Washoe County School District

Welcome to the Washoe County School District

#WeAreWCSD



Revised 03/2026

WASHOE COUNTY SCHOOL DISTRICT
Need-to-Know Information: Licensed Administrator

Negotiated Agreement:

- Licensed Administrator employees fall under the Washoe School Principals' Association (WSPA) 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
    - WSPA Contact
        - https://wspanv.com

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 Structure:

- The annual salary listed on Licensed Administrator Salary schedule is associated with the position one is hired for, as well as the employee's highest level of education.
- The annual salary is equally spread and paid over a 12-month period (July through June).
- Employees who are hired late in the contract year will have their salary pro-rated based on remainder of the contract year.
    - The employee's salary will revert to the full respective amount on salary schedule for the

position held for the following contract 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 contract year. Employees who are paid less than 50% of the contract year will not be eligible to increment for the following contract 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.

Sick Days:

- Licensed Administrator employees will accrue 15 sick days each contract year (full-time/1.0 FTE).
    - These will reflect on the July paycheck for the forthcoming year.
    - Sick days will be pro-rated for late hire employees.
    - If an employee separates prior to completing the contract year, a percentage of sick days will need to be returned to the District.
    - If an employee separates before all of their sick leave is earned, a payroll deduction will be made for the used and unearned portion of used sick leave
- Unused sick days accumulate each 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 WSPA 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.

Vacation Days:

- All Principals, Principals on special assignment, High School and Middle School Assistant Principals, Coordinators will accrue 24 vacation days each contract year
    - These will reflect on the July paycheck for the forthcoming year.
    - Vacation days will be pro-rated for late hire employees.
    - If an employee separates prior to completing the contract year, a percentage of vacation days will need to be returned to the District.
    - If an employee separates before all of their vacation days is earned, a payroll deduction will be made for the used and unearned portion of used vacation days
- Unused vacation days accumulate each year, to a maximum of 45 days over consecutive contract years.
    - Administrators who accrue vacation may cash out up to ten (10) days per School Year of accumulated, but unused vacation leave in June
    - Upon separation, earned unused vacation to be paid out upon separation at a maximum of 45 days

Discretionary Time Off (DTO):

- Discretionary Time Off allows eligible Administrators to take a fixed number of weekdays off during the School Year with prior supervisor approval.
    - On or before June 30, each Administrator must submit to their supervisor an anticipated schedule for the next School Year in which all DTO will be utilized.
    - 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.
    - DTO is prorated for late hires.
- Deans shall be allotted fifty-five (55) days of Discretionary Time Off per school year
    - The Dean's direct supervisor may approve up to five (5) days for use on days when students are in session.

- Elementary School Assistant Principals shall be allotted forty-six 46 days of Discretionary Time Off per School Year.
    - The Elementary School Assistant Principal's direct supervisor may approve up to five (5) days for use on days when students are in session.
- 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.
    - No DTO days may be used when students are in session.

Education Incentive:

- Licensed Administrator employees who have completed a doctoral program will receive $1,100.00 in addition to their salary in July of each year.
    - This incentive is intended as a salary bonus for the forthcoming year and is not earned until the end of the contract year.
    - If an employee separates prior to completing the contract year, a percentage of the incentive will need to be returned to the District.

Benefits Reserve Program:

- Licensed Administrator employees who have completed fewer than 10 years of educational service with WCSD are eligible to receive $700.00.
    - Further details regarding usage to be found in the WSPA Negotiated Agreement.

Longevity Bonus:

- Licensed Administrator employees who have completed:
    - 10-14 total years of educational service with WCSD prior to July 1st will receive a stipend of $1,907 in July.
    - 15-19 total years of educational service with WCSD prior to July 1st will receive a stipend of $2,076 in July.
    - 20-24 total years of educational service with WCSD prior to July 1st will receive a stipend of $2,188 in July.
    - 25 or more total years of educational service with WCSD prior to July 1st will receive a stipend of $2,407 in July.
- Administrators who separate from the School District prior to July 1 of any School Year shall receive a prorated longevity payment.

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 a promotion from Assistant Principal to Principal.
    - This new probationary period would be a 1-year period.

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 reference the orientation website for additional information.

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!