



**NYE COUNTY SCHOOL DISTRICT**  
**Board of Trustees**  
**Policy Committee Agenda**

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A Policy Committee of the Board of Trustees of Nye County School District will be held on Monday, May 9, 2005, beginning at 9:00 AM at the Southern District Office Boardroom, 484 S West Street, Pahrump, NV 89048.

The subjects to be discussed, considered, or acted upon are listed below. Items do not have to be taken in the order presented below and the Board may combine two or more agenda items for consideration at any time. The Board may also remove any items on the agenda or delay discussion relating to any item listed on the agenda at any time. Unless removed from the Consent Agenda, items identified within the Consent Agenda will be acted on at one time.

1. CALL TO ORDER
2. PUBLIC COMMENT
3. APPROVAL OF MINUTES OF PAST MEETING, ACTION ITEM
4. REVIEW, DISCUSSION & RECOMMENDATIONS REGARDING POLICIES, ACTION ITEM
  - A. POLICY ON NECESSITY LEAVE
  - B. POLICY ON FMLA
  - C. POLICY ON SICK LEAVE
  - D. POLICY ON UNUSED SICK LEAVE
  - E. POLICY ON DEDUCTIONS
  - F. POLICY ON JURY DUTY
  - G. POLICY ON TEACHER AIDES
  - H. POLICY ON ATHLETIC LETTERS
  - I. POLICY ON INDIVIDUAL TRANSPORTATION CONTRACT TARDIES IN COMPARISON TO ATTENDANCE POLICY
  - J. POLICY 2411 - SPECIFICATIONS FOR NEW BUILDING SITES
  - K. POLICY 3130 - BUDGET PLANNING, PREPARATION & SCHEDULES
  - L. POLICY 3161 - BUDGET ADOPTION PROCESS
  - M. 4000 GENERAL ADMINISTRATION SECTION
  - N. 6000 PERSONNEL SECTION

5. REVIEW OF ADDITIONAL POLICIES BROUGHT TO THE COMMITTEE BY STAFF, ACTION ITEM
6. ASSIGNMENTS FOR RESEARCHING FUTURE TOPICS
7. SET DATE FOR NEXT POLICY COMMITTEE MEETING
8. ADJOURNMENT

This Meeting will be streamed live online via the link <https://livestream.nyeschools.org/ViewStream.html> on the Nye County School District website. Click on the following link if you have difficulties with the live streaming: <https://bit.ly/ncsdbotmeetings>.

Public input may be accepted live via email for the duration of the Meeting and shared during the public input designated timeframe (all rules and timelines as listed in the Agenda still apply). Public comments made by members of the public attending the meeting virtually must be emailed to [publiccomment@nyeschools.org](mailto:publiccomment@nyeschools.org) and must include:

- a. The author's first and last name
- b. The author's phone number (will not be read with comment)
- c. Date of the Meeting for which the comment is intended

Nye County School District (NCSD) will empower students to learn at their highest level in an environment of mutual respect.

The NCSD BOT Goals are as follows:

**Culture**

Improve and sustain a culture of learning for all through:

- ◆ Recruiting, selecting, inducting, supporting, evaluating, and developing staff.
- ◆ Fostering a safe and respectful learning and working environment.
- ◆ Promoting ongoing family and community engagement in pursuit of our vision.

**Academic**

Elevate achievement and support lifelong learning for all through:

- ◆ Creating and sustaining a results-focused learning environment; establishing measurable goals for all.
- ◆ Creating and sustaining an instructional framework and common language to ensure essential content standards drive instruction.

The notice for this posting was posted on the NCSD Website (<https://www.nye.k12.nv.us>), Nevada's Notice Website (<https://notice.nv.gov/>), at the main physical location of the meeting, and has also been provided to all persons who have made a specific request of a copy of the Agenda by US Mail or electronic mail. A Public Binder will be available for viewing at the scheduled location at the time of the Meeting.

*NYE COUNTY SCHOOL DISTRICT NOTICE OF NONDISCRIMINATION*

*Nye County School District (NCSD) does not discriminate on the basis of race, color, religion, national origin, ancestry, disability, age, marital status, sex, sexual orientation, gender identity or expression, or any other category protected by applicable state or federal law in its program and activity, including employment. In keeping with requirements of federal and state law, NCSD strives to remove any vestige of discrimination in accommodating the public at public meetings.*

*The Nye County School District is pleased to provide reasonable accommodations for the disabled. Members of the public who are physically handicapped and require special accommodations or assistance to attend the meeting are requested to notify the Executive Assistant to the Superintendent and Board of Trustees in writing at 484 S West Street, Pahrump, NV 89048, email Iliana Garcia at [igarcia@nyeschools.org](mailto:igarcia@nyeschools.org), or call 775-727-7743, ext. 239 at least one week before the meeting.*

