprise the Superintendent and staff of actual or potential problems involving the School District;

13.2.4 Improve communication between Administrators, the Superintendent, and staff; and

13.2.5 Secure maximum productive and constructive involvement of all Administrators in their primary goal, which is the educational process of the Washoe County School District.

13.3 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.

13.4 The Superintendent shall convene the Advisory Council at least four (4) times a School Year. Additional meetings may be held with the mutual consent of the Superintendent and the President of the WSPA provided reasonable notice is given for such meeting. 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.

13.5 The agenda of each meeting shall be determined in advance, with reasonable notice by both parties as to the topics to be discussed. 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. Subjects which are mandatory topics for collective bargaining or are covered by the Negotiated Agreement will be excluded from Advisory Council agendas.

## ARTICLE 14
## USE OF FACILITIES

14.1 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.

14.2 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 School District. Use of the building on other than days requires the approval of the Superintendent or his or her designee in addition to the school principal. Any added expense resulting from Association use shall be paid by the Association.

## ARTICLE 15
## REQUIRED DAYS, DISCRETIONARY TIME OFF, AND EXTRA DAYS

15.1 In accordance with the Fair Labor Standards Act (FLSA), Administrators covered under this Agreement are exempt from minimum wage and overtime protections since their primary duty is performing administrative functions directly related to academic instruction or training in an educational establishment.

15.2 Administrators are expected to work all calendar days in a School Year other than weekends, public holidays, unless Administrators utilize Discretionary Time Off, vacation or other approved leaves.

15.3 Administrators are professional employees and may need to work longer than their typical work week, including on a weekend or a holiday, in order to fulfill their work responsibilities. If required to work on a weekend or public holiday at the direction of their supervisor, the Administrator may "flex" the time worked for use on another workday within the same pay period and with prior written approval from the Administrator's supervisor.

15.4 Discretionary Time Off (DTO):

15.4.1 Discretionary Time Off allows eligible Administrators to take a fixed number of weekdays off during the School Year with prior supervisor approval and

as long as the Administrator's work responsibilities are met.

15.4.2 Notwithstanding specific allotments in 15.4.6.1 and 15.4.6.2, unless expressly authorized in advance by the Area Superintendent, Discretionary Time Off shall only be used on days when students are not in session and shall not be used on District-directed professional learning days.

15.4.3 Discretionary Time Off does not increase or decrease an Administrator's base salary or compensation.

15.4.4 Discretionary Time Off is not bankable and does not roll over from one School Year to another. Discretionary Time Off is not eligible for cash out under any provision of this Agreement that permits the cash out of leave.

15.4.5 On or before June 30 of each School Year, each Administrator must submit to their supervisor an anticipated schedule for the next School Year in which all DTO is utilized. If there are changes to this anticipated schedule, the Administrator must communicate and receive approval for the change from their supervisor in advance.

15.4.6 For each School Year, only the Administrator positions below are eligible for DTO and receive DTO in the following amounts, pro-rated if the individual is not employed for the entire School Year:

15.4.6.1 Deans shall be allotted fifty-five (55) days of Discretionary Time Off per school year. Of this allotment, the Dean's direct supervisor may approve up to five (5) days for use on days when students are in session.

15.4.6.2 Elementary School Assistant Principals shall be allotted forty-six 46 days of Discretionary Time Off per School Year. Of this allotment, the Elementary School Assistant Principal's direct supervisor may approve up to five (5) days for use on days when students are in session.

15.4.6.3 Non-comprehensive High School Principals, Middle School Principals, Elementary School Principals, High School Assistant Principals, Middle School Assistant Principals, Special Education Coordinators, and English Language Development Coordinators shall receive 20 days of Discretionary Time Off each School Year.

15.5 Extra Days.

15.5.1 EXTRA DAY DEFINED:

An extra day is defined as a weekend or holiday day on which a principal or assistant principal is required or approved by their Area Superintendent, 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 principals and assistant principals are paid on a salary basis and are exempt employees.

15.5.2 If, due to the scope of the job, a principal or assistant principal are required or approved by their Area Superintendent to work an extra day, they will be compensated as described below.

15.5.2.1 If a principal or assistant principal is required to work less than (4) hours on an extra day, they shall receive the equivalent of a half-day rate of pay at their regular rate. If a principal or assistant principal is required to work more than four (4) hours on an extra day, they shall receive the equivalent of a full day rate of pay at their regular rate of pay.

15.5.3 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.

15.5.4 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.

15.5.5 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 16
## ADMINISTRATOR FILES

16.1 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.

16.1.1 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.

16.2 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 Administrator is entitled to a copy upon request.

16.3 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.

16.4 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 Administrator's immediate supervisor, all employees of Human Resources, School District legal counsel, or as otherwise authorized by law shall be exempt from this requirement.

16.5 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 Administrator's file. The immediate supervisor or other administrative personnel shall have the right to attach comments to such materials subject to 16.2. No such material shall be deleted without the Administrator's consent.

16.6 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.

16.7 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 Administrator.

