



Responsible: Department of Human Resources

PURPOSE

This administrative procedure shall establish the process by which the Human Resources Department handles Education Support Professionals (ESP) employee discipline matters for processing at the Washoe County School District.

PROCEDURE

1. The WCSD follows the procedures laid out in Article 8 of the Negotiated Agreement between the District and the Washoe Education Support Professionals (WESP) bargaining unit for the processing of all disciplinary actions against ESP employees.

DEFINITIONS

1. Education Support Professional – Employees who are not licensed educators or administrators as defined by NRS 391, school police officers, or non-licensed administrative personnel who perform management or supervisory duties.
2. Washoe Education Support Professionals – the organization recognized by the WCSD pursuant to NRS 288 as the authorized bargaining unit for non-licensed hourly personnel who work more than 25 hours per week.

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 specifically:
 - i. NRS 391.100, Employment of personnel by trustees; certain paraprofessionals required to possess qualifications prescribed by State Board.

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
5/8/2008	2.0	Updated information regarding Article 8
4/13/2011	3.0	Revised name of procedure, revised retention table, updated provisions regarding responsible entities
03/25/2021	4.0	Reformatted to current procedure template, updated information to reference current CBA.