



Washoe County School District

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Board of Trustees: Adam Mayberry, President * Alex Woodley, Vice President * Christine Hull, Clerk
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MEMORANDUM

TO: Licensed Staff Members, School Administrators, and Timekeepers
FR: Doug Owen, Chief Human Resources Officer
DT: March 6, 2026
RE: WEA Negotiated Agreement Implementation Updates

Dear Licensed Staff, School Administrators, and Timekeepers,

This message provides operational updates regarding select provisions of the 2025–2027 Negotiated Agreement between the Washoe County School District (WCSD) and the Washoe Education Association (WEA). This additional guidance was the outcome of several collaborative discussions between District and WEA leadership, which has been reviewed by District personnel and WEA leadership, and is intended to clarify specific provisions and support consistent implementation across sites, particularly in the areas of payroll, timekeeping, and supervision. All items align with the WCSD/WEA Collective Bargaining Agreement ratified by the Board of Trustees on December 9, 2025, effective July 1, 2025.

The full agreement is on the WCSD website: [WCSD and WEA Negotiated Agreement 2025-2027](#)

Board Policy and Administrative Regulations

All licensed staff are expected to be familiar with and adhere to the provisions of the negotiated agreement that apply to their employment. In addition to the Negotiated Agreement, all staff are expected to be familiar with applicable Board Policies and Administrative Regulations, as the agreement references and operates in conjunction with those governing documents. Board Policies and Administrative Regulations can be accessed here: [District's Board Policy and Administrative Regulations](#).

17.2 – New Educator Orientation

Newly hired licensed staff in positions who typically work 185 days are required to work an additional four (4) days in their first 12 months of employment, of which two (2) days shall be paid at the applicable daily rate. These additional days are scheduled for new employees to participate in site orientation and required professional development.

- The Monday preceding the Tuesday when all educators return for the new school year kick-off, will be reserved for site-based orientation and induction.
- In addition, there is a three-day professional learning and induction event for all new educators to attend the final full week of July (prior to the week all educators report back to

work). If an educator has a start date after this event, they will be required to attend the following year.

Article 18 – Workday, Flex Time, and Coverage Pay

Reasonableness Standard

Supervisors must ensure that additional assignments, expectations, and flex time meet a standard of reasonableness consistent with the agreement. With regards to Flex Time, *“These adjustments should be applied reasonably and equitably, without favoring flexibility for, or placing an undue burden on, any one employee, nor should flexibility be unreasonably withheld or routinely declined.” (18.2)*

18.6 – Flex Time

Flex time must be utilized within the same month (pay period) of being earned.

18.7 – Applies to All Substitute Coverage and Pay

“Appropriately licensed staff may be requested to substitute as allowed by their licensure when the absent teacher is involved in a school or School District-related activity, when the absent teacher is on an approved leave covered by this agreement and a substitute would be required, when the absent teacher needs time off for a reason approved by school administration, or when there is an open allocation or long-term absence and a licensed staff member is fulfilling the duties of that allocation.”

Secondary Licensed Staff Coverage Pay

- Secondary licensed staff are not eligible for “Licensed Staff Coverage Pay” pay in Article 18.9. Instead, they are eligible for flex time (18.6) OR prep time pay (19.2.3).

18.9 – Elementary Licensed Staff Coverage Pay

- “Licensed Staff Coverage Pay” reporting is subject to semester and fiscal year deadlines. Payment processing closes at the end of each semester and is reconciled at the fiscal year close.
- “Licensed Staff Coverage Pay” for internal coverage will be paid as a half day between two and four hours of coverage, More than four hours will be paid at a full day rate.

18.8 - Nurse Workday

- Payments to nurses previously compensated at \$40 per hour under the predecessor agreement have been converted to a prorated daily rate of pay. Payroll is reconciling these payments, and any remaining differences will be processed in the March payroll cycle.

18.11 – Counselors and Social Workers Coverage Pay

- The 5% leave coverage pay for Counselors and Social Workers outlined in **Article 18.11** will be processed as part of the leave of absence process and a review of qualifying unfilled allocations.
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Article 19 – Preparation Time

Only staff appropriately licensed can fill in for another staff member. In addition, sites must first utilize other appropriately licensed staff with preparation periods, or leadership, such as Deans, Assistant Principals, and Principals for coverage before assigning additional coverage to appropriately licensed staff without preparation periods, such as Counselors, Instructional Coaches, English Language Facilitators, etc. Unlicensed staff members must not cover for a licensed staff member or individually be left to teach or otherwise provide guidance to pupils without a licensed staff member present.