## ARTICLE 17
## DISMISSAL AND DISCIPLINARY PROCEDURES INCLUDING GRIEVANCE AND BINDING ARBITRATION

17.1 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.

17.2 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. Unless otherwise specified within this article, the term "writing" may refer to a physical letter sent via mail or a written communication sent via electronic mail. Unless otherwise specified within this article, the term "writing" may refer to a physical letter sent via mail or a written communication sent via electronic mail.

17.3 The procedures embodied in NRS Chapter 391.750 for short-term suspension, demotion or dismissal applies to Administrators.

17.4 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 a local arbitrator mutually selected by the Administrator or the Administrator's designee and the School 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).

17.5 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.

17.6 PROGRESSIVE DISCIPLINE – 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.

17.7 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 Administrator, 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 19 of this agreement.

17.8 INVESTIGATIONS/FORMAL COMPLAINT PROCESS – After the School District has conducted its preliminary initial investigation and that investigation results in a formal investigation of an Administrator it shall be conducted as follows:

17.8.1 Allegations of unsatisfactory performance and/or misconduct by an Administrator will be investigated by the Administrator's supervisor or the supervisor's designee.

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

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

17.8.4 The supervisor or supervisor's designee shall give written notice to the Administrator who is the subject of the investigation that the supervisor is scheduling an 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 the IDP meeting;
E. The name of any other person who will be present during the IDP meeting. The IDP meeting may be recorded upon prior notice to all individuals present at the IDP meeting.

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

17.9.1 Oral/Written Warning:

17.9.1.1 The supervisor must verbally communicate the deficiencies to the Administrator regarding their performance or behavior.

17.9.1.2 The supervisor must discuss the deficiencies in which improvement is required.

17.9.1.3 An oral/written warning may be memorialized in writing in an oral/written warning conference summary.

17.9.1.4 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.

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

17.9.2 Written Reprimand:

17.9.2.1 The supervisor must, in writing, communicate the deficiencies to the Administrator regarding their performance or behavior which must be changed/improved.

17.9.2.2 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.

17.9.2.3 The supervisor must, in writing, inform the Administrator that failure to improve may result in an admonishment and/or suspension, demotion, or dismissal.

17.9.2.4 An Administrator may appeal a written reprimand to the Superintendent's level.

17.9.2.5 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.

17.9.3 Letter of Admonition or Admonition/Suspension:

17.9.3.1 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.

17.9.3.2 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.

17.9.3.3 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 in accordance with progressive discipline.

17.9.3.4 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.

17.9.3.5 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.

17.9.3.6 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.

17.9.3.7 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 their 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 School 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.

17.9.3.8 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 School District or any outside source to reach the sustained findings.

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

17.9.4 Demotion, non-renewal or dismissal:

17.9.4.1 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.

17.9.4.2 The Superintendent 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 their designee. The signature of the Administrator does not indicate agreement of the demotion but only signifies receipt of the notice.

17.9.4.3 A Post Probationary Administrator who has been given notice of recommendation of demotion is entitled to a pre-disciplinary hearing before the Superintendent prior to any disciplinary action being imposed. The Administrator, or their 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 School 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.

17.9.4.4 A notice not to reemploy shall be used for a probationary Administrator who will not be reemployed at the conclusion of the probationary period.

17.9.4.5 Dismissal is used to permanently remove an Administrator from employment as an Administrator with the School District.

17.9.4.6 If the Superintendent believes that cause exists for the dismissal of an Administrator, the provisions of NRS 391.755 must be followed.

17.9.4.7 The Superintendent shall give written notice of recommendation of dismissal to the Administrator as provided in NRS 391.775 and as provided in Article 17.9 above and Article 19 of this agreement. The notice of recommendation of dismissal will be signed by the Administrator and the Superintendent. The signature of the Administrator does not constitute agreement with the recommendation but only signifies receipt of the notice.

17.9.4.8 At least 15 days before a recommendation is made to demote, dismiss or not reemploy a post-probationary Administrator, the Superintendent shall give written notice to the Administrator by certified mail or by e-mail with confirmation delivery, of his intention to make the recommendation. The notice must:

17.9.4.8.1 Inform the Administrator of the grounds for the recommendation.

17.9.4.8.2 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 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 School 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 their 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.

17.9.4.8.3 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 School District or any outside source to reach the sustained findings.

17.9.4.8.4 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.

17.10 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.

17.11 All appeals of sustained findings by the Superintendent shall be handled in the following manner:

17.11.1 Not later than fifteen (15) days after the receipt of the response from the Superintendent as set forth in above, the Administrator, or their 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 written notice, which can be served by e-mail with delivery confirmation, of the intent to arbitrate the sustained discipline.

17.11.2 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 17.11.3 except that the word "association" shall be replaced with "individual Administrator."

17.11.3 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 School 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.

17.11.4 Upon mutual agreement, the parties may engage in mediation prior to proceeding to arbitration. Participation in mediation shall not waive any arbitration rights or delay timeframes unless agreed by the parties.

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

17.11.6 The arbitrator shall not have the authority to modify, amend, alter, add to, or subtract from any provision of this Agreement.

