WASHOE COUNTY SCHOOL DISTRICT

EMPLOYEE HANDBOOK

FOR JROTC INSTRUCTORS

Washoe County School District

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Table of Contents

Introduction 3
Section 1 - Integration Clause and the Right to Revise 3
Section 2 - Definitions 3
Section 3 - Equal Opportunity in Employment 4
Section 4 - Employee Protection 4
Section 5 - Job Descriptions… 4
Section 6 - Required Workdays 5
Section 7 - Evaluation of Employee 5
Section 8 - Time Off and Leave Notification, Requests, or Approval 5
Section 9 - Sick Leave 5
Section 10 - Discretionary Paid Time Off 6
Section 11 - Bereavement Leave 6
Section 12 - Family Medical Leave 6
Section 13 - Legal Leave 7
Section 14 - Military Leave 7
Section 15 - General Leaves of Absence 7
Section 16 - Adoption Leave 8
Section 17 - Child Rearing Leave 8
Section 18 - Ethical Conduct… 9
Section 19 - Dismissal and Disciplinary Procedures 9
Section 20 - Problem Solving Process… 10
Section 21 - Professional Compensation 10
Section 22 - Group Insurance 10

INTRODUCTION

This JROTC Instructor Handbook (hereinafter, “Handbook”) is intended as an informational overview of programs, policies, and benefits applicable to JROTC Instructors at the Washoe County School District (hereinafter, “District”). Please read this Handbook thoroughly and keep it for future reference.

SECTION 1
INTEGRATION CLAUSE AND THE RIGHT TO REVISE

1.1 This Handbook applies to all JROTC Instructors, as defined in Section 2.1, except to the extent that a specific provision states that it only applies to a certain subset of JROTC Instructors. To the extent any provision in this Handbook conflicts with Federal law or regulation, then Federal law or regulation shall supersede that provision, while the remaining parts of the Handbook shall not be affected thereby.

1.2 It is not possible to anticipate every situation that may arise in the workplace or to provide information that answers every possible question. As a result, the District reserves the right to modify, supplement, rescind, or revise any policy, benefit, or provision from time to time, with or without notice, as it deems necessary or appropriate.

1.3 At the time of publication, the terms in this Handbook supersede and replace all previous handbooks, benefits, and provisions applicable to JROTC Instructors, except where otherwise set forth in an applicable Board Policy and except as otherwise stated in any written agreement between the Washoe County School District and the United States Department of Defense or the individual branches of the United States Armed Forces.

1.4 Any written changes to this Handbook will be distributed to JROTC Instructors, so that members will be aware of the new policies or procedures. No oral statements or representations can in any way change or alter the written provisions of this Handbook. Nothing in this Handbook or any other verbal or written communication by a management representative creates or is intended to create a promise or representation of continued employment for any employee.

SECTION 2
DEFINITIONS

2.1 The term "Employee," or “Employees,” as used in this Handbook, means any certified JROTC instructor serving in that capacity within a Junior Reserve Officer Training Corps (JROTC) Unit at the Washoe County School District, as established by written agreement between the Washoe County School District and the United States Department of Defense or the individual branches of the United States Armed Forces.

2.2 For purposes of this employment Handbook, “cause” or “good cause” for disciplinary actions, up to and including dismissal from service, shall be defined as any of the

reasons stated as justifying discipline in any applicable Board Policy, Administrative Regulation, or State/Federal law, including any reason which, in the reasonable determination of the Superintendent constitutes activity, behavior, or conduct that is wrongful or detrimental to the operations or public image of the District.

SECTION 3
EQUAL OPPORTUNITY IN EMPLOYMENT

3.1 The District is committed to equal opportunity in employment. As an Equal Opportunity Employer, the District does not discriminate on the basis of actual or perceived race, color, religion, sex (including pregnancy), national origin, age, sexual orientation, gender identity or expression, genetic information, veterans or military status, marital status, disability, or any other characteristic protected by applicable federal, state, or local laws. Equal employment opportunities are considered by the District to include all aspects of employment, recruitment, selection, training, promotion, compensation, benefits, leave, transfer, and workplace discipline.

3.2 Employees will familiarize themselves with the District's policies and administrative regulations regarding equal opportunity in employment, as well as the District's Anti-Discrimination and Sexual Harassment policies. The District will continue to work cooperatively with appropriate federal and state agencies and community organizations regarding equal opportunity objectives. Beyond this, the District seeks to include both minorities and non-minorities, both men and women, in all categories and locations of its work force according to their qualifications and availability.