**NECESSITY LEAVE OF ABSENCE WITHOUT PAY**

- A. A necessity leave of absence without pay may be granted to eligible employees who have identified and substantiated a non-medical personal or family emergency which will require a release from job responsibilities.
  - 1. A short-term absence, without pay, consisting of twenty (20) or fewer working days, must be approved by the employee's immediate supervisor. Employees eligible for annual leave or personal leave shall not be eligible for short-term necessity leave of absence until annual leave or personal leave has been exhausted. A maximum of twenty (20) days of short-term leave without pay may be requested and used within one twelve-month period of time. An employee who exhausts all earned leave and who, therefore, accesses short-term leave without pay without prior administrative approval may be subject to disciplinary action as employees cannot be absent without leave. A short-term necessity leave may not be used to extend a paid or non-paid family leave of absence beyond the time authorized for such leave.
  - 2. A long-term necessity leave of absence without pay shall consist of more than twenty (20) working days but no more than one calendar year and must be approved by the Superintendent/designee before the leave begins.
- B. The employee shall complete a Request for Leave form at least thirty (30) days prior to the effective date of the leave unless an emergency situation precludes such advance notice.
  - 1. If the necessity leave of absence is requested because of a hardship resulting from illness in the family, the request shall be accompanied by an attending physician's statement which outlines the need for the employee's absence. Such statement must detail the incapacitating condition, treatment and anticipated recovery time. The physician's statement will not be placed in the employee's personnel file. It will be kept in a separate file subject to review by only those individuals with a need to review this information. Once the employee's leave of absence has expired, the information obtained from the attending physician will be destroyed.
  - 2. The request for leave must be approved by the immediate supervisor and forwarded to the Superintendent for approval before leave begins.
- C. Employees granted necessity leave of absence without pay do not earn service credit toward retirement or advancement on the salary schedule while on non-paid leave status.
- D. Employees granted necessity leave of absence may continue to participate in the group medical plan through COBRA after accrued leave is exhausted.

Employees interested in continuing coverage through COBRA must contact the Third Party Administrator for details and enrollment forms.

- E. An employee wishing to return to service upon expiration of the leave must file a written request for reassignment with the immediate supervisor prior to April 1 or at least sixty (60) days before the employee will be available for reassignment.
- F. The employee shall be returned to active service when a vacancy occurs for which the employee is qualified. The District is not obligated to return the employee to the original position held by the employee prior to the leave.
- G. An employee on approved necessity leave of absence who fails to request reinstatement or who fails to return to the assigned position following expiration of the leave of absence may be terminated at the conclusion of the leave since failure of an employee to report for duty is cause for dismissal.

Reviewed:  
Adopted:  
Revised:

NEPN/NSBA Classification:  
Legal Reference:

**6238**

**JURY DUTY**

Bargaining unit members should refer to the Negotiated Agreement. An employee who receives notice of jury duty shall promptly submit a copy of the notice attached to the Request for Leave form to his supervisor. Employees are expected to work as much of their regularly scheduled workday as jury duty permits. Employees who are released from jury duty must report back to the worksite unless there is less than one hour left in the workday.

Employees appearing for jury duty shall receive their regular pay for the period of absence caused by jury duty; however, any monies received for jury service, less transportation mileage reimbursement, shall be remitted to the Tonopah District Office Payroll Department.

Reviewed:

Adopted:

Revised:

NEPN/NSBA Classification:

Legal Reference:

**Temporary Employees - DRAFT**Temporary Positions at the District Level

In the event an NCSD department or office at the District level requires temporary employees, such as for summer work or additional help with maintenance projects, the direct supervisor of the department in need will provide written request to the Superintendent. This written request will include the reason for the need of a temporary employee and the duration of the temporary position. Upon approval, temporary employees will be paid according to approved salary schedules.

Temporary employees in this category in any department are not covered by the provisions of the Negotiated Contract Agreement between the NCSD and the Nye County Classroom Teachers Association or Nye County Support Staff Organization and do not have the right to transfer to vacant positions.

Certified or Classified Temporary Positions

From time to time, temporary teaching positions or classified support staff educational assistants, etc., which may be funded through a Grant received by the district, will occur. These positions may be funded for either a certain amount of time during a school year or funded for a particular school year only. These positions will be handled in accordance with the language in the Negotiated Contract Agreements with respect to posting the positions for vacancies, as well as the Reduction if Force procedures, at the end of the funded period of employment, for each respective Negotiated Contract Agreement. NCSD Employees who transfer into a grant-funded temporary position that falls into a bargaining unit classification will retain the rights granted to them through their respective Negotiated Contract Agreements.

Reviewed:

Adopted:

Revised:

Legal Reference:

**Educational Assistants:**

1. Educational Assistants may be employed to assist licensed personnel in the instruction or supervision of children in the classroom or at any other place in the school or on the school grounds. The use of aides will be in accordance with AB 68 and the negotiated agreement between NCSD and the Nye County Support Staff Organization.
2. Educational Assistants working at all school sites will need to meet Paraprofessional Requirements as per NCLB (No Child Left Behind) by January 2, 2006.
3. Educational Assistants shall be given direct supervision by licensed personnel in duties which are instructional in nature. Direct supervision means that licensed personnel shall be in attendance during the instructional activity.

**School Secretaries and Clerical Aides:**

1. School secretaries and clerical aides may be employed to ensure the efficient operation of the school offices. All school secretary and clerical aide positions will be in accordance with the appropriate language for these job classifications as per the negotiated contract agreement between NCSD and the Nye County Support Staff Organization.
2. Candidates for school secretary and clerical aide positions will need to receive a passing score on the NCSD clerical test in order to continue in the application process. This pre-qualification applies to applicants who apply to transfer as per the negotiated contract agreement between NCSD and the Nye County Support Staff Organization, as well as to applicants from outside the district.
3. School secretaries and clerical aides shall be given direct supervision by the site principal or designee.