17.11.7 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.

17.11.8 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 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 Administrator 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.

17.11.9 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.

17.11.10 Except as noted above costs to the parties for conducting grievance proceedings shall be paid for by the party incurring the cost.

17.11.11 The time for a grievance meeting/arbitration must be approved by the Superintendent 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.

17.11.12 A grievance shall be considered waived 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.

17.11.13 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.

17.12 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. Requests to extend timeframes shall not be unreasonably denied by either party.

17.13 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.

17.14 Non-Disciplinary Grievance Procedure

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

17.14.1.1 Any of the provisions of this Agreement;

17.14.1.2 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).

17.14.2 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.

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

17.14.4 These discussions shall be voluntary, confidential, and private.

17.14.5 PROCESS

17.14.5.1 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 Administrator of their choosing and the WSPA President and Representative(s) who have authority to settle the disagreement.

17.14.5.2 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.

17.14.5.3 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.

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

17.14.5.5 At the option of the Association, a grievance concerning an alleged violation of Article 18 may be filed immediately at Step Two of the Grievance and Arbitration Procedure.

17.14.6 A non-disciplinary contractual grievance may be filed by an Administrator covered by this Agreement, or by the Association, or by the Administrator's

or Association's representative(s) acting on behalf of the Administrator and/or the Association.

17.14.7 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) Administrator 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.

17.14.8 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."

17.14.9 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 School 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.

17.14.10 All grievances shall be handled in the following manner:

**Step One – Informal/Problem Solving**

17.14.10.1 A grievant shall first attempt to resolve a breach of this Agreement informally by meeting with the immediate supervisor. The supervisor shall render a written decision to the Administrator or their representative no later than five (5) days from the date of the meeting.

17.14.10.2 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.

17.14.10.3 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**

17.14.10.4 If the grievance is not resolved at Step One, the grievant or the Association may submit the unresolved grievance to the Superintendent in signed written form or by e-mail with delivery confirmation, within the thirty (30) day period.

17.14.10.5 In the event a grievance is submitted to Step Two in a timely manner, the Superintendent 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.

17.14.10.6 Within fifteen (15) days after the meeting, the Superintendent 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 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.

17.14.10.7 A decision reached between the grievant and the Superintendent 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.

17.14.10.8 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**

17.14.10.9 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.

17.14.10.10 Except as otherwise stated herein, requests for mediation shall be made through the Association and shall proceed as described herein.

17.14.10.11 Within ten (10) days thereafter, the School 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. Any costs for the mediator shall shared equally by the parties.

17.14.10.12 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 pursuant Article 18.3.

**Step Four – Arbitration**

17.14.10.13 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.

17.14.10.14 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.

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

17.14.10.16 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.

17.14.10.17 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.

17.14.10.18 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.

17.14.10.19 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.

17.14.10.20 The costs to the parties for conducting grievance proceedings shall be paid for by the party incurring the cost.

17.14.10.21 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 18
## OVERAGE AND SEPARATION PROCESS

18.1 Administrators may be identified for overage due to position(s) being eliminated.

18.2 An Administrator may not volunteer to be placed on the Overage List if he/she is on probationary status, received an Ineffective or Developing on their most recent evaluation, or if the Administrator has been suspended without pay within the preceding two (2) School Years.

18.3 Administrators who have been identified as overage shall designate their preference for placement in the school and/or position of their choice. Administrators are encouraged to provide as many preferences for schools and/or positions from the Overage List for which they are qualified; however, Administrators must provide at least three (3) different preferences. Administrators who do not provide a compliant list of preferences within five (5) days of being provided the Overage List positions that are available, or otherwise do not participate in the process, shall be placed in accordance with the needs of the School District.

18.4 If an Administrator timely submits a compliant preference list, the District will make a good faith effort to ensure that Administrators are placed in at least one (1) of their requested preferences. If the District declines to place an Administrator at all of the schools listed on the Administrator's preference list, then the affected Administrator may request an in-person meeting with an Area Superintendent, as designated by the District, to discuss the District's decision-making with respect to determining appropriate staffing. This meeting and discussion shall be for purposes of mentoring and coaching, and shall not be grievable under Article 17. If requested, a WSPA representative may be present for the discussion with 48 hours' notice.

18.5 During a period when Administrators have been identified for overage, no new hire or non-administrator moving into a WSPA-covered position shall be placed until all overaged Administrators have been placed in accordance with Article 18.3.

18.6 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 School District will notify the Association. The Association will utilize an advisory committee to review the reduction in force and to provide suggestions to the School District regarding the procedures to follow.

18.7 Subject to the determination in 18.1 above, the parties agree to the following:

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

18.7.2 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 Administrator'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.

18.7.3 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 the School District.

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;
2. Criminal records consisting of gross misdemeanor convictions;
3. Seniority ;
4. Performance evaluations as defined below in the "groupings" as described below;
5. Sustained Discipline Records.

18.7.3.1 Seniority shall be defined as follows and used in the following order:

18.7.3.1.1 Seniority as an Administrator based on total consecutive years of administrative service in the School District.