Prep Time Missed Pay

Only appropriately licensed staff who have a scheduled preparation period (typically secondary staff) or designated preparation time within their schedule (typically elementary staff) are eligible for preparation time pay, as this compensation applies only when an employee misses their scheduled preparation time.

- The prior “banked time” method has been discontinued.
- Compensation will now be paid as a fractional portion of the employee’s daily rate based on the site’s master schedule and amount of time missed.
- Staff should report missed preparation coverage for each pay period to their timekeeper. Dates earned should be included for accurate entry in Timecard Online.
- Staff may report missed preparation coverage once per pay period using cumulative reporting.
- “Licensed Staff Coverage Pay” pay and Prep Time Missed Pay cannot be received for the same period of time.
- Payroll is reconciling previously banked prep time to the new pay method and will process retroactive adjustments, which are scheduled to be paid on the March paycheck.

Prep Time Pay Funding Source

Prep Time Payments are charged to the funding source of the position, not the site's operating budget.

Article 20 – Paid Time Off (PTO) and Sick Time

- Licensed staff accrue two types of leave: Paid Time Off (PTO) and Sick Leave.
 - PTO may be used for any purpose.

- *“Sick leave is to be used only if the employee is unable to perform their duties due to the employee or family experiencing a health-related issue.” (20.2.1)*
- Employees in their first year of employment accrue PTO only. At the conclusion of the school year, any unused PTO will roll over into the employee’s Sick Leave balance.
- All employees will see their accurate PTO accruals reflected in the March paycheck.
 - *Due to a system limitation, which is scheduled to be resolved in 2027, these days will appear under the “Sick” accrual in Employee Online or on the employee’s paystub.*
- PTO does not need to be exhausted before using sick leave. Employees who have both PTO and sick leave may use either during the same school year by properly designating the leave type in their absence entry.

PTO Utilization Process

- Employees must notify their supervisor when they intend to use PTO and are not required to provide a reason.
 - For employees who utilize the Red Rover system (detailed below), submitting the absence in Red Rover constitutes notice to the supervisor. Employees who do not utilize Red Rover must notify their supervisor when they intend to use PTO.
- PTO will be approved unless operational coverage at the worksite cannot be maintained for scheduled contractual obligations. For purposes of this guidance, operational coverage means the worksite is unable to meet required student supervision or other contractual responsibilities after reasonable efforts have been made to secure substitute coverage or internal coverage.
- When multiple employees at the same worksite indicate intent to use PTO for the same date and operational coverage cannot be maintained, approval will be determined in the order the notice was received.
- If a PTO request must be declined due to operational coverage limitations, the supervisor must notify the employee within seventy-two (72) hours of the request being submitted. If the employee is not notified within that time frame, the PTO will be considered approved.
- Employees are encouraged to submit PTO notice as early as possible to support site planning and substitute coverage.

Absence Reporting – Red Rover

Teachers are required to enter absences in [Red Rover](#), the District’s absence management system, when using PTO, sick leave, or any other absence type. Red Rover is also available as a mobile app for [iOS](#) and [Android](#). Absences must be entered in advance whenever possible to ensure appropriate substitute coverage and accurate payroll processing. When entered in Red Rover, there is no need to complete a Universal Time Off Request form.

Failure to enter their absence in Red Rover may result in payroll discrepancies or delayed compensation adjustments. In addition, all licensed staff who are requesting an extended leave

(longer than 5 days) must complete the leave of absence form located here: [Leave of Absence Request Form](#). Principals and timekeepers are asked to monitor compliance and ensure leave is coded accurately and timely in alignment with the negotiated agreement and payroll deadlines.

Personal Business Leave Integration

Personal Business leave has been eliminated and integrated into PTO. A reconciliation of any Personal Business days used in school year 25-26 will occur in March.

- The former “free” 1st day of Personal Business has been converted to PTO and if previously used will now be deducted as PTO.
- The 2nd, 3rd, and 4th, days of Personal Business will not be adjusted because they were previously deducted from sick use.
- The former 5th day, which had a sub-deduct fee of \$143.00 has been added as a full PTO day. If it was used before ratification, it will now be deducted as PTO AND \$143.00 will be reversed.
 - If PTO or Sick day balance is not available during reconciliation of Personal Business use, this may result in leave without pay.