**Technology and Data Technicians:**

1. Technology and Data Technicians may be employed by the NCSD technology department and/or supervisor to assist with district technological issues as per the NCSD technology job descriptions. The use of technology and data technicians will be in accordance with the negotiated agreement between NCSD and the Nye County Support Staff Organization.
2. Candidates for technology and data technician positions will need to demonstrate knowledge applicable to the specific position during the interview process in order to continue in the application process. This pre-qualification applies to applicants who apply to transfer as per the negotiated contract agreement between NCSD and the Nye County Support Staff Organization, as well as to applicants from outside the district.
3. Technology and data technicians shall be given direct supervision by the technology supervisor and/or designee.

*Reference: OLD NCSD policy #418, NCSSO Master Contract, NCLB*

Reviewed:

Adopted:

Revised:

Legal Reference:

At Dr. Roberts' request, I looked at each Nevada school district's web site & went through their policies in regards to athletics. I found no district that has a policy on athletic letters.

### Beatty High School

“Athletic letter policy is determined by the playing time an individual athlete participates in that sport. If they play on the varsity level for 50% or more of the time, they receive a varsity letter in that sport. If they don't they receive a participation certificate.”

### Pahrump High School

“Varsity (participant receives a chenille letter, pin and bar the first time & bars for each consecutive year). Participation in league and/or state playoffs/championships guarantees a varsity letter. Other than that, it has been primarily coach's discretion. We encourage lettering if participating in at least 50% of varsity competitions. Some coaches request letters for athletes participating less than that. JV/B Team: Every participant that finishes the season receives a certificate.”

### Tonopah High School

“We usually follow the agenda of having the athletes play in a certain amount of quarters, innings or matches in varsity contests as well as finishing the season in good standing. An athlete can also letter at the coach's discretion (if they were injured and could not make the necessary requirements but would have had they not been injured and that they remain with the team at practices and games).

**2411**

**SPECIFICATIONS FOR NEW BUILDING SITES**

In planning new school facilities, the following school groupings will be used:

- Elementary Schools: K-5
- Middle Schools: 6-8
- High Schools: 9-12

Exceptions to this plan will be necessary in smaller attendance areas. The proximity of existing students, future potential students, and school capacities will be the prime consideration for school locations. In larger attendance areas, the desirable sizes of schools in student population shall be as follows:

- Elementary: 200 - 650
- Middle School: 300 - 1200
- High School: 500 - 2000

The following standards for school site areas are desirable:

- Elementary: 12 - 15 acres
- Middle School: 15 - 20 acres
- High School: 40 - 50 acres.

Reviewed: Sept. 13, 1995  
 Adopted: Oct. 11, 1995  
 Revised:

NEPN/NSBA Classification: FEA  
 Legal Reference:

Reviewed:  
 Adopted:  
 Revised:

NEPN/NSBA Classification:  
 Legal Reference:

**BUDGET PLANNING, PREPARATION, AND SCHEDULES**

The budget of the Nye County School District shall be prepared in such form and detail that:

1. All items will be clearly identified and described in a program budget.
2. All requests for appropriations will be accompanied by supporting information.
3. Necessary deferred appropriations shall be included and shall be properly designated. These deferred appropriations shall provide the necessary funds to cover the cost of financing adopted budget items based on enrollment if the actual enrollment should exceed the estimate used for establishing initial budget allocations.
4. A contingency fund as provided in Nevada Revised Statutes shall be established for unanticipated needs. This fund shall not exceed three percent (3%) of the total appropriations in the General Fund.
5. The district will maintain an unreserved fund balance in the General Fund no less than two percent (2%) of total annual revenues.

The total budget and all its parts shall be prepared on a realistic basis with all revenues and appropriations carefully estimated, described and recorded.

Reviewed: November 12, 1996  
Adopted: April 9, 1997  
Revised:

NEPN/NSBA Classification: DBC  
Legal Reference: NRS 354.596, 354.598, 354.600, 354.604 & 354.608

**3161****BUDGET ADOPTION PROCESS**

The Board of Trustees shall adopt the approved final budget on or before June 8 or as designated by law. This budget shall be authenticated by the necessary signatures of Board members. The final budget shall be transmitted to the Department of Taxation and shall be distributed as determined by the department.

An affidavit of proof of publication of notice of public hearing shall accompany the final budget.

Reviewed: November 12, 1996

Adopted: April 9, 1997

Revised:

NEPN/NSBA Classification: DBG

Legal Reference: NRS 354.598

**GENERAL SCHOOL ADMINISTRATION INDEX**

		<u>Adopted</u>	<u>Most Recent Revision or Review</u>
4000	Administration Goals/Priority Objectives	1/31/96	
4100	School Superintendent	1/31/96	3/12/03
4101	Superintendent Authority	7/24/02	
4110	Qualifications of Superintendent	1/31/96	4/7/04
4115	Recruitment of Superintendent	1/31/96	
4120	Responsibilities of Superintendent	1/31/96	4/7/04
4130	Superintendent's Contract	1/31/96	
4135	Superintendent's Salary, Compensation, and Benefits	1/31/96	
4150	Professional Development Opportunities	1/31/96	
4160	Superintendent's Consulting Activities	1/31/96	
4170	Evaluation of Superintendent	1/25/95	1/31/96
4180	Superintendent's Termination of Employment	1/31/96	
4190	Dismissal of Superintendent	1/31/96	
4191	Retirement/Resignation of Superintendent	1/31/96	
4192	Incapacitation of Superintendent	1/31/96	
4200	Administrative Selection Procedures	1/31/96	3/12/03
4210	Organization Charts	1/31/96	
4230	Staffing Formulas/Ratios	1/31/96	
4300	Management Team	1/31/96	
4301	Director of Curriculum	1/31/96	