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

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

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

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.

18.7.3.2 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."

5) Grouping Five shall consist of each Administrator with a "Highly Effective" "Performance Evaluation Rating."

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.

18.7.4 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 the School District.

18.7.5 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 18.7.3 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.

18.8 The School District will recall Administrators, regardless if the Administrator transferred into an equivalent but different position (for example, high school principal to Program Director), 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 18.7.3) 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 the School District. 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.

18.9 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 their 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 their 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.

18.10 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.

18.11 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 School District in the position. School District Administrators transferring into such positions will be eligible for this article.

## ARTICLE 19
## ADMINISTRATOR PROTECTION

19.1 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.

19.2 Administrators shall immediately report to their immediate supervisor and/or the School 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.

19.3 Formal action shall be taken on such a complaint when such matter is reported to the School District and the Superintendent. The Administrator shall be fully informed, in writing, as to the disposition of the action.

19.4 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.

19.5 The School 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.

19.6 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 20
## PROFESSIONAL COMPENSATION

20.1 SALARY SCHEDULE

20.1.1 Salaries shall be as shown on the schedule in Appendix B. All Administrators will be paid by the School District's paperless direct deposit pay system. Each Administrator will designate a financial institution to receive the direct deposit.

20.1.2 Effective and retroactive to July 1, 2025, a new "Revised Administrator Salary Schedule" will be implemented to integrate Deans into the Administrative group, resulting in a 2% cost of living increase for Administrators.

In addition, effective on July 1, 2026, WSPA Administrators shall receive a 2% cost of living increase for FY 2027, subject to the provisions below.

Based on both parties expectations of the unique budget conditions for FY 2027, they have agreed on these parameters for FY 2027. For FY 2027, the percentage increase of total General Fund revenues must be at least 100% greater than (i.e., twice) the cost of living increase indicated above. This calculation is based on the Final Budget or Amended Final Budget submitted to the State Department of Taxation by June 8 or, in the case of an Amended Final Budget, within 30 days of the end of the legislative session. If the growth in total General Fund revenues is not at least 100% greater than (i.e., twice) the cost of living increase indicated above for FY 2027, then the COLA will equal 50% of the percentage increase in total General Fund revenues, unless General Fund revenues increase less than 2%, in which case the COLA will be set at 0%.

In addition, in order to re-open negotiations for FY2027, total General Fund revenues must increase from the prior School Year more than 5.00%. Total General Fund revenue is measured based on the Final Budget submitted to the State Department of Taxation by June 8 for FY 2027 submitted to the State Department of Taxation. If the annual growth in total General Fund revenues is 5.00% or less, then cost of living increase indicated above will remain in place.

20.1.3 All Administrators who are on the "Site Factor Administrators salary schedule" as of June 30, 2025, will remain on that schedule unless they make a non-revocable election to go to the revised administrator salary schedule adopted by this Agreement (Appendix B). Such election must be made in writing submitted to Human Resources and is a permanent selection. An election by an Administrator any time prior to June 30 of the School Year will become effective on July 1 of the following School Year. All other Administrators will be on the revised administrator salary schedule adopted by this Agreement and attached as Appendix B.

Salary Schedule Notes:

20.2.1 For schools with a "heavy" population of EL students, as determined by the School District, Administrators on the Revised Administrator Salary Schedule will receive a stipend of $700.00 per month while assigned to those designated schools.

20.2.2 If an Administrator is involuntarily transferred to a position at a lower placement than their current placement on the salary schedule, they will remain at their current annual salary placement for one (1) School Year. After the one-year period the Administrator will be moved to the annual salary grade and step for the new position as if they voluntarily transferred. After being involuntarily transferred, if the School District subsequently

involuntarily transfers the Administrator and does not invoke overage, then the Administrator will be placed on the annual salary schedule, grade, and step of their most recently vacated position.

20.2.3 If an Administrator chooses to voluntarily transfer to another position at which the annual salary grade placement is lower than the Administrator's current placement, they will be moved to the same step placement and receive the annual salary to which the position is entitled.

20.2.4 Administrators on the site factor salary schedule who change locations, but remain in the same job title (e.g. Principal to Principal) have an option to move to the Revised Administrator Salary Schedule at the time of the change.

20.2.5 Administrators on the site factor salary schedule who take another position and change job titles (e.g. Assistant Principal to Principal), shall move to the Revised Administrator Salary Schedule at the time of the change.

20.2.6 All new members to the bargaining unit, including new to the District and new to the bargaining unit, will be placed on the Revised Administrator Salary Schedule.

20.2.7 If the recalculation, involuntary transfer, or voluntary transfer moves an Administrator to a grade higher than their current annual salary placement, the Administrator will be moved to the appropriate salary grade.

20.2.8 If an Administrator moves to a higher annual salary grade within the bargaining unit other 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 annual salary placement. Should the annual salary increase be less than 4% (yearly), they will be advanced one step.

20.2.9 If an Administrator who is on the site factor salary schedule moves to a higher grade due to an increase in site factor points, there will be no 4% increase in salary to determine placement.

