Washoe County School District

Welcome to the Washoe County School District

#WeAreWCSD



Revised 03/2026

WASHOE COUNTY SCHOOL DISTRICT

Need-to-Know Information: Certified

Negotiated Agreement:

- Certified employees fall under the Washoe Education Association (WEA) Negotiated Agreement and the benefits associated with it.
    - Agreement can be located on the District website
        - Departments > Human Resources > Compliance & Labor Relations > Negotiated Agreements
        - Click here to view this webpage
    - WEA Contact
        - 775-828-9282
        - weatoday.org

Contract Pay Requirements:

All items listed below MUST be completed and/or returned to your HR Generalist to be placed on contract pay.

- Complete employment application
    - With four (4) professional/confidential references returned in employment application
        - References must be completed and returned within 18 months.
- Background investigation clearance by Washoe County School District
- Current NV teaching license with proper endorsement for selected teaching assignment
- Completed New Employee Orientation
- Completed Form I-9
- Copy of transcripts (NOTE: This requirement is separate from any transcripts required for NV licensure)
    - For salary placement, WCSD requires a copy of your transcripts and transcript key for the highest conferred degree.
        - Additional credits completed AFTER the highest conferred degree date as verified on a transcript may also be considered for placement on the salary schedule.
- Verification of Experience Form(s) (if applicable)
    - Verification forms must be completed by any prior school district/institution for any prior contracted experience (if applicable).
        - NOTE: employees will be placed on the entry level step of the salary schedule until completed verification(s) are received by Human Resources Generalist – no retro pay will be issued for late verification.

Without these items, an employee may experience delay in start date or be placed at the starting scale for compensation – no retro pay will be issued for late submission.

Employees who do not have a NV teaching license will NOT be allowed to begin work in the classroom until the license is issued and received by HR Licensing Analyst

Contract Pay Structure:

- The annual salary listed on the teacher salary schedule is based on a 1.0 FTE position and working the full 185-day contract.
- The annual salary is spread and paid over a 12-month period (August through July).
- Example:
    - The employee's highest degree conferred is a bachelor's degree and the employee is a first-year teacher. Salary would be based on the employee working the full 185-day contract.
        - Salary placement: TB/06

        - Annual salary: $41,080 ÷ 185 days = $222.05 gross daily rate
        - Annual salary: $41,080 ÷ 12 months = $3,423.33 gross monthly salary
- **Employees who are placed on contract after the first contract day of the year are considered late hires, and their salary will be pro-rated based on the number of days the employee will work for remainder of the contract year.**
    - The employee's salary will revert to full respective amount on salary schedule for the position held for the following school year.
    - If approved, employees will increment (move to the next step on the salary schedule) if they have been paid for 50% or more of the previous school year. Employees who are paid less than 50% of the contract year will not be eligible to increment for the following school year.

Once all New Employee Orientation and contract requirements have been completed and submitted to HR Generalist, the employee will be emailed an official Employment Offer Letter and Salary Confirmation that will outline salary placement and contract details.

Professional Growth/Salary Advancement:

- Occurs when an employee completes eligible additional education/credits and becomes eligible to move across on the salary schedule.
- Transcripts/credits must be received by the first working day of the month to be evaluated for that month's pay warrant.
    - Transcripts/credits received after the first working day of the calendar month will be evaluated for the following pay cycle – no retro pay for late submission.
- Transcripts/credits must be submitted to your HR Generalist for review
    - Find your HR Generalist here: HR Generalist Support List
    - Washoe County School District
      C/O Human Resources - <HR Generalist Name>
      PO Box 30425
      Reno, NV 89520

PTO Days:

- Probationary certified employees will accrue 15 sick days each school year (full-time/1.0 FTE).
    - PTO days will be pro-rated for late hire and part-time (less than 1.0 FTE) employees.
    - If an employee separates prior to completing the contract year, a percentage of PTO days will need to be returned to the District.
    - If an employee separates before all of their PTO is earned, a payroll deduction will be made for the used and unearned portion of used PTO days
- PTO must be approved by Administration/ Supervisor prior to use.
- Unused PTO days convert to sick leave at the end of each contract year. There is no maximum to the number of days accrued for sick leave.
- Employees who have at least 10 years of continuous WCSD service are eligible for a percentage of their sick leave to be paid out upon voluntary separation.
    - Details can be found in the WEA Negotiated Agreement.
- Per NRS 391.180, employees with prior contracted Nevada public or charter school experience must transfer their accumulated unused sick leave from their former district(s) to WCSD.
    - It is the employees' responsibility to ensure the sick balance information is collected from the appropriate department of the former district(s) and provided to WCSD Human Resources.

Request for Leave of Absence:

- If an employee will be out for more than 5 days using sick leave, the employee must contact their Supervisor and Benefit Specialist to request a Leave of Absence packet.
- All medical information is kept confidential within HR and will not be shared with school/department staff.
- If unpaid days are utilized during the leave of absence, it may affect the employee's paycheck, PERS, and/or benefits. Please contact your Benefit Specialist for additional

information as needed.

Evaluations:

- Employees who have not completed a probationary period in Nevada will serve a three (3) year probationary period.
- Observations occur by the 40th day of instruction, 80th day, and 120th day
    - 1st year: three formal observations are required
    - 2nd year: two formal observations are required
    - 3rd year: one formal observation is required
    - Each formal observation requires a pre- and post-conference
- Evaluations occur annually.
- A new probationary period would occur for any promotions (e.g., teacher to administrator)

Retirement:

- As a public employer, WCSD participates in Public Employees' Retirement System (PERS) of Nevada.
- The District pays the PERS contributions on behalf of all certified employees.
- Employees are vested in PERS after 5 years of service credit.
    - Vesting refers to the timeframe necessary for an employee to earn the right to receive a retirement benefit.
    - Service Credit may not always correlate to the number of years of employment with WCSD.
    - For questions on completed years of service credit, please contact PERS directly as they will have a true and accurate number.
- Visit the PERS website at www.nvpers.org at any time for additional information, to access any forms, and to check PERS contributions.
- Carson City Office: (775) 687-4200

Health Insurance:

- Benefits will be effective on your first day of employment, if all enrollment documents are submitted beforehand.
- Please refer to the orientation website for additional information.

National Boards:

- Submit copies of your National Board Certification to HR Generalist for review to determine if you are eligible for a National Board increase (if applicable).

Important Contacts:

- Human Resources Department
    - Visit the Human Resources webpage to locate your HR Generalist's contact information
    - Human Resources main line: 775-348-0321
    - General email: HumanResources@washoeschools.net
- Payroll Department
    - Visit the Payroll Department webpage to locate your Payroll Technician's contact information
    - Payroll main line: 775-348-0341
    - General email: eopy@washoeschools.net

*The information contained in this Need-to-Know document is an overview and does not encompass all benefits entitled to an employee. Please refer to the Negotiated Agreement for more details about the benefits offered by WCSD. The information in the Negotiated Agreement supersedes and replaces all previous Human Resources policies, benefits, and provisions, at the time of publication.

Welcome to the Washoe County School District!



Please refer back to the New Employee Orientation webpage to continue completing orientation!