SECTION 4
EMPLOYEE PROTECTION

4.1 The District will provide legal assistance/representation for an Employee who is sued for incidents or alleged incidents, acts or omissions, which occur within the course and scope of employment at the District, in accordance with NRS 41.0349.

SECTION 5
JOB DESCRIPTIONS

5.1 Employee duties and responsibilities are found in the respective military regulations as follows:

- Army – Annex A, Cadet Command Regulation 145-2;
- Navy – NSTCINST M – 5761.1A;
- Air Force – Air Force Instruction 36-2001

Any job description provided by the District may summarize the anticipated duties and responsibilities of the position, give important information about the position, or provide details specific to working for the District beyond an Employee's branch regulations. Employees are encouraged to discuss with their supervisor if they have any questions.

SECTION 6
REQUIRED WORKDAYS

6.1 The minimum number of regularly scheduled working days for Employees will be specified as established in the job description which will be included with each employment offer letter. Any variances from the normal number of regularly scheduled working days for a position will be noted as such in the employment Handbook and the Employees will be advised of the variance in writing.

6.2 A schedule of holidays is published each year by the Office of Human Resources.

SECTION 7
EVALUATION OF EMPLOYEE

7.1 Employee performance shall be evaluated as established through the District's Talent Development Department and applicable provisions of NRS 391.

SECTION 8
TIME OFF AND LEAVE NOTIFICATION, REQUESTS, OR APPROVAL

8.1 Employees will request time off or leave via communication with their direct supervisor. A "Leave of Absence Request Form" will be required for Bereavement Leave, Family Medical Leave, Legal Leave, Military Leave, Adoption Leave, Child-Rearing Leave, and a General Leave of Absence. The "Leave of Absence Request Form" shall be accessible from the District website.

SECTION 9
SICK LEAVE

9.1 Employees shall be credited with fifteen (15) days of sick leave at the beginning of the school year. Accumulation of sick leave shall be unlimited.

9.2 The full fifteen (15) days of sick leave are not earned until the employee has completed the entire school year. Employees who begin service in the District later in the contract year shall be credited with the number of sick leave days that will be prorated for each month of service that may be completed by the end of the contract year. If the employee leaves the District employment before all of his/her sick leave is earned, a payroll deduction will be made for any unearned days of sick leave used.

9.3 Unless otherwise provided herein, sick leave shall be used for the Employee's own illness or medical care, or the illness or medical care of an immediate family member.

9.4 Medical verification from a treating medical provider may be required in order to charge any portion of the absence to sick leave when, in the opinion of the supervisor or her/his designee, reasonable cause exists to verify an Employee's illness or injury or to verify of the Employee's fitness to return to work. If such verification is requested it shall be in writing and provide the detail of the reasonable cause. The Employee's

immediate supervisor, or her/his designee, may require an independent medical examination of the employee at the District's expense, with a physician selected by the District. The results of such examination are to be forwarded to the District and to the Employee.

9.5 Employees may be granted a leave of absence with pay, to be deducted from sick leave, for unavoidable absences because of a serious accident or critical illness within the immediate family as determined by the employee's immediate supervisor. Employees may request from the Superintendent an extension of family illness leave.

9.6 Compensation for accumulated sick leave at separation/retirement will be provided for as specified in Administrative Regulation 4142.1.

SECTION 10
DISCRETIONARY TIME OFF

10.1 Employees shall be granted five (5) days of Discretionary Time Off (DTO) each school year, which Employees may use upon reasonable prior notification to the Employee's supervisor and the principal at their assigned school site.

10.2 DTO shall be deducted from accumulated sick leave.

10.3 DTO shall not roll over from year to year.

SECTION 11
BEREAVEMENT LEAVE

11.1 Employees may be granted up to 10 days Bereavement Leave per year to attend funeral or memorial service activities of an immediate family member, which is defined as a spouse or domestic partner, the natural or adoptive grandparent, parent, grandchild, child, or sibling, the stepparent, step-grandparent, stepchild, step-grandchild, stepsibling, or grandmother-, grandfather-, father-, mother-, daughter-, son-, brother-, or sister-in-law of the employee.

11.2 Employees may be granted up to 5 days (concurrent or intermittent) of Bereavement Leave per year to attend funeral or memorial service activities of a close friend or non-immediate family member. Additional days using discretionary time off may be taken when communicated with the Employee's supervisor and the principal at their assigned school site as described in section 8.

SECTION 12
FAMILY MEDICAL LEAVE

12.1 The Family Medical Leave Act, its benefits and any restrictions the district has established can be located on the District's website. The summary will include the procedures which an employee is to follow if an application for use of such leave is needed.