4302	Personnel Services Director	1/31/96
4303	Director, Student Services	1/31/96
4304	Director, Business and Financial Services	1/31/96
4305	State and Federal Programs Administration	1/31/96
4306	Maintenance and Operations Supervisor	1/31/96
4307	Transportation Supervisor	1/31/96
4308	Food Services Coordinator	1/31/96
4309	Administrative Assistant	1/31/96
4510	School Principals/Building Administrators	1/31/96
4515	Principal Selection Procedures	1/31/96
4520	Evaluation of Administrators	1/31/96
4561	Assistant Principals	1/31/96
4570	Middle School/Junior High School/Elementary School Administration	1/31/96
4582	High School Administration	1/31/96
4600	Policy Implementation	1/31/96
4610	Development of Regulations	1/31/96
4900	School District Annual Report	1/31/96

**ADMINISTRATION GOALS/PRIORITY OBJECTIVES**

The central purpose of general administration is the coordination of people's efforts to achieve the school system's goals as established by the Board. In education, these goals have to do with teaching and learning. Thus, the central purpose of school administration is the enhancement of quality teaching and learning. All activities of the administrator should ultimately contribute to this end.

To enhance quality teaching and learning, administrators are required to perform six major functions, which are stated as the objectives of their administrative endeavors. They are:

- To identify and influence the formulation and/or revision of administrative goals, policies, rules and regulations,
- To stimulate, plan and direct the development of programs to achieve the system's goals and purposes,
- To establish and coordinate the activities of professional and non-professional employees concerned with planning and implementing the programs,
- To procure and manage material and fiscal resources to support the school(s) and its programs,
- To assess continuously, cooperatively, and constructively the policies, regulations, and general performance of all school personnel, and
- To implement the goals established by the Board of Trustees.

These objectives of general administration emerge from the Board's legal responsibility, which is providing maximum quality educational experiences and opportunities to all students through the enhancement of the teaching environment. Each administrative duty and function should be appraised in terms of the contributions that are made to improve instruction and more effective learning.

Reviewed: December 14, 1995

Adopted: January 31, 1996

Revised:

NEPN/NSBA Classification: CA

Legal Reference: NRS 386.350

**4100 SCHOOL SUPERINTENDENT**

The Board of Trustees shall appoint a Superintendent of schools and delegate the executive function to the Superintendent.

The Superintendent, at his/her discretion, may delegate to other school personnel the exercise of any powers and the discharge of any duties imposed upon the Superintendent by these policies or by vote of the Board. The delegation of power or duty, however, will not relieve the Superintendent of responsibility for the action taken under such delegation.

In the event of the Superintendent's disability, the Board of Trustees, at their discretion, may appoint an Acting Superintendent.

Reviewed: December 14, 1995  
Adopted: January 31, 1996  
Revised: March 12, 2003

NEPN/NSBA Classification: CB  
Legal Reference: NRS 391.110

**4101****SUPERINTENDENT AUTHORITY**

The Board of Trustees of the Nye County School District believes that strong policy development and centralized authority in the person of the Superintendent of Schools govern effective organizations. Therefore, the Board of Trustees grants the Superintendent of Schools authority for employment, assignment, transfer, demotion and termination of all employees subject to the due process procedures of the State of Nevada. The Superintendent shall keep the Board of Trustees informed of any personnel changes at the administrative level.

Reviewed: June 28, 2002

Adopted: July 24, 2002

Revised:

NEPN/NSBA Classification:

Legal Reference:

**4110****QUALIFICATIONS OF SUPERINTENDENT**

- Hold a Master's or other advanced degree with experience in teaching or be eligible to hold a Nevada administrative license,
- Be able to communicate effectively with people in the district (i.e. the Board, teaching staff, administrative staff, classified personnel, parents, students and community members),
- Show commitment to excellence in student achievement and effective learning skills,
- Have a proven record of school administration and fiscal responsibility,
- Evidence personal integrity, self-confidence, flexibility and concern for people,
- Be responsive to the Board of Trustees in goal setting, long and short range planning, and policy development,
- Show commitment to student needs through support of curriculum planning and development,
- Demonstrate the ability to make decisions based upon the analysis of student needs and district financial parameters, and
- Establish a climate of high expectations for the Board of Trustees, school staff, students, parents and community.

Reviewed: December 14, 1995

Adopted: January 31, 1996

Revised:

NEPN/NSBA Classification: CBA

Legal Reference: NRS 391.110

**RECRUITMENT OF SUPERINTENDENT**

In order to provide the most capable leadership available for this school district, the Board of Trustees may engage in a search for applicants for the position of Superintendent of Schools. The services of consultants may be engaged to assist in screening applicants to be interviewed by the Board. In addition, residents of the community are requested to notify potential applicants of this position vacancy.

