



Responsible Office: Office of Human Resources

BOARD POLICY 4119
SEPARATION OF SERVICE

PURPOSE

The Board of Trustees understands that employee separation from service with the Washoe County School District is inevitable. Whether that separation is through retirement, resignation, dismissal or reduction in force, it is the Board's intention that all individuals will be treated with value and respect during the separation process. Through this policy, the associated Administrative Regulations, the Collective Bargaining Agreements, and Nevada Revised Statutes related to the separation of service will be described in detail.

POLICY

1. Separation of service includes the following categories:
 - a. Resignation
 - b. Retirement
 - c. Dismissal
 - d. Reduction in Force (RIF)
 - e. Deceased
 - f. Non-Renewal of Contract (licensed employees)
2. Procedures for separation of District employees shall be developed by the Superintendent and the Chief Human Resources Officer.

IMPLEMENTATION GUIDELINES & ASSOCIATED DOCUMENTS

1. This Policy reflects the goals of the District's Strategic Plan.
2. The following Administrative Regulations and Administrative Procedures outline the process(s) the District will follow related to *Resignation*:
 - a. Administrative Regulation 4119, Separation: Licensed Employees
3. The following Administrative Regulations and Administrative Procedures outline the process(s) the District will follow related to *Retirement*:

- a. Administrative Regulation 4119, Separation: Licensed Employees
 - b. Administrative Regulation 4146, Retirement Contributions (Licensed Employees)
 - c. Administrative Regulation 4148, Early Separation Incentive Plan (ESIP)
 - d. Administrative Regulation 4236.1, Retirement Contributions – Classified (Education Support Professionals)
4. The following Administrative Regulations and Administrative Procedures outline the process(s) the District will follow related to *Dismissal*:
- a. Administrative Regulation 4119, Separation: Licensed Employees
 - b. Administrative Regulation 4119.4, Grounds for Dismissal: Possession of a Weapon on School District Property
 - c. Administrative Regulation 4111.4, Ethical Standards
 - d. Administrative Regulation 4119.1, Calendar for Action on Dismissal or Non-Renewal of Contract for Post-Probationary Employees.
 - e. Administrative Regulation 4119.2, Suspension
 - f. Administrative Regulation 4214, Alcohol and Controlled Substance Testing (Employees Licensed to Operate a Commercial Vehicle)
 - g. Administrative Regulation 4219, Employee Discipline – Support Personnel.
5. This policy aligns with the Collective Bargaining Agreements of the employee associations:
- a. Washoe Education Association (WEA);
 - b. Association of Professional and Technical Administrators (APTA);
 - c. Washoe Education Support Professionals (WESP);
 - d. Washoe School Principals' Association (WSPA); and,
 - e. Washoe County School Police Officers' Association (WCSPOA).
6. This policy complies with Nevada Revised Statutes (NRS) and Nevada Administrative Code, to include:
- a. Chapter 288, Relations Between Governments and Public Employees, and specifically:

- i. NRS 288.140 – 288.220, Recognition of and Negotiation with Employee Organizations
- ii. NRS 288.151, Factors for consideration in reductions in workforce of school districts
- b. Chapter 391, Personnel, and specifically:
 - i. NRS 391.311 - 391.3196: Suspensions, Demotions, Dismissals and Refusals to Reemploy, Reemployment.
 - ii. NRS 391.330: Grounds for suspension or revocation of license.

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.
3. Employee retention and separation data will be made available to the Board of Trustees through such means as the annual department report.
 - a. The Office of Human Resources' Department of Employee Services maintains individual personnel records, to include documentation related to retirement, resignation, and dismissal.
 - b. The Office of Human Resources' Department of Labor Relations maintains records on disciplinary matters, to include separation based on dismissal.

POLICY HISTORY

Date	Revision	Modification
4/11/1967	1.0	Adopted
10/27/1992	2.0	Added Professional-Technical employees to the policy; removed Administrative Assistant from list of those responsible for developing the policy
7/14/1998	3.0	Part of overall review of the 4000 series policies and regulations; no revisions were made

6/12/2012	4.0	Policy was placed into new format; title changed from "Separation" to "Separation of Service"; new associated documents added
4/14/2015	5.0	Revised to include additional types of separation