



Responsible: Department of Human Resources

PURPOSE

This administrative procedure shall establish the process by which the Human Resources Department handles and processes all complaints filed by employees of the Washoe County School District

PROCEDURE

1. The WCSD follows the procedures laid out in the respective Negotiated Agreements or Employee Handbooks for each classification of employee.
2. The relevant Complaint Procedures for each authorized employee bargaining unit are located in the following provisions of the Negotiated Agreements:
 - a. Education Support Professionals – Article 7 of the WESP Agreement
 - b. Certified Employees – Article 12 of the WEA Agreement
 - c. Licensed Administrators – Article 20 of the WSPA Agreement
 - d. Professional-Technical Employees & School Psychologists – Article 19 of the APTA Agreement
 - e. School Police Officers – Article 7 of the WCSPOA Agreement

DEFINITIONS

1. Complaint - Any dispute arising under the application and/or administration of District policies or regulations relating to subject matter not covered by the provisions of the collective bargaining agreements.
2. Authorized employee bargaining unit – the organizations recognized by the WCSD pursuant to NRS 288 for negotiation of working conditions within the District for a specific classification of employee.

IMPLEMENTATION GUIDELINES & ASSOCIATED DOCUMENTS

1. This Administrative Procedure reflects the goals of the District's Strategic Plan.
2. This Administrative Procedure aligns with Nevada Revised Statutes (NRS) and Nevada Administrative Code (NAC) to include:
 - a. NRS Chapter 391, Personnel

REVIEW AND REPORTING

1. This procedure and any accompanying documents will be reviewed as needed.

REVISION HISTORY

Date	Revision	Modification
2/2/2006	1.0	Initial Release
1/23/2008	2.0	Updated information regarding Relevant Negotiated Agreements
5/11/2009	3.0	Updated information regarding Relevant Negotiated Agreements
03/25/2021	4.0	Reformatted to current procedure template, updated information to reference current CBA.