



Administrative Regulation 4119.1 Calendar for Action on Dismissal or Non-Renewal of Contract for Post-Probationary Licensed Administrators

Responsible Office: Office of Human Resources

PURPOSE

Actions required for recommendations of dismissal or non-renewal of contracts for post-probationary licensed employees must take place within the time limits set below.

REGULATION

1. The Office of Human Resources is to be notified of any employee who is proposed to be dismissed or may not be recommended for renewal of contract. Employees who may be dismissed or may not have their contracts recommended for renewal shall be notified by the Superintendent by registered or certified mail of his/her intention to recommend non-renewal of the contract. Although an action to dismiss a post-probationary licensed administrator may be commenced at any time, a non-renewal of contract action should be commenced prior to May 1 with notification of The Office of Human Resources on or before April 1, provided all statutory requirements relating to an admonition, if necessary, have been met.
 - a. Within ten (10) days of receipt of notice: Employee must request in writing to the Superintendent a hearing before a hearing officer to be appointed by the State Superintendent of Public Instruction or a hearing officer from the American Arbitration Association.
 - b. Within five (5) days of receipt of request for hearing: The Superintendent shall notify the State Superintendent of Public Instruction of the request for a hearing.
 - c. Within ten (10) days of receipt of request for hearing: The State Superintendent of Public Instruction shall designate seven (7) attorneys from the list of hearing officers. The name remaining after the parties alternatively strike names shall serve as the hearing officer. As soon as possible after the time of his/her designation, the hearing officer shall hold a hearing to determine whether the grounds for the recommendation are substantiated.
 - d. Within thirty (30) days of the hearing officer's designation: Hearing shall be concluded.

- e. Within fifteen (15) days of conclusion of hearing: Hearing officer shall file written report with the Superintendent and the employee, unless extended by the hearing officer.
- f. Within five (5) days of receipt of report: Superintendent will either withdraw his/her recommendation for dismissal or non-renewal.

IMPLEMENTATION GUIDELINES & ASSOCIATED DOCUMENTS

1. This Policy reflects the goals of the District's Strategic Plan, Envision WCSD 2015 – Investing in Our Future
 - a. Goal 2, Recruit and Support Highly Effective Personnel
 - b. Goal 4, Value and Strengthen a Positive Self-Renewing Culture
 - c. Goal 5, Align Performance Management Systems
2. This Administrative Regulation complies with Board Policy 4119, Separation of Service.
3. The following Administrative Regulations outline the process(s) the District will follow related to Dismissal or Non-Renewal of Contract:
 - a. Administrative Regulation 4119, Separation: Licensed Employees
 - b. Administrative Regulation 4119.2, Suspension
 - c. Administrative Regulation 4119.4, Grounds for Dismissal: Possession of a Weapon on School District Property
 - d. Administrative Regulation 4111.4, Ethical Standards
4. This regulation complies with Nevada Revised Statutes (NRS) Chapter 288, Relations Between Governments and Public Employees.
5. This regulation complies with Nevada Revised Statutes (NRS) Chapter 391, Personnel, and specifically:
 - a. NRS 391.301 – 391-309, Suspension and Termination of Employee for Failure to Maintain Valid License

- b. NRS 391.311 – 391.3197, Evaluations of Licensed Personnel; Probationary and Post-Probationary Employment; Disciplinary Action
6. This regulation aligns with the Collective Bargaining Agreements of the employee associations:
- a. Association of Professional and Technical Administrators (APTA); and
 - b. Washoe School Principals' Association (WSPA).

REGULATION HISTORY

Date	Revision	Modification
4-11-1967	1.0	Adopted
5-14-1968 6-9-1970 10-27-1992 7-14-1998	2.0	Revisions
11/15/2012	3.0	