Article 20, 21, and 22 – Leave of Absence

A [Leave of Absence Request Form](#) must be used for absences of five consecutive workdays or more. This process ensures compliance with applicable state and federal leave laws and allows the District to determine whether the absence qualifies under the Family and Medical Leave Act or other protected leaves.

Article 24 – Compensation Updates

24.1.1: COLA and retroactive COLA

- The 2% Cost of Living Allowance (COLA) outlined in **Article 24.1.1** was applied to base pay in the January paycheck; however, retroactive compensation for the period from the start of the agreement through December was not included at that time.
- The retroactive portion of the 2% COLA covering base wages at the start of the 2026-2027 school year through December will be processed and paid in the March payroll.

24.1.2: AB398 / Tiered Increase Timing

- The State of Nevada Legislative Interim Finance Committee recently approved an agenda item related to Assembly Bill 398 (AB398), which included teacher incentives as presented by the Nevada Department of Education (NDE). The District must now await formal guidance from NDE regarding subaward and reimbursement procedures. As a result, AB398-related retroactive payments will not be processed in the March paycheck and the District will issue retroactive payments as soon as permissible under State guidance,

ensuring compliance with subaward approval requirements and avoiding any ineligible expenditures.

24.3: Advanced/National Board Certification

- In an expansion of the predecessor agreement, additional certification types (American Speech and Hearing Association (ASHA), American School Counselor Associations (ASCA) and certifications through School Social Work Association of America (SSWAA)) now qualify certain roles for advanced certification pay.
- Only one certification incentive may be applied per employee at a time; multiple certifications do not result in multiple pay increases.

24.5: Department Leader Stipend

- The minimum number of individuals led, including the Department Leader themselves has been reduced to one (1) and the incentive for “secondary librarians” from the predecessor agreement has been removed.
 - Secondary librarians are eligible to receive Department Lead pay if selected following 24.5.1.
- Rate adjustments and retroactive differences for Department Lead stipends outlined in **Article 24.5** will be paid in March.
 - Individuals who formerly received Middle School Instructional Pay will receive their reconciliation and payment in June.

Article 24.5.3 requires Department Leaders to successfully complete “*at least one course, training, or professional development workshop in leadership, instructional coaching, or a related field either prior to appointment or within the first year of service.*” Because ratification occurred mid-year, implementation of this requirement will begin in the 2026–2027 school year. Beginning in school year 2026–2027, Department Leaders will be required to take:

- A Teacher Leadership course offered through Human Resources and Talent Development AND
- The Department Leader monthly meetings offered through Curriculum & Instruction per 24.5.4.
- Department Leaders who do not complete the monthly meetings and the course described in the article will not be eligible for the Department Leader stipend.

SB231 Line Item on Pay Stubs

- Due to an SB231 payment processed in January, the line item must remain on pay stubs for the remainder of that year and cannot be removed, even though the funding has been rolled into base salary. Beginning with the February paycheck and moving forward, the “Current Earnings” column will reflect \$0 for SB231. The “Year-to-Date” amount will remain static and will not increase further.

General Updates

- Elementary “vacancy savings” outlined in **Article 24.1.8** are included this year as a snapshot taken on February 1, 2026, and will be paid in March.
 - The \$2,000 payment for SLPs, OTs, and PTs earning over \$63,000 annually outlined in **Article 24.1.1.1** will be paid in March.
 - Location Allowances for Cold Springs and other approved geographic locations outlined in **Article 24.6** will be adjusted and paid retroactively on the March paycheck.
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Article 27 – Transfers

In a change from the predecessor agreement, to allow for site leadership to appropriately plan the upcoming school year, employees seeking a voluntary transfer must submit an online Transfer Request through Human Resources **by June 15** for consideration for the upcoming school year.

Human Resources leadership, Labor Relations, Compensation, Payroll, Talent Development, and WEA leadership are coordinating to ensure accurate implementation. If site-specific questions arise, please route them through your HR Generalist or Payroll contact to ensure consistent interpretation and application. Thank you for your attention to these updates and for your continued professionalism in implementing the provisions of the negotiated agreement with fidelity.

With appreciation,

Doug Owen

Chief Human Resources Officer

Cc: Tiffany McMaster, Deputy Superintendent
Mark Mathers, Chief Financial Officer
Jen VanTress, Chief Academic Officer, Student Development and Success
Kris Hackbusch, Chief Academic Officer, Secondary Education
Don Angotti, Chief Academic Officer, Elementary Education
Kate Schum, Director of HR Compliance and Labor Relations
Colbee Riordan, WSPA President
Calen Evans, WEA President