Employees of the district may apply directly to the Board and may be granted an interview, providing they meet the qualifications established by the Board.

When the Board begins the search for a new Superintendent, it will first construct a list of qualifications and review and prioritize the functions and responsibilities it wishes the Superintendent to discharge.

Applicants who can best fulfill the role will be sought both from within the school system and from without.

Screening Committee

The Board may appoint a screening committee of its members or proceed as a committee of the whole with recruitment, screening of applicants, and the recommendation of a small number of candidates for final selection. It may on occasion appoint an adviser or consultant to assist the committee. The screening committee:

- Will receive all applications and seek supplemental information on candidates as needed,
- Will check references of promising candidates. Additionally, if a candidate is being seriously considered, the committee will confer with the candidate's present employer (school board chair if the candidate is a Superintendent; Superintendent if the candidate is a Principal or other administrator),
- Will interview the most promising candidates,
- May visit the home communities of the most promising candidates, and
- May consider the names and qualifications of three to six of the most promising candidates.

Reviewed: February 22, 2005  
 Adopted: January 31, 1996  
 Revised:

NEPN/NSBA Classification: CBB  
 Legal Reference:

**RESPONSIBILITIES OF SUPERINTENDENT**

The Nye County Superintendent will have the following primary responsibilities:

- Implements Board policy; plans and carries out actions designed to attain the priorities of the Board
- Recommends to the Board such policies, standards and procedures necessary to attain the educational goals and student achievement within the district
- In conjunction with the Board, prepares and executes the school district budget and effectively manages all other fiscal matters
- Works in cooperation with community groups, school committees, teachers, administrators, students and parents to evaluate and constantly improve the instructional program of the district
- Demonstrates skill in clear, concise, written and verbal communication and communicates effectively with individuals and groups

Powers and Duties:

The Superintendent shall be directly responsible to the Board of Trustees for the exercise of the following duties:

- Assist in preparation of the agenda for each Board meeting, attend all meetings, and participate in all deliberations of the Board except when discussions concern his/her contract or evaluation
- Supervise all employees directly or through his/her administrative staff
- Follow district regulations in the employment of certified personnel
- Assign, transfer and promote all employees in conformance with district regulations
- Recommend policies to the Board and develop policies as directed by the Board
- Provide the Board with all accurate and timely data required by them to make informed decisions
- Plan for implementation and enforcement of the policies, rules, regulations and decisions of the Board and be responsible for the dissemination of all policies, regulations and general orders adopted by the Board

- Be responsible for the general efficiency of the school system, including all phases of district operation
- Devise procedures that assure programs are responsive to current and future student need, and compatible with community expectations
- Maintain ongoing evaluations of all phases of district operations and report them to the Board on a scheduled basis
- Encourage staff development based on established research and the shared creative experience of all personnel in order to maintain high levels of performance
- Take leadership in developing a basic policy for constructive relations between schools and the community
- Manage school-related conflict in a positive manner
- Understand collective bargaining process

The Superintendent, subject to the approval of the Board of Trustees, may delegate any of the powers and duties, which have been entrusted to him/her. He/She shall continue to be responsible to the Board for the success of the duties so delegated.

Reviewed: December 14, 1995  
Adopted: January 31, 1996  
Revised: April 7, 2004

NEPN/NSBA Classification: CBC  
Legal Reference: NRS 391.110

**4130**

**SUPERINTENDENT'S CONTRACT**

The initial contract of the Superintendent shall be for terms of one to four years. If he/she has served successfully and satisfactorily for the terms of the initial contract, he/she may be re-employed for longer terms.

Reviewed: December 14, 1995  
Adopted: January 31, 1996  
Revised:

NEPN/NSBA Classification: CBD  
Legal Reference: NRS 391.110

**4135**

**SUPERINTENDENT'S SALARY, COMPENSATION AND BENEFITS**

The Board of Trustees will annually set the salary and fringe benefits for the position of superintendent of schools.

Reviewed: December 14, 1995

Adopted: January 31, 1996

Revised: December 11, 2002

NEPN/NSBA Classification: CBE

Legal Reference: NRS 391.110

**4150**

**PROFESSIONAL DEVELOPMENT OPPORTUNITIES**

The Superintendent may, with Board approval, attend educational conferences, workshops, and seminars and visit other school systems to promote his/her professional development and to benefit the school system.

In addition, the Superintendent may actively participate in professional organizations that enhance his/her professional standing and development.

Reviewed: December 14, 1995

Adopted: January 31, 1996

Revised:

NEPN/NSBA Classification: CBE

Legal Reference: NRS 391.120

**4160****SUPERINTENDENT'S CONSULTING ACTIVITIES**

The Board of Trustees expects the Superintendent to devote time, skills, labor, attention and energy to the concerns of the school district and not be engaged in other employment or in long-term consulting activities during the term of employment, which would conflict with school district responsibilities.

The Board recognizes the Superintendent's obligation to contribute to the profession of school administration and the cause of public education generally.

This policy, therefore, does not prohibit the Superintendent from undertaking occasional short-term consultive work, which does not conflict with obligations to the district. Prior approval of the Board of Trustees is requested, as well as a written or oral report to the Board when such consultive work is completed.

