



Responsible Office: Office of Human Resources

PROCEDURE

1. Employees will normally be placed on the salary schedule at the entry-level step. With the approval of the Superintendent, employees may be placed on a higher step, due to the incumbent possessing special skills, similar experience, etc., or due to challenges recruiting into the position. Requests for advanced placement should be submitted to Human Resources utilizing the *Request for Advanced Placement on Salary Schedule* form. This decision shall be at the sole discretion of the Superintendent.
2. Employees will normally not be placed at a step higher than the highest paid employee for the specific position. For example, a Project Manager being hired new to the Washoe County School District ("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. The District will honor up to five (5) years of out-of-district experience.
 - a. For School Police, five (5) years of experience equates to Step 5 placement on the salary schedule.
 - b. Licensed administrators will be placed on the salary schedule based on NRS 391.169.
 - c. Certified employees will be placed on the salary scheduled based on NRS 391.160 and Article 24 of the Washoe Education Association negotiated agreement.
3. A combination of prior experience and prior salary is used when making placement recommendations. The District does not normally provide additional experience to place an employee at a greater salary than what the incumbent had prior to working in the District. Exceptions to this will require the approval of the Superintendent and will be at the sole discretion of the Superintendent.
4. The *Request for Advanced Placement on Salary Schedule* form must be completed when an administrator or employee is requesting placement on a step higher than entry-level step of the salary schedule. For new hires or promotional opportunities, this form must be completed and submitted to the Office of Human Resources prior to an offer of employment. Please be very specific in your responses. Failure to provide specific information may result in denial of the request.
5. Please note that no applicant will be placed above the entry-level step unless approval is granted through this procedure. Administrators **are not** to extend offers of employment for step placement above the entry-level step without written authorization from the Office of Human Resources.

INSTRUCTIONS

1. Hiring administrator submits Request for Advanced Placement on Salary Schedule form to Human Resources Administrator.
2. Human Resources Administrator reviews the following items and makes recommendation to Chief Human Resources Officer:
 - a. Job posting for requirements
 - b. Resume/employment history of candidate to match with job requirements (in order to obtain prior work experience)
 - c. Salary from previous employment (based on rate of base pay)
 - i. Candidate will be asked to provide proof of current pay rate
 - d. Salary placement of other employees of same grade and other employees within the Department
3. If placement recommendation is approved by Chief Human Resources Officer, Human Resources Administrator reviews placement recommendation with Chief Financial Officer and Superintendent for final approval.
4. Human Resources Administrator reviews salary placement recommendation with association President.
5. Human Resources Administrator notifies hiring administrator whether or not the request was approved.
6. Hiring administrator can now make offer to candidate.
7. Once this form has been completed, submit via email to humanresources@washoeschools.net or fax to Human Resources at 775-333-5070.

Name of candidate: _____

Job title of position: _____

Years of experience requested to be granted to candidate: _____

Step placement recommendation: _____

Explain the specific reasons for requesting this candidate be placed on a step higher than the entry level step:

How many years of experience does the candidate have specifically in this new position? _____

Describe the experience:

Describe any other years of general, but related experience the candidate possesses:

What is the annual salary of the candidate's current position? _____

What other associated salary/benefits does this candidate currently receive in his/her current position (outside the Washoe County School District) that should be considered (i.e. PERS, paid medical insurance, paid retirement benefit, etc.)?

Is the candidate's current position subject to Social Security deductions? ___ Yes ___ No

Why would other candidates who applied for the position and who may be willing to accept the position at the entry level step, not be considered viable candidates for the position?

Submitted by:

Name: _____ Title: _____

Leadership Team Member Name: _____

Human Resources Use Only

What is the step of the highest paid employee in this position? _____

What are the minimum qualifications for this position?

What is the total number of years of experience of the candidate, which should be considered for step placement?

What is the annual salary, if administrator's recommendation is approved? _____

What is the annual salary at the entry-level step? _____

What is the Step placement recommended by Human Resources? _____

What is the annual salary of Human Resources' recommended step placement? _____

Comments:

Recommendation by: _____ Date: _____

Action approved:

SIGNATURES:

Chief Human Resources Officer

Date

Chief Financial Officer

Date

Superintendent

Date