
WASHOE COUNTY SCHOOL DISTRICT

New Employee Hiring for Administrative, Pro-Tech, Certified Personnel and Procedure (HR-P004)

1.0 SCOPE:

- 1.1 This procedure discusses the process that is used to hire certified personnel at the Washoe County School District.

The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

2.0 RESPONSIBILITY:

- 2.1 Assistant Superintendent of Human Resources

3.0 APPROVAL AUTHORITY:

- 3.1 Employee Services Specialist

4.0 DEFINITIONS:

- 4.1 N/A

5.0 PROCEDURE:

- 5.1 Technician is in receipt of "Recommendation to Hire" with applicant's folder.
 - 5.1.1 Technician assembles a personnel file for the employee.
 - 5.1.2 If the employee is a re-hire, the personnel file is pulled from storage.
- 5.2 Technician analyzes file for completed application.
- 5.3 Technician determines if employee is from another Nevada county, if applicable, Tentative Employment Release and experience verification is sent to the employee to be completed.
- 5.4 Technician checks if CPR certification is applicable for special education, physical education, speech, physical therapist, occupational therapist, and nurses.
 - 5.4.1 Administrative and Pro-Tech positions are not applicable for CPR certification.
- 5.5 Transcripts are analyzed for proper salary placement.
 - 5.5.1 Official transcripts are required for the employee file.
- 5.6 Technician checks to assure that there are four (4) satisfactory confidential references.
 - 5.6.1 If an administrative position, contract dates are not held up, a minimum of 4 references are needed for the employee file.
 - 5.6.2 If employee is a re-hire, references are reviewed.
- 5.7 Analyze the application to verify supporting documentation to determine teaching experience.
 - 5.7.1 Administrative positions require step placement verification from the Assistant Superintendent in Human Resources.

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- 5.8 If the employee has filled out the Conviction report, the technician notifies the hiring administrator for their signature and forwards to school police. Technician makes copy for file.
- 5.9 Once conviction report has been returned, technician forwards to Assistant Superintendent of HR.
- 5.10 Recommendation to Hire and Pre-Employment Understanding is received from Position Control.
- 5.10.1 Only Recommendation to Hire is need for administrative and pro-tech positions.
- 5.11 Employee can be hired during the school year or prior to the start of school.
- 5.11.1 If an employee is hired prior to the start of the school year, the technician enters the data into the Bi-Tech database.
- 5.11.2 For Re-Hire Apply the Five Year Rule – NRS 391.31965 – If the employee is post-probationary status and voluntarily separates then rehired any Nevada school district or charter school in the state in a comparable position, within five (5) years of the date the employee separated then the employee retains post-probationary status. If the employee outside the five (5) year period, the district gives an administrative option to determine whether or not the employee should be probationary or post-probationary.
- 5.11.3 Probationary and post-probationary employee refers to teachers and administrators per NRS 391.311.
- 5.11.4 The technician makes a copy of the Master Screen and forwards to Payroll.
- 5.11.5 Technician types pay card for the new employee or retrieves pay card for rehire and inputs new data.
- 5.11.6 Technician completes insurance eligibility form, forwards white copy to Risk Management, yellow copy to the employee file, and pink to the employee.
- 5.11.6.1 Bi-Tech System automatically calculates sick days for the employee.
- 5.11.6.2 If a re-hire, the HR Technician must zeroed out the sick days from prior work employment with the district.
- 5.11.7 Technician drafts salary confirmation letter for the employee.
- 5.11.8 Technician confirms the effective date for Board approval.
- 5.11.9 Technician receives Board acceptance letter and make copies for file and employee.
- 5.11.9.1 Administrative positions do not receive a board acceptance letter.
- 5.11.10 The technician contacts to schedule the employee for matriculation.

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- 5.12 If the employee is hired during the school year, the technician notifies the school of employee status when position control information has been received, this does not apply for administrative positions.
- 5.12.1 Technician informs hiring administrator of need for employee to be fingerprinted.
 - 5.12.2 Technician enters data into the Bi-Tech database.
 - 5.12.3 See 5.12.2 – Apply Re-Hire Five Year Rule
 - 5.12.4 The technician makes a copy of the Master Screen and forwards to Payroll.
 - 5.12.5 The technician calculates the contract days and months for salary.
 - 5.12.5.1 If an administrative position, the technician must verify with the area superintendent the number of days the employee is allowed to work the remainder of the contract.
 - 5.12.6 The technician types pay card for the new employee or retrieves pay card for rehire and inputs new data.
 - 5.12.7 Technician completes insurance eligibility form, forwards white copy to Risk Management, yellow copy to the employee file, and pink to the employee.
 - 5.12.8 The technician calculates the number of sick days for the employee.
 - 5.12.8.1 If a re-hire the HR Technician pro-rates the sick days and adjusts those days appropriately.
 - 5.12.8.2 Per NRS 391.180 sub-section (6), all sick leave must be transferred from another school district (Nevada only) or charter school and may be used under the same conditions as the leave earned in WCSD (not paid out). Use 891 Sick Leave code for out of district (see HR-P009).
 - 5.12.9 Technician completes the Certified Maintenance form and forwards to payroll.
 - 5.12.10 Technician drafts salary confirmation letter for the employee.
 - 5.12.11 Technician confirms the effective date for Board approval.
 - 5.12.12 Technician receives Board acceptance letter and make copies for file and employee.
 - 5.12.12.1 Administrative positions do not receive a board acceptance letter.
 - 5.12.13 The technician contacts to schedule the employee for matriculation.

6.0 ASSOCIATED DOCUMENTS:

- 6.1 New Employee Orientation HR-P005
- 6.2 HR-P009 – Use of Sick Leave/Sick Bank Procedure

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7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Employee Records	HR Employee File	99 years	Discard as desired	Standard file cabinet in secured office

8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
10/12/05	A	Initial Release
4/25/07	B	Updated Record Retention Table

***** End of procedure *****