20.2.10 If an Administrator who is on the site factor salary schedule moves to a lower grade due to a decrease in site factor points, the Administrator will remain at their current placement until the Administrator leaves the school site, at which point, the position will be posted at the appropriate grade.

20.2.11 If an Administrator is placed on a limited-term special assignment, they will retain the most recent salary grade and placement from the position and School Year they last served as an Administrator. Once placed, they will remain in that salary grade for the duration of that assignment.

20.2.12 Employees, regardless of their current position or unit, may be temporarily assigned to fill an Administrator's position covered by the WSPA negotiated agreement at a higher annual salary grade. If such assignment exceeds five (5) consecutive working days duration, and if the employee is to continue in the temporary assignment without a break, they shall then be compensated at the grade of the position they are temporarily fulfilling, at the step that would provide a annual salary increase of at least 4%, for the balance of the temporary assignment.

20.2.13 The School District will recognize up to four (4) additional years of experience for Administrators who left, and then returned, to the School District. This credit will be granted if Administrators' absence from the School District or other public school employment did not exceed ten (10) years. This credit will place them up to four (4) steps higher (one for each year) than their placement when they last left.

20.2.14 Administrators who have completed a doctoral program and have been awarded the degree will receive $1,100 in addition to their scheduled annual salary in July of each School Year. This is intended as a salary bonus for the forthcoming School Year and is not earned until the School Year is completed on June 30. Administrators who leave prior to July 1, of any School 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 their 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.

20.2.15 LONGEVITY BONUS

20.2.15.1 Administrators who have completed 10-14 total years of educational service with the WCSD prior to July 1 of any School Year will receive an additional yearly stipend of $1,907 in July of the same School Year, for which PERS contributions will be made by the School District.

20.2.15.2 Administrators who have completed 15-19 total years of educational service with the WCSD prior to July 1 of any School Year will receive an additional yearly stipend of $2,076 in July of the same School Year, for which PERS contributions will be made by the School District.

20.2.15.3 Administrators who have completed 20-24 total years of educational service with the WCSD prior to July 1 of any School Year will receive an additional yearly stipend of $2,188 in July of the same School Year, for which PERS contributions will be made by the School District.

20.2.15.4 Administrators who have completed 25 or more total years of educational service with the WCSD prior to July 1 of any School Year will receive an additional yearly stipend of $2,407 in July of the same School Year, for which PERS contributions will be made by the School District.

20.2.15.5 Administrators who separate from the School District prior to July 1 of any School Year shall receive a prorated longevity payment.

20.2.15.6 The amounts for longevity listed above shall adjust by the same percentage that the general salaries adjust each School Year.

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

20.4 ISOLATION ALLOWANCE

Administrators who have full time responsibility at schools in Natchez, Incline, and Gerlach will receive an isolation allowance, for which PERS contributions will be made by the School District. The Administrator(s) at Natchez will receive $2,000. The Administrator(s) at Gerlach will receive $2,500. The Administrator(s) at Incline Elementary, Middle and High School will receive $2,750 each.

For Administrators working at Incline schools, this allowance shall not be provided to employees if they live in the Incline school zone and work at the school(s) in that area.

20.5 BENEFITS RESERVE PROGRAM

20.5.1 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.

20.5.2 The BRP may be used by the eligible Administrator 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.

20.5.3 PROCEDURES

(A) Annually, near the end of the School 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.

20.5.4 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.

20.6 INSURANCE

The School District will fund the full cost for the individual employee only portion of health, dental, vision, life, and long-term disability insurance plans that are

approved by the Board of Trustees. The School District may also offer higher cost alternative plans. If the Administrator selects any such higher cost alternative plan, then the Administrator must pay the difference between the base plan that is approved by the Board of Trustees and the higher cost plan that is selected.

## ARTICLE 21
## ADMINISTRATIVE RECLASSIFICATION

21.1 Reclassification of Administrators shall be conducted pursuant to the School District's policies and procedures. Administrators who believe their position should be reclassified must follow the School District's policies and procedures.

## ARTICLE 22
## TERM OF AGREEMENT

22.1 This Agreement shall be effective as of the 1st day of July, 2025, and shall remain in effect until June 30, 2027, and shall continue from year to year thereafter, unless either of the signatories hereto shall give written notice to the other as required by Nevada Revised Statues, of a desire to change wages, hours, and conditions of employment hereof, or other topics of mandatory negotiation under NRS 288.150 and Nevada law.

