



**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.