



**Responsible Office:** Office of Human Resources

**BOARD POLICY 4105**  
**EMPLOYMENT PRACTICES**

**PURPOSE**

The Board of Trustees is committed to ensuring fair, equitable and consistent employment practices in the Washoe County School District. Fairness is essential to recruit highly-qualified employees and create an engaged, high performing workforce. Accordingly, the District is dedicated to ensure that employment practices do not create barriers to advancement, recognition, and retention. Having fair, equitable and consistent employment practices will enhance our ability to achieve and maintain an effective workforce. Through this policy and any associated governing documents, to include the collective bargaining agreements and employee handbooks, staff shall be acquainted with the District's employment policies, benefits and other general information.

**POLICY**

1. The District's employment practices shall be conducted in accordance with established Board policies, administrative regulations and other associated documents, and all applicable state and federal laws and regulations. Authority is delegated by the Board of Trustees to the Superintendent to implement the employment procedures of the District.
2. Allocation, Assignment and Classification: All Employees
  - a. The Board of Trustees recognizes the importance of employing highly qualified and professionally trained personnel who reflect the cultural diversity of the community.
  - b. No employee shall be assigned to a position which would involve placement under the direct supervision of a person related within the third degree of consanguinity or affinity without the approval of the Chief Human Resources Officer.
3. Transfers: All Employees
  - a. Administrative, licensed, support staff and school police employees may be transferred from one position to another within the District in accordance with the provisions of the applicable collective bargaining agreements or employee handbooks.

4. Compensation and Related Benefits

- a. Compensation and related benefits for all personnel not covered by a collective bargaining agreement shall be fixed by the Board of Trustees in consultation with the Superintendent, except in the case of the salary of the Superintendent.

5. Discipline: All Employees

- a. Employee discipline shall be administered in accordance with the appropriate negotiated agreement and/or Nevada state law. Absent a collective bargaining agreement, an employee shall be disciplined in accordance with the Employee Handbook and/or Nevada state law.

6. Absences and Leaves

- a. Procedures and guidelines related to absences and leaves shall be established through the applicable negotiated agreement. For employees not covered by a negotiated agreement, the Superintendent through the Chief Human Resources Officer shall develop procedures for absences and leaves.

7. Employees Not Covered By a Collective Bargaining Agreement

- a. Absent a collective bargaining agreement, employment rights, entitlements, and benefits shall be described in the Employee Handbook.

**DESIRED OUTCOMES**

1. Through this policy and the associated documents, staff shall be informed of the key policies, procedures and benefits of the District.

**IMPLEMENTATION GUIDELINES & ASSOCIATED DOCUMENTS**

1. This policy reflects the goals of the District's Strategic Plan.
2. This policy aligns with the governing documents of the District, to include:
  - a. Board Policy 4111, Equal Opportunity in Employment, and any associated regulations and procedures
  - b. Board Policy 4110, Talent Acquisition and Selection, and any associated regulations and procedures
  - c. Board Policy 4117, Licensed Employee Probation and Evaluation
  - d. Board Policy 4119, Separation of Service

3. This policy complies with Nevada Revised Statutes (NRS) and Nevada Administrative Code (NAC) to include:
  - a. Chapter 391, Personnel, and specifically:
    - i. NRS 391.031 - 391.170, Licensing of Educational Personnel
4. This policy complies with federal laws and regulations, to include:
  - a. Fair Labor Standards Act
  - b. Family and Medical Leave Act
  - c. Americans with Disabilities Act as Amended

### **REVIEW AND REPORTING**

1. This document shall be reviewed as part of the bi-annual review and reporting process, following each regular session of the Nevada Legislature. The Board of Trustees shall receive notification of any required changes to the policy as well as an audit of the accompanying governing documents.
2. Administrative regulations, and/or other associated documents, will be developed as necessary to implement this policy.

### **REVISION HISTORY**

Date	Revision	Modification
6/9/2015	1.0	Adopted