Reviewed: December 14, 1995

Adopted: January 31, 1996

Revised:

NEPN/NSBA Classification: CBH

Legal Reference: NRS 391.120

**4170 EVALUATION OF SUPERINTENDENT**

Evaluation is a valuable tool in establishing and carrying out the goals of any institution. Although the evaluation of the Superintendent has several purposes, the ultimate objective is to ensure educational excellence through effective governance and management of the school system.

The successful operation of the school district is achieved with an effective working relationship between the Board and the Superintendent. The development and maintenance of such a relationship may be assisted by an annual review of the role and responsibilities of the Superintendent, accompanied by the appraisal of his/her performance.

Reviewed: December 14, 1995  
Adopted: January 25, 1995  
Revised: January 31, 1996

NEPN/NSBA Classification: CBI  
Legal Reference:

**4180**

**SUPERINTENDENT'S TERMINATION OF EMPLOYMENT**

See the Superintendent's employment contract for requirements.

Reviewed: December 14, 1995

Adopted: January 31, 1996

Revised: December 11, 2002

NEPN/NSBA Classification: CBJ

Legal Reference: NRS 391.110

**4191 RETIREMENT/RESIGNATION OF SUPERINTENDENT**

See the Superintendent's employment contract for information.

Reviewed: December 14, 1995

Adopted: January 31, 1996

Revised: December 11, 2002

NEPN/NSBA Classification: CBJB

Legal Reference: NRS 391.110

**4192**

**INCAPACITATION OF SUPERINTENDENT**

An Acting Superintendent pro tempore may be appointed by a majority of the members of the Board of Trustees upon determining the Superintendent is incapacitated in such a manner that he/she is unable to perform the duties of that office.

Reviewed: December 14, 1995

Adopted: January 31, 1996

Revised:

NEPN/NSBA Classification: CBB

Legal Reference:

**4200****ADMINISTRATIVE SELECTION PROCEDURES**

The basic purpose of the selection of administrative personnel shall be to fill existing vacancies with individuals of the highest professional caliber who will best serve to maintain and enhance quality education in the Nye County School District.

The selection procedures to fill all administrative vacancies shall be directed by the Superintendent with the assistance of personnel staff. Administrative Regulations will be established to ensure the proper consideration of all possible applicants for the vacant position. The Board of Trustees shall be notified of any changes to these regulations.

Reviewed: December 14, 1995  
Adopted: January 31, 1996  
Revised: March 12, 2003

NEPN/NSBA Classification: CC  
Legal Reference:

**4210****ORGANIZATION CHARTS**

The legal authority of the Board will be transmitted through the Superintendent along specific paths from person to person as shown in the Board-approved organizational chart of the district. The lines of authority on the chart will represent direction of authority and responsibility.

The Superintendent will have the freedom to reorganize lines of authority and to revise the organizational chart, subject to Board approval of major changes including the elimination or creation of positions. The board expects the Superintendent to keep the administrative structure in line with the needs for supervision and accountability throughout the school system.

The Board-approved organization chart shall be included as an attachment to this policy.

Reviewed: December 14, 1995  
Adopted: January 31, 1996  
Revised: December 11, 2002

NEPN/NSBA Classification: CCA  
Legal Reference:

**4230**

**STAFFING FORMULAS/RATIOS**

School staff may be allocated in accordance with established ratios and formulas as specified in the budget document approved by the Board or as required in a negotiated agreement. Allowances for additional staff, possibly required by enrollment, will be provided for in the budget. Additional staffing will be within the financial limitations established. Major staffing changes are subject to Board approval.

The Superintendent may also allocate additional staff to ensure equal opportunities to students attending small schools or schools with unusual identified needs. The personnel services division and appropriate administrators in other divisions will annually review the needs of small schools and schools with unusual needs to make provisions for staff needed in addition to the standard allocation based on student-teacher ratio.

Reviewed: December 14, 1995  
Adopted: January 31, 1996  
Revised:

NEPN/NSBA Classification: CCC  
Legal Reference:

**MANAGEMENT TEAM**

The Board of Trustees endorses the management team concept for this school district. The management team will consist of two groups:

- **Policy Team:** The Board and Superintendent, with the Board President serving as team leader. Primary responsibilities of this team will be establishing policies to guide the school district and to assure that the policies are carried out.
- **Administrative Team:** All administrators within the school district with the Superintendent serving as team leader. This team will be responsible for carrying out the functions of planning, organizing, staffing, implementing, and evaluating under the guidance of the policies established by the policy team.

The team approach to management represents an attempt to provide close cooperation and effective working relationships among administrative personnel. It is an effort to make the best use of the talents and expertise available by establishing open lines of communication and by providing a supportive atmosphere where collaborative problem solving and decision-making can take place.

The approach recognizes the mutual dependence that exists among various components of the total organization and promotes a team effort in the identification of goals, the establishment of priorities, and the development of long-range plans. Although the concept promotes collaborative efforts, it also recognizes the need for independent administrative action in appropriate areas. It in no way functions to inhibit responsible decision-making.

Guidelines for the implementation of this policy will be a primary management team concern. These guidelines will include:

- Procedures for convening the team.
- Procedures for implementing inservice management team training.
- Procedures for establishing team evaluation.
- Procedures for implementing goals and objectives of the district.