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 - August 26, 2025

Washoe School Principals' Association (WSPA) - August 19, 2025

| For Washoe County School District | For Washoe School Principals' Association |
|---|---|
| Joe Ernst<br>Joe Ernst<br>Superintendent | Colbee Riordan<br>Colbee Riordan,<br>WSPA President |
| 9/5/25<br>Date | 8/19/25<br>Date |

# APPENDIX A

(RESERVED)

# APPENDIX B

## Site Factor Salary Schedule

Washoe School Principal's Association

FY26 Salary Structure

**Group A** — Elementary 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 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 39 | 74,369 | 80,019 | 86,103 | 75,858 | 81,622 | 87,826 | 77,373 | 83,253 | 89,584 | 78,920 | 84,917 | 91,374 | 80,501 | 86,614 | 93,204 | 82,917 | 89,217 | 95,998 | 85,398 | 91,893 | 98,880 | 88,820 | 95,570 | 102,832 | 92,370 | 99,392 | 106,943 |
| 40 | 81,415 | 87,599 | 94,259 | 83,040 | 89,355 | 96,142 | 84,705 | 91,140 | 98,067 | 86,394 | 92,965 | 100,028 | 90,521 | 94,821 | 102,034 | 90,770 | 97,669 | 105,094 | 93,493 | 100,601 | 108,245 | 97,232 | 104,622 | 112,571 | 101,121 | 108,806 | 117,076 |
| 41 | 84,671 | 91,105 | 98,029 | 86,361 | 92,927 | 99,992 | 88,092 | 94,786 | 101,990 | 89,855 | 96,682 | 104,028 | 91,651 | 98,616 | 106,112 | 94,402 | 101,575 | 109,296 | 97,232 | 104,622 | 112,571 | 101,121 | 108,806 | 117,076 | 105,165 | 113,161 | 121,760 |
| 42 | 85,331 | 91,812 | 98,792 | 87,036 | 93,651 | 100,769 | 88,776 | 95,523 | 102,781 | 90,549 | 97,434 | 104,838 | 92,363 | 99,382 | 106,937 | 95,135 | 102,363 | 110,145 | 97,984 | 105,436 | 113,448 | 101,908 | 109,654 | 117,986 | 105,980 | 114,039 | 122,705 |
| 43 | 88,058 | 94,749 | 101,951 | 89,817 | 96,642 | 103,994 | 91,613 | 98,580 | 106,072 | 93,448 | 100,551 | 108,193 | 95,315 | 102,561 | 110,356 | 98,177 | 105,637 | 113,666 | 101,121 | 108,806 | 117,076 | 105,165 | 113,161 | 121,760 | 109,375 | 117,687 | 126,627 |
| 44 | 94,224 | 101,382 | 109,087 | 96,107 | 103,413 | 111,268 | 98,028 | 105,478 | 113,493 | 99,992 | 107,590 | 115,764 | 101,987 | 109,741 | 118,080 | 104,257 | 113,032 | 121,624 | 108,201 | 116,423 | 125,270 | 112,532 | 121,079 | 130,280 | 117,029 | 125,921 | 135,494 |

**Group B** — 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 | 81,806 | 88,024 | 94,715 | 83,411 | 89,783 | 96,608 | 85,111 | 91,580 | 98,540 | 86,812 | 93,407 | 100,509 | 88,552 | 95,279 | 102,521 | 91,209 | 98,140 | 105,597 | 93,939 | 101,083 | 108,767 | 97,701 | 105,128 | 113,115 | 101,605 | 109,328 | 117,641 |
| 35 | 85,890 | 92,419 | 99,444 | 87,607 | 94,268 | 101,432 | 89,361 | 96,152 | 103,461 | 91,148 | 98,076 | 105,528 | 92,972 | 100,038 | 107,641 | 95,764 | 103,042 | 110,871 | 98,635 | 106,130 | 114,199 | 102,794 | 110,377 | 118,762 | 106,682 | 114,795 | 123,518 |
| 36 | 89,242 | 96,023 | 103,324 | 91,028 | 97,949 | 105,389 | 92,849 | 99,902 | 107,496 | 94,702 | 101,902 | 109,647 | 96,600 | 103,940 | 111,842 | 99,498 | 107,058 | 115,199 | 102,480 | 110,271 | 118,652 | 106,582 | 114,683 | 123,399 | 110,845 | 119,269 | 128,333 |
| 37 | 92,290 | 99,304 | 106,856 | 94,138 | 101,289 | 108,988 | 96,020 | 103,317 | 111,169 | 97,941 | 105,384 | 113,396 | 99,898 | 107,489 | 115,659 | 102,896 | 110,717 | 119,127 | 105,982 | 114,038 | 122,706 | 110,222 | 118,599 | 127,611 | 114,634 | 123,345 | 132,716 |
| 38 | 94,289 | 101,453 | 109,164 | 96,176 | 103,482 | 111,350 | 98,095 | 105,552 | 113,574 | 100,061 | 107,664 | 115,848 | 102,063 | 109,815 | 118,162 | 105,124 | 113,114 | 121,708 | 108,277 | 116,506 | 125,361 | 112,607 | 121,170 | 130,372 | 117,113 | 126,014 | 135,589 |
| 39 | 96,287 | 103,602 | 111,477 | 98,211 | 105,676 | 113,709 | 100,174 | 107,787 | 115,981 | 102,182 | 109,945 | 118,302 | 104,225 | 112,143 | 120,667 | 107,351 | 115,509 | 124,285 | 110,571 | 118,976 | 128,015 | 114,992 | 123,736 | 133,131 | 119,592 | 128,684 | 138,659 |
| 40 | 98,285 | 105,751 | 113,788 | 100,249 | 107,866 | 116,066 | 102,252 | 110,022 | 118,387 | 104,301 | 112,226 | 120,756 | 106,388 | 114,466 | 123,171 | 109,576 | 117,905 | 126,865 | 112,865 | 121,442 | 130,672 | 117,375 | 126,304 | 135,893 | 122,073 | 131,351 | 141,334 |
| 41 | 100,280 | 107,903 | 116,103 | 102,286 | 110,058 | 118,424 | 104,330 | 112,260 | 120,796 | 106,421 | 114,506 | 123,210 | 108,547 | 116,795 | 125,669 | 111,804 | 120,303 | 129,442 | 115,158 | 123,912 | 133,328 | 119,762 | 128,866 | 138,659 | 124,553 | 134,019 | 144,210 |
| 42 | 102,376 | 109,999 | 118,197 | 104,382 | 112,154 | 120,520 | 106,425 | 114,353 | 122,889 | 108,517 | 116,604 | 125,305 | 110,642 | 118,889 | 127,766 | 113,897 | 122,395 | 131,540 | 117,251 | 126,007 | 135,422 | 121,856 | 130,961 | 140,755 | 126,649 | 136,113 | 146,303 |
| 43 | 104,471 | 112,092 | 120,294 | 106,475 | 114,250 | 122,614 | 108,522 | 116,449 | 124,987 | 110,613 | 118,697 | 127,400 | 112,738 | 120,986 | 129,860 | 115,993 | 124,492 | 133,633 | 119,348 | 128,102 | 137,518 | 123,951 | 133,055 | 142,849 | 128,744 | 138,210 | 148,399 |
| 44 | 106,565 | 114,189 | 122,387 | 108,572 | 116,344 | 124,708 | 110,617 | 118,543 | 127,080 | 112,707 | 120,795 | 129,495 | 114,833 | 123,081 | 131,957 | 118,086 | 126,587 | 135,728 | 121,441 | 130,198 | 139,613 | 126,049 | 135,150 | 144,944 | 130,838 | 140,305 | 150,494 |
| 45 | 108,661 | 116,284 | 124,483 | 110,666 | 118,439 | 126,803 | 112,712 | 120,639 | 129,176 | 114,803 | 122,887 | 131,590 | 116,928 | 125,175 | 134,050 | 120,184 | 128,684 | 137,823 | 123,538 | 132,291 | 141,708 | 128,143 | 137,243 | 147,040 | 132,935 | 142,399 | 152,587 |

