



Administrative Regulation 4509

REQUEST FOR ADVANCED SALARY PLACEMENT

Responsible: Office of Human Resources

PURPOSE

The Superintendent has adopted this administrative regulation to establish the process in which the Washoe County School District (District), Office of Human Resources (HR) will process requests for advanced placement on the applicable salary schedule when extending offers of employment to new-hire candidates.

DEFINITIONS

1. "New-hire candidate" means an applicant for employment at the District who has not yet been extended an offer of employment and is not a current employee promoting or transferring into a new position.
2. "Hard to fill position" means a position that remains vacant for at least six months, has historically been difficult to fill or has had multiple re-postings of the position on the District job board due to turnover issues, has been designated as a Critical Labor Shortage position, has had multiple recruitment attempts that have not produced qualified candidates for hire, and/or only one other qualified candidate exists on the eligibility list.

REGULATION

1. Applicability
 - a. This Administrative Regulation applies unless a Collective Bargaining Agreement (CBA) or Handbook establishes a different process, in which case, the District will follow the process negotiated in the CBA.
 - b. New-hire candidates for peace officer positions within the Washoe County School District Police Department may be granted up to Step 5 placement on the salary schedule adopted in the applicable CBA.
 - c. New-hire candidates that are licensed administrators will be placed on the salary schedule based on NRS 391.169.
 - d. New-hire candidates that are licensed educators will be placed on the salary schedule based on NRS 391.160 and their CBA.
 - e. New-hire candidates for the position of School Psychologist will be placed on the salary schedule as in accordance with the applicable CBA, and effective July 1, 2024, will be eligible for advanced placement based on experience as a licensed School Psychologist.

- i. The new-hire candidate for School Psychologist should complete the verification of experience form, which may be obtained from Human Resources.
 - ii. New-hire candidates will be granted credit for years of qualifying experience as follows:
 - A new-hire candidate for School Psychologist shall be granted a year for year match for all licensed School Psychologist experience in the state of Nevada.
 - A new-hire candidate for School Psychologist shall be granted one year of experience for each year of experience as a licensed School Psychologist outside the state of Nevada, up to a maximum of five (5) years.
 - f. New-hire candidates that are Professional Technical, Education Support Professional (ESP), or any of the unrepresented groups (i.e. Leadership Team, Confidential Employees, etc.) may request Advanced Salary Placement if they qualify, through this process.
 - i. New-hire candidates for Professional Technical, Leadership Team and Confidential Employee positions may be granted up to Step 4 placement on the salary schedule adopted in the collective bargaining agreement (CBA) or handbook. Two years of additional experience counts for each additional step. The Superintendent may grant exceptions to the above (i.e., placement above Step 4) in extraordinary circumstances for manager, director or leadership positions, when warranted due to succession planning considerations or market conditions.
 - ii. New-hire candidates for ESP positions may be granted up to Step 6 placement on the salary schedule adopted in the CBA.
2. New-hire candidate Process:
- a. New-hire candidates will be placed at the entry-level step on the salary schedule unless approval is granted through this regulation.
 - b. Hiring Managers are not to extend offers of employment for step placement above the entry-level step without written authorization from Human Resources.

- c. Hiring Managers seeking salary placement for a new-hire at a step higher than the entry-level step must submit a *Request for Advanced Placement on Salary Schedule Form* (Form) with the Office of Human Resources. The Office of Human Resources will review and submit the request to the Superintendent, Chief Human Resources Officer (CHRO), and Chief Financial Officer (CFO) for approval.
 - i. The Form must be complete, including a signature/ acknowledgement by the responsible Leadership Team member. Failure to obtain signature/acknowledgment of the responsible Leadership Team member will result in the request being rejected without review.
- d. The Human Resources Administrator reviews the following items and makes a recommendation to the Superintendent, CHRO, and CFO based upon the following factors:
 - i. Job posting and requirements.
 - ii. The Resume/employment history of the selected candidate as aligned with job requirements (in order to obtain prior work experience).
 - iii. Salary placement of other employees of same grade, job classification, and other employees within the Department; and
 - New-hire candidates will not be placed at a step higher than the highest paid current employee in that specific position unless an exception is authorized by the Superintendent, CHRO, and CFO.
 - For example, a Project Manager being hired new to the District and requesting placement on a step higher than Step 1 will not be placed on a step higher than the step of the highest paid Project Manager currently with the District, unless otherwise required by law, or an exception is authorized by the Superintendent, CHRO, and CFO.
 - iv. Position recruitment/fill information;
 - v. Any additional internal/external quantitative and qualitative information, as necessary, if an exception is to be granted.
- e. Pursuant to State law, the new hire's current salary may not be considered when determining advanced placement.

- f. The HR Administrator will review the placement recommendation with the Superintendent, CHRO, and CFO for final approval if the position is determined to be:
 - i. Classified by Human Resources as a “hard to fill position” and
 - ii. The new-hire candidate possesses prior years of similar workplace experience over and beyond the minimum number of years indicated in the job description. The number of advanced steps granted may not be greater than the number of years of experience over the minimum number of years indicated on the job description/announcement unless an exception is authorized by the Superintendent, CHRO, and CFO.
- g. The HR Administrator will notify the hiring administrator whether the request was approved or denied.
- h. If the request receives the approval of the Superintendent, CHRO, and CFO, the Hiring Manager may then offer the approved placement on a higher step.
- i. Once the Hiring Manager confirms acceptance of an offer and notifies the Office of Human Resources, a notification will be sent to the HR Generalist responsible for entering the pay assignment into the Human Capital Management System.
- j. Documentation is filed in the employee’s Human Resources personnel file.

LEGAL REQUIREMENTS AND ASSOCIATED DOCUMENTS

- 1. This Administrative Regulation reflects the goals of the District’s Strategic Plan and aligns/complies with the governing documents of the District, to include:
 - a. Board Policy 4110, Talent Acquisition;
 - b. Board Policy 0100, Nondiscrimination and Equal Opportunity; and
 - c. Board Policy 3125, Budgetary Compliance and Periodic Financial Reporting.
- 2. This Administrative Regulation complies with NRS and Nevada Administrative Code (NAC), and specifically:
 - a. Chapter 281A, Ethics in Government;

- b. Chapter 288, Relations between Governments and Public Employees; and
- c. Chapter 391, Personnel.

REVISION HISTORY

Date	Revision	Modification
06/06/2024	1.0	Adopted
11/18/2025	2.0	Updated to include all employee groups. Added clarity to the process, exception process, and communication provided by various stakeholders. Update relevant associated Board Policies.