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## Employment Status Change Procedure (HR-P017)

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

### 1.0 SCOPE:

- 1.1 This procedure describes the process in which the Human Resources Department handles employee status changes the Washoe County School District.

### 2.0 RESPONSIBILITY:

- 2.1 Assistant Superintendent of Human Resources

### 3.0 APPROVAL AUTHORITY:

- 3.1 Human Resources Specialist

### 4.0 DEFINITIONS:

- 4.1 N/A

(Approval signature on file)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

### 5.0 PROCEDURE:

This procedure is used in conjunction with HR-P004 New Employee Hiring / Rehiring for Certified Personnel. The following sections discuss changes in employment status for Classified to Certified, Certified to Administrative, and Classified to Pro-Tech and Administrative to Certified.

#### **Classified to Certified**

- 5.1 HR Technician uses HR-P004 with the following additions,
  - 5.1.1 Transfer Sick Leave Hours to Sick Leave Days.
  - 5.1.2 Coordinate with Classified Tech that vacation is paid out.
  - 5.1.3 Insurance Eligibility form is used to reflect change in status.

#### **Certified to Administrative**

- 5.2 HR Technician uses HR-P004 New Employee Hire for Certified and Administrative with the following additions,
  - 5.2.1 Insurance Eligibility Form is used to reflect change in status.
  - 5.2.2 Employees matriculated
  - 5.2.3 If employee has 230 or more days, employee is eligible for 20 days of vacation, the Certified Time and Attendance Adjustment Form is used and submitted to Payroll.
  - 5.2.4 HR Technician calculates salary based on a minimum of a four percent increase in the daily rate.
    - 5.2.4.1 HR Technician calculates days worked in certified prior to status change if applicable.



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5.2.4.2 HR Technician calculates days available in new contract.

5.2.5 Personal Letter to Employee confirming salary with an administrative calendar and file copy in employee file.

5.2.6 HR Technician pulls Pay Card, type new location and job title and re-file in school location.

5.2.7 HR Technician pulls file and re-files in Administrative filing section.

### **Classified to Pro-Tech**

5.3 See Certified to Administrative

### **Administrative to Certified**

5.4 Change status on insurance form

5.5 Place employee in correct employee step

## **6.0 ASSOCIATED DOCUMENTS:**

6.1 HR-P004 – New Employee Hiring – Rehire

6.2 HR-W016 - Classified to Certified Work Instructions

6.3 HR-W018 - Certified to Administrative/Pro-Tech Work Instruction

## **7.0 RECORD RETENTION TABLE:**

<b><u>Identification</u></b>	<b><u>Storage</u></b>	<b><u>Retention</u></b>	<b><u>Disposition</u></b>	<b><u>Protection</u></b>
Employee File	HR Files	99 years	Discard as desired	Secured Locked Office

## **8.0 REVISION HISTORY:**

<b><u>Date:</u></b>	<b><u>Rev.</u></b>	<b><u>Description of Revision:</u></b>
2/2/06	A	Initial Release

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