**Group C** — Comprehensive HS 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 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 38 | 102,766 | 111,056 | 119,973 | 104,952 | 113,403 | 122,499 | 107,173 | 115,799 | 125,075 | 109,444 | 118,242 | 127,702 | 111,758 | 120,727 | 130,382 | 115,300 | 124,538 | 134,483 | 118,947 | 128,463 | 138,706 | 123,957 | 133,854 | 144,504 | 129,167 | 139,461 | 150,538 |
| 39 | 104,862 | 113,150 | 122,070 | 107,046 | 115,500 | 124,595 | 109,269 | 117,897 | 127,172 | 111,539 | 120,338 | 129,796 | 113,853 | 122,821 | 132,478 | 117,396 | 126,632 | 136,576 | 121,042 | 130,560 | 140,801 | 126,054 | 135,948 | 146,602 | 131,259 | 141,554 | 152,633 |
| 40 | 106,956 | 115,246 | 124,163 | 109,143 | 117,594 | 126,688 | 111,365 | 119,989 | 129,267 | 113,634 | 122,431 | 131,893 | 115,949 | 124,918 | 134,573 | 119,492 | 128,728 | 138,673 | 123,137 | 132,652 | 142,897 | 128,147 | 138,044 | 148,697 | 133,356 | 143,651 | 154,728 |
| 41 | 109,052 | 117,341 | 126,260 | 111,236 | 119,689 | 128,785 | 113,460 | 122,085 | 131,362 | 115,730 | 124,527 | 133,988 | 118,043 | 127,012 | 136,668 | 121,588 | 130,822 | 140,768 | 125,233 | 134,750 | 144,991 | 130,243 | 140,140 | 150,791 | 135,450 | 145,745 | 156,824 |
| 42 | 111,147 | 119,436 | 128,354 | 113,332 | 121,784 | 130,878 | 115,555 | 124,179 | 133,458 | 117,825 | 126,621 | 136,082 | 120,138 | 129,108 | 138,762 | 123,681 | 132,919 | 142,862 | 127,329 | 136,842 | 147,086 | 132,337 | 142,235 | 152,886 | 137,546 | 147,841 | 158,918 |
| 43 | 113,242 | 121,531 | 130,449 | 115,425 | 123,879 | 132,977 | 117,651 | 126,275 | 135,551 | 119,920 | 128,716 | 138,176 | 122,236 | 131,204 | 140,859 | 125,777 | 135,014 | 144,958 | 129,422 | 138,940 | 149,179 | 134,433 | 144,330 | 154,983 | 139,640 | 149,934 | 161,013 |
| 44 | 115,337 | 123,627 | 132,544 | 117,523 | 125,974 | 135,069 | 119,746 | 128,370 | 137,648 | 122,016 | 130,812 | 140,273 | 124,329 | 133,299 | 142,952 | 127,872 | 137,109 | 147,055 | 131,518 | 141,032 | 151,275 | 136,526 | 146,425 | 157,076 | 141,737 | 152,030 | 163,110 |
| 45 | 117,434 | 125,721 | 134,641 | 119,616 | 128,069 | 137,168 | 121,843 | 130,466 | 139,740 | 124,111 | 132,906 | 142,367 | 126,425 | 135,393 | 145,048 | 129,967 | 139,205 | 149,150 | 133,611 | 143,129 | 153,371 | 138,622 | 148,519 | 159,172 | 143,833 | 154,124 | 165,204 |