Reviewed: December 14, 1995

Adopted: January 31, 1996

Revised:

NEPN/NSBA Classification: CD

Legal Reference:

**4305**

**STATE AND FEDERAL PROGRAMS ADMINISTRATION**

The Nye County School District operates many specially funded programs, which must be administered in accordance with particular federal and/or state laws and conditions of the grants.

The Board of Trustees, through its approval of such programs and acceptance of funds, is ultimately responsible for them even though many of the regulations, which govern them are established by another agency.

The coordinator for federal and state programs is charged with the responsibility for coordinating funded projects, for administration of grants, and for ensuring that the various departments, which operate these programs do so within the guidelines pertaining to the particular program.

Reviewed: December 14, 1995  
Adopted: January 31, 1996  
Revised:

NEPN/NSBA Classification: 4305  
Legal Reference:

**4510**

**PRINCIPALS**

Within the framework of the administrative selection procedures, principals shall be appointed as deemed necessary for the proper administration of the individual schools of Nye County.

All such principals shall meet the requirements of the Nevada Department of Education.

The principal shall exemplify the qualities of an educational leader and shall be responsible for the total operation of the school to which he/she is assigned.

Reviewed: December 14, 1995

Adopted: January 31, 1996

Revised:

NEPN/NSBA Classification: CFA

Legal Reference:

**POLICY IMPLEMENTATION**

The Superintendent has responsibility for carrying out, through administrative regulations, the policies established by the Board.

The policies developed by the Board and the Administrative Regulations developed to implement policy are designed to promote an effective and efficient school system. It is necessary that all district employees and students carry them out.

There are many activities that are common to all schools, but procedures for conducting them may vary from school to school. School principals will establish procedures for conducting activities within their individual schools within the larger framework of Administrative Regulations and Board policies.

In the absence of Board policy relating to a specific situation, the Superintendent will use his/her best judgment in arriving at a decision, employing legal counsel and other resources when needed. The decision will be made on the best judgment of what the policy would be if it existed, based on the spirit and tenor of other existing policy. The Superintendent will recommend to the Board whether a policy should be written to cover similar incidents.

Reviewed: December 14, 1995  
Adopted: January 31, 1996  
Revised:

NEPN/NSBA Classification: CH  
Legal Reference:

**4610**

**DEVELOPMENT OF REGULATIONS**

District-wide regulations will be appropriately coded and included as regulations in the Board's policy manual, which will be available at Board offices and in each school building.

The Superintendent may also devise other appropriate means for disseminating particular regulations prior to their effective date to staff, students and/or members of the public who may be affected by them.

Reviewed: December 14, 1995  
Adopted: January 31, 1996  
Revised:

NEPN/NSBA Classification: CHA  
Legal Reference:

**4900**

**SCHOOL DISTRICT ANNUAL REPORT**

An annual report covering the activities of the school system will be prepared by the Superintendent/designee and presented to the Board. Upon Board approval, the report will be made available to the public and used as one means of informing parents and citizens, the State Department of Education, and other school districts in the area of the programs and conditions of the district's schools.

As required by law, a copy of the annual report will be sent to the Nevada Department of Education.

Reviewed: December 14, 1995  
Adopted: January 31, 1996  
Revised:

NEPN/NSBA Classification: CM  
Legal Reference: NRS 385.347

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**PERSONNEL GOALS/PRIORITY OBJECTIVES**

The development of personnel policies is an essential component of the program of public education in the district. The philosophy of the district and the community generally will be reflected in these policies. The goals on which these policies will be based are:

- To recruit, select, and employ the best qualified personnel to staff the district's schools,
- To provide staff compensation and benefit programs sufficient to attract and retain qualified employees,
- To provide professional development programs for all employees to improve their knowledge, skills and performance,
- To conduct a performance evaluation program that will contribute to the continuous improvement of staff performance,
- To assign personnel to assure that they are used as effectively as possible, and
- To develop the quality of human relationships necessary to obtain maximum staff performance and a high level of job satisfaction

Policy development must be approached with attitudes of mutual trust and respect. Cooperation and participation of the district's employees, the administration, and the Board are essential in the formulation of personnel policies.

Implementation of adopted personnel policies should include channels of communication and procedures for the handling of professional and ethical problems through which all persons or groups affected may express their suggestions, concerns and opinions.

Reviewed: April 9, 1997

Adopted: May 21, 1997

Revised:

NEPN/NSBA Classification: GA

Legal Reference:

**6120**

**STAFF INVOLVEMENT IN DECISION MAKING**

We believe that a school system involving the efforts of many people functions best when all personnel are informed of the organization's major activities and concerns.

There should be a continuous exchange of ideas and pertinent information among all elements of a school system. Problems and unfavorable attitudes develop when employees are denied information essential for the performance of their respective assignments and for general peace of mind or when they feel that their ideas and concerns are not heard. Morale is enhanced when each employee is assured that his/her voice is willingly heard by those in positions of administrative authority.

We also believe that a pattern of decision-making and problem-solving closest to the task contributes to efficiency and high morale.

While each employee in this district will have the opportunity to bring his/her ideas or grievances to the highest authority, it is expected that he/she will proceed through the recognized administrative channels.

Reviewed: April 9, 1997  
Adopted: May 21, 1997  
Revised:

NEPN/NSBA Classification: GBB  
Legal Reference:

**COMMUNICATIONS WITH STAFF**

The Board of Trustees wishes to maintain open channels of communication between itself and the staff. The basic line of communication will, however, be through the Superintendent.

