Washoe County School District

Welcome to the Washoe County School District

#WeAreWCSD
#HeartofWashoeCounty



WASHOE COUNTY SCHOOL DISTRICT
Need-to-Know Information: JROTC Instructors

Pay Requirements:

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

- Pre-employment requirements:
  - Military clearance (LOSS and/or CNACI)
  - Complete WCSD employment application
  - Background investigation clearance by Washoe County School District
- Current NV teaching license with proper endorsement for selected teaching assignment
- Completed New Employee Orientation (includes):
  - Training videos
  - Reading material
  - New hire paperwork submission
  - Fingerprinting
  - Completed Form I-9
- New Hire Letter including:
  - Hire Date
  - Months of cost share contract
  - Minimum Instructor Pay (MIP)

New Hire JROTC Instructor Pay Structure:

- JROTC cost-shares contracts (10 or 11 months) based on JSIPS (JROTC Standardized Instructor Pay Scale). Minimum pay (MIP) is tied to locality-based GS tables.
  - Instructor pay from WCSD is based on an increase of 15.2% from MIP amount on file at the start of each academic year.
- Contracts, whenever possible, start on the first day of the month and end on the last date of a month.
  - Cost share example: 11-month cost share 1 Aug 2020 – 30 June 2021 = WCSD and military split the base cost of the MIP for 11 months (August – June) and WCSD pays the full MIP for the 12th month (July) at the amount of the MIP prior to the non-cost share month (June amount will be used for July).
  - WCSD will include the 15.2% increase each month based on the initial MIP amount received at the start of the academic year
- Paychecks are issued on the 22nd of each month regardless of work schedule.
  - If the 22nd falls on a weekend or holiday, the pay date will be the business day prior.

Pay reconciliation:

- With the pay structure move to JSIPS, pay adjustments are scheduled to occur at the start of each academic year, pending receipt of the applicable MIP/ EFT statement that accounts for any JSIPS Adjustments.
- If an instructor is entitled to any pay adjustments or supplemental checks due to MIP salary increasing above the 15.2% increase, correspondence will be sent to the employee via email with details of the adjustment.
  - These pay adjustments will only occur during the reconciliation period each quarter.

- Any/all overpayments must be recouped by WCSD. If an overpayment is discovered during the reconciliation period, correspondence will be sent to the employee via email with details and to establish a repayment plan.
    - Please notify the JROTC HR Generalist of any decreases in MIP amounts as soon as possible to avoid any potential overpayments.

Sick Days:

- All certified employees will accrue 15 sick days each school year (full-time/1.0 FTE).
    - Sick 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 unearned sick days will need to be returned to the District.
        - If an employee separates before all of their sick leave is earned, and days have been used in excess of what has been earned, a payroll deduction will be made for the 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.
- 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.

Discretionary Time Off (DTO Days):

- JROTC employees are eligible to use up to five (5) DTO days each school year.
    - Employees may use these days upon reasonable prior notification to the Employee's supervisor and the principal at their assigned school site.
- DTO shall be deducted from accumulated sick leave.
- DTO shall not roll over from year to year.

Request for Leave of Absence:

- If an employee will be out for more than 5 days, the employee must contact their Supervisor and Benefits Specialist to request a Leave of Absence.
- 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 and/or benefits.
    - Any leaves beyond 30 days will result in a pause of MIP payments.

Evaluations:

- Employees who have not completed a probationary period in Nevada will serve a three (3) year probationary 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.
- **The mandatory PERS forms require wet/physical signatures and MUST be completed and returned to your HR Generalist in person at the time of orientation. Electronic copies will NOT be accepted.**
- 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.
- 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 Benefits Department website for additional information.

Important Contacts:

- Human Resources Department
  - Visit the Human Resources webpage to locate your HR Generalist's contact information
  - HR Support main line: 775-348-0321
  - General email: HRSupport@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 reference the JROTC employee handbook for more details about the benefits offered by WCSD. The information in the JROTC employee handbook supersedes and replaces all previous Human Resources policies, benefits, and provisions at the time of publication.

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