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

**(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 |

| Group A<br>Elementary Assistant Principals | |
|---|---|
| Range 39 | Elementary School Assistant Principal (site range 39-41) |
| Range 40 | Elementary School Assistant Principal (site range 42+) |

| Group B<br>ES & MS Principals / HS Assistant Principals | |
|---|---|
| Range 35 | Middle School Assistant Principal (site range 39-42)<br>ELD Admin Coordinator<br>Rise Academy Assistant Principal |
| Range 36 | Middle School Assistant Principal (site range 43+)<br>Special Education Administrator |
| Range 37 | Turning Point Assistant Principal |
| Range 39 | Gerlach Principal<br>HR Leadership Development Coordinator<br>Inspire Assistant Principal<br>Northstar Assistant Principal<br>Innovations HS Principal |
| Range 40 | Inspire Principal<br>Turning Point Principal |
| Range 42 | North Star/TMCC Combo<br>AACT Principal |

High School Assistant Principals will be placed on the Group B salary schedule at the range equivalent to the site range less the number of AP allocations at the site

| Group C<br>Comprehensive HS Principals | |
|---|---|
| Range 38 | Visual & Performing Arts Coordinator<br>Assistant Director of Psychological Services<br>School Performance Coordinator<br>NWRPDP Director |
| Range 39 | 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>Director of Behavior & Student Support<br>MTSS Director<br>Professional Learning Director<br>Psychologist Director<br>SPED Operations Director<br>SPED Program Director |

Washoe School Principal's Association
FY26 Salary Structure

**Revised Administrator Salary Schedule**

| Grade | | 01 | 02 | 03 | 04 | 05 | 06 | 07 | 08 | 09 | 10 | 11 | 12 | 13 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 33 | Comprehensive High School Principals | 124,810 | 127,119 | 129,471 | 131,866 | 134,306 | 136,791 | 139,322 | 141,899 | 144,524 | 147,198 | 149,921 | 152,695 | 155,520 |
| 32 | High School (non-comp) /Middle School Principals | 118,734 | 120,931 | 123,168 | 125,447 | 127,768 | 130,132 | 132,539 | 134,991 | 137,488 | 140,032 | 142,623 | 145,262 | 147,949 |
| 31 | Elementary Principals/Program Directors / POSAs | 112,951 | 115,041 | 117,169 | 119,337 | 121,545 | 123,794 | 126,084 | 128,417 | 130,793 | 133,213 | 135,677 | 138,187 | 140,743 |
| 30 | Comprehensive High School Assistant Principals / Coordinators | 107,450 | 109,438 | 111,463 | 113,525 | 115,625 | 117,764 | 119,943 | 122,162 | 124,422 | 126,724 | 129,068 | 131,456 | 133,888 |
| 29 | Middle School Assistant Principals | 99,396 | 101,235 | 103,108 | 105,015 | 106,958 | 108,937 | 110,952 | 113,005 | 115,096 | 117,225 | 119,394 | 121,603 | 123,853 |
| 28 | Elementary Assistant Principals | 95,681 | 97,451 | 99,254 | 101,090 | 102,960 | 104,865 | 106,805 | 108,781 | 110,793 | 112,843 | 114,931 | 117,057 | 119,223 |
| 27 | Special Ed. Coordinators and English Language Dev. Admins | 92,107 | 93,811 | 95,547 | 97,315 | 99,115 | 100,949 | 102,817 | 104,719 | 106,656 | 108,629 | 110,639 | 112,686 | 114,771 |
| 26 | | | | | | | | | | | | | | |
| 25 | Deans | 64,041 | 65,802 | 67,612 | 69,471 | 71,381 | 73,344 | 75,361 | 77,433 | 79,562 | 81,750 | 83,998 | 86,308 | 88,681 |

*Deans are only incorporated into Revised Administrator Salary Schedule.

**For FY26, Deans currently receiving the 8% National Board Certification incentive will have it included in their initial salary placement on the Revised Administrator Salary Schedule. Going forward, the incentive will no longer be offered.

***Deans who earned an annual salary (including the 9 additional days) in FY25 that is higher than the maximum step of the Revised Administrator Salary Schedule will have their COLA applied to their current FY26 salary and placed above the maximum step.