Staff Communications to the Board

All communications or reports to the Board or any of its subcommittees from principals, supervisors, teachers, or other staff members will be submitted through the Superintendent. This procedure does not deny the right of any employee to appeal to the Board administrative decisions on important matters, provided that the Superintendent has been notified of the forthcoming appeal and that it is processed in accordance with the Board's policy on complaints and grievances. Staff members are also reminded that Board meetings are public meetings. As such, they provide an excellent opportunity to observe first hand the Board's deliberations on problems of staff concern.

Reviewed: April 9, 1997

Adopted: May 21, 1997

Revised:

NEPN/NSBA Classification: GBD

Legal Reference:

**STAFF RIGHTS AND RESPONSIBILITIES**

All staff members have a responsibility to make themselves familiar with, and abide by, the laws of the state as these affect their work, the policies of the Board, and the regulations designed to implement them.

All staff members will be expected to carry out their assigned responsibilities with conscientious concern. The first responsibility of the instructional staff is the education of the student.

Also essential to the success of ongoing school operations and the instructional program are the following specific responsibilities, which will be required of all personnel:

- Support and enforcement of policies of the Board and regulations of the school administration in regard to students;
- Diligence in submitting required reports promptly at the times specified;
- Care and protection of school property; and
- Concern and attention toward their own and the Board's legal responsibility for the safety and welfare of students, including the need to ensure that students are under supervision at all times.

In their association with students, all school employees will set examples that are an important part of the educational process. Their manner, dress, courteousness, industry, and attitudes establish models that affect the development of young people. The Board expects its staff members to set exemplary models, as well as provide exemplary instruction.

Reviewed: April 9, 1997  
Adopted: May 21, 1997  
Revised:

NEPN/NSBA Classification: GBE  
Legal Reference: NRS 288, 386.350, 391

**6110/7020 EQUAL OPPORTUNITY IN EMPLOYMENT AND EDUCATION:**

The NCSD is committed to equal opportunity in employment and education. The District seeks to employ the individual who is best qualified for a particular position regardless of race, color, religion, national origin, sex, age, marital status, disability or the presence of any sensory, physical or mental handicap unless the disability disqualifies an applicant because of a bona fide position requirement. Equal employment opportunity is considered by the NCSD to include all aspects of employment, recruitment, selection, training, promotion, compensation, benefits, leave, transfer, and termination. Similarly, the NCSD provides students access to its educational programs without regard to their race, religion, color, national origin, sex, age, marital and parental status or disability.

The NCSD may offer reasonable accommodations to qualified applicants and employees with a known disability except where such accommodation poses an undue hardship to the District. Any qualified applicant or employee with a disability who needs reasonable accommodations should notify the Superintendent/designee.

Beyond this, the NCSD seeks to include both minorities and non-minorities, both men and women, in all categories and locations of its work force and in all of its educational programs, according to their qualifications and availability.

All members of the NCSD are expected to familiarize themselves with the District's policies regarding equal opportunity and to further the objectives of the program.

The NCSD will continue to work cooperatively with appropriate federal and state agencies and community organizations, which share its equal opportunity objectives.

Reviewed: March 13, 1996  
Adopted: April 10, 1996  
Revised:

NEPN/NSBA Classification: GBA, JB

Legal Reference: Section 504 of Handicap Rehabilitation Act of 1973  
Title VI, Civil Rights Act of 1964  
Title I, ADA  
Title IX, Educational Amendments of 1972

**6142 (a) NEPOTISM: EMPLOYMENT AND ASSIGNMENT OF RELATIVES**

Except as hereinafter provided, no individual may be employed as a certified or classified employee when the performance of such individual would be directly and immediately supervised and evaluated by any relative of such individual within the third degree of consanguinity or affinity; nor shall such related employees be assigned to positions which have a fiduciary responsibility to one another which could be compromised by such familial relationship.

A person so related, as specified in the above paragraph, may be hired or assigned when authorized by vote of the Board of Trustees upon the written request of the supervisor seeking to hire or assign such individual where some special, substantial and convincing reason or such peculiar circumstances make such hiring or assignment reasonable and not otherwise detrimental to the NCS D.

Should a relationship change occur which would result in a violation of this regulation, it is both employees' responsibility to report this change to the Superintendent/designee within thirty (30) calendar days. The District then reserves the right to transfer one of the employees to another department or assignment.

Reviewed: February 28, 1996  
Adopted: March 27, 1996  
Revised:

NEPN/NSBA Classification: GBEA  
Legal Reference: NRS 281.210

**6143**

**STAFF CONDUCT**

It is unlawful for a person employed in a position of authority (teacher/instructor, administrator, coach or teacher's aide or auxiliary non-professional employee who assists licensed personnel) by a public or private school from engaging in sexual conduct with a pupil who is 16 or 17 years of age who is enrolled or attending the school at which the person is employed. Any employee convicted under NRS 201.540 shall be guilty of a category C penalty. This policy does not apply if the employee is married to the student.

It is further the policy of this district that no employee shall engage in sexual conduct with any pupil of the Nye County School District. This policy does not apply if the employee is married to the student.

Reviewed: March 11, 1998

Adopted: May 20, 1998

Revised:

NEPN/NSBA Classification:

Legal Reference