SECTION 13
LEGAL LEAVE

13.1 Employees who serve as a member of a jury shall not have a loss in pay due to such service. However, any jury pay received by the Employee shall be turned into the Office of Business and Finance Services.

13.2 Employees who are subpoenaed to testify or ordered to appear as witness in a legal proceeding in which s/he is not a party shall not have loss in pay due to such absence. However, any witness fees received shall be turned into the Office of Business and Finance Services.

SECTION 14
MILITARY LEAVE

14.1 Employees who serve under orders in the uniformed services shall have no loss of salary from the District for participation in such uniformed services for up to fifteen (15) school days per school year. Additionally, the District shall comply with the provisions of the Uniformed Services Employment and Reemployment Rights Act (USERRA).

SECTION 15
GENERAL LEAVES OF ABSENCE

15.1 Upon written request to the Chief Human Resources Officer, or designee, supported by the member's immediate supervisor recommending such leave, Employee may request, upon showing good and sufficient reasons, including care of a member of the employee's immediate family, participate in continuing education, professional organizations, and/or community projects, a leave of absence without pay for up to a period of one (1) year. Leaves of less than one (1) year may be approved by the Chief Human Resources Officer, or her/his designee. The employee will be notified in writing of the decision within fifteen (15) days of the submission.

15.2 Written notice must be filed with the Chief Human Resources Officer, or designee, no later than 30 days prior to the date completing the term of the leave stating whether the Employee plans to return. Failure to give such notice will be a voluntary abandonment of the position.

15.3 Upon written application to the Chief Human Resources Officer, or designee, showing unusual and extenuating circumstances necessitating an extension of the leave of absence, at the discretion of the Chief Human Resources Officer, or designee, may extend the leave for an additional period up to twelve (12) calendar months.

15.4 The request to extend the leave of absence must be made no later than 30 days prior to the date completing the term of the leave. In cases of extreme emergency, a leave extension may be requested fewer than 30 days prior. The employee must be notified

in writing of the Chief Human Resources Officer or her/his designee's decision within fifteen (15) days of their decision.

15.5 Employees granted a leave of absence will return to duty at the same salary as of the date leave was granted, unless they qualify for advancement. While assurances cannot be given, every effort shall be made to place the employee in the same or a comparable assignment. S/he shall also be credited with the unused sick leave accumulated at the time the leave of absence was granted.

SECTION 16
ADOPTION LEAVE

16.1 Employees may request up to twelve (12) months of unpaid leave to attend to the placement of a child with the JROTC Instructor for adoption. The JROTC Instructor shall notify the Office of Human Resources of the impending adoption as soon as they apply for adoption. Leave shall commence no later than six (6) months after the placement of the child in the home. Upon written verification of placement of the child in the home, the employee may have the option of charging such period of disability to accrued sick leave.

16.2 The Office of Human Resources shall be notified by the employee no later than 30 days prior to the date completing the term of the leave whether the employee plans to return to work. Upon return, employees shall be paid at the same salary as of the date the leave was granted, unless they qualify for advancement. Upon return, they shall be credited with the unused sick leave accumulated at the time the leave of absence commenced.

16.3 Upon reasonable prior notification to the supervisor and documentation, if requested, one (1) parent who is adopting an infant shall be permitted to use up to three (3) weeks of accumulated sick leave for adoption leave. Additional leave may be granted without pay. In the event that both parents are certified employees of the District, a total of three (3) weeks of accumulated sick leave may be granted.

SECTION 17
CHILD-REARING LEAVE

17.1 Employees may request unpaid child-rearing leave, not to exceed twelve (12) calendar months, upon written request submitted at least one (1) month prior to the commencement of the requested leave unless extenuating circumstances prevent such notice. Upon written verification from the physician that an employee is expecting the birth of their child or unable to perform duties due to disabilities caused by or attributed to pregnancy, miscarriage, childbirth, or recovery there from, that employee may have the option of charging such period of disability to accrued sick leave. Such request must be accompanied by a birth certificate, if appropriate.

17.2 Child-rearing leave may be requested at any time during the pregnancy or within four (4) months after the birth of the child.

17.3 Employees on a child-rearing leave, shall be credited with one (1) year of service for salary advancement if they worked the major portion of the contract days at the time such leave commenced.

17.4 Upon their return, they shall be credited with any accumulated unused sick leave.

17.5 Employees granted child-rearing leave will return to duty at the same salary as of the date leave was granted, unless they qualify for advancement. While assurances cannot be given that they will return to the same position, reasonable effort will be made to do so, or to place them in the same or a comparable assignment for which they qualify.

17.6 Upon written application to the Superintendent, showing unusual and extenuating circumstances, the leave may be extended for an additional period up to twelve (12) calendar months. Employees will be notified in writing within fifteen (15) days of the Superintendent's decision to extend the leave.

SECTION 18
ETHICAL CONDUCT

18.1 The District endeavors to maintain a positive and professional working environment. Each Employee plays a role in fostering this environment. Employees must abide by certain rules of ethical conduct, based on honesty, collegiality, and duty to the mission of the District. The District expects Employees to administer their authority with reason, fairness, and commitment to institutional values and objectives. Employees are considered fiduciaries of the District and must act with care and loyalty to the District. A climate of civility and respectful conduct is expected to be always maintained in the workplace, and appropriate measures will be taken to deal effectively with any form of intolerance, insubordination, or unwillingness to cooperate in the resolution of differences and the observance of policies, practices, and professional standards. Unethical or unprofessional conduct may subject an Employee to disciplinary action, up to and including termination for cause.

18.2 The District requires all Employees to avoid any conflict between their personal or familial interests and those of the District, and to promptly disclose any actual or potential conflicts of interest. JROTC Instructors will familiarize themselves with Board Policy 4505 (Standards of Professional Conduct) and the Code of Ethical Standards set forth in NRS 281A.400 to NRS 281A.430.

SECTION 19
DISMISSAL AND DISCIPLINARY PROCEDURES

19.1 Disciplinary actions, including but not limited to, demotion, suspension and dismissal taken against post-probationary Employees, shall be supported by just cause.

19.2 Discipline shall be progressive in nature. However, the principles of progressive discipline do not preclude a higher level of disciplinary action being taken on a first offense if the offense committed is sufficiently serious to warrant such action, in the reasonable judgment of the District.

19.3 If during the Employee's work year, the Employee's certification from the United States Department of Defense as a JROTC instructor is revoked, then the employee shall be immediately separated from employment.

SECTION 20
PROBLEM SOLVING PROCESS

20.1 A Problem-Solving Process shall be available to Employees for the purpose of resolving workplace issues not covered by an applicable Board Policy or Administrative Regulation.

20.2 In order to utilize the Problem-Solving Process, workplace issues must be taken up in the first instance with the Employee's supervisor within ten (10) days of when the Employee knew (or should have known) of the facts giving rise to the problem. Once a timely request is made, the Employee shall schedule a meeting with the Director of JROTC and good faith efforts shall be made by both sides to resolve the problem.

20.3 In the event a reasonable and satisfactory solution cannot be reached, then within five (5) days the Employee may request a meeting with the Director of Signature Academies and Career Technical Education. Once a timely request is made, the Employee shall schedule a meeting and good faith efforts shall be made by both sides to resolve the problem.

20.4 In the event a reasonable and satisfactory solution cannot be reached, then within five (5) days the Employee may request a meeting with the Chief of Secondary Education or his/her designee. Once a timely request is made, the Employee shall schedule a meeting and good faith efforts shall be made by both sides to resolve the problem. The decision of the Chief or his/her designee shall be final.

SECTION 21
PROFESSIONAL COMPENSATION

21.1 Salaries for Employees shall follow the Junior Reserve Officers Training Corps Standardized Instructor Pay Scale (JSIPS) as reported on a per Employee basis as Minimum Instructor Pay (MIP) communicated monthly from JROTC Headquarters (HQ) to the Washoe County School District's required point of contact (POC) in Human Resources.

21.2 Cost of Living Allowance (COLA) increases provided under the Junior Reserve Officers Training Corps Standardized Instructor Pay Scale (JSIPS) and respective military branch supporting each Employee are considered part of the MIP calculation and will be updated in accordance with the District JROTC compensation

reconciliation process to ensure the MIP is maintained as required in contracts between the District and respective military branch.

21.3 As of February 2025, the District provides an additional 15.2% above each Employee's MIP at the start of each academic year. Additional salary provided above the MIP shall be at the sole discretion of the District.

21.4 The District will offer stipends for JROTC Instructors specific to JROTC activities (e.g. Drill) offered outside of the instructional day.

SECTION 22
GROUP INSURANCE

22.1 The District will pay 100% of the Employee-only benefit premium as adopted by the Board of Trustees to cover medical, dental, vision, and life insurance. Additional dependents on benefits will be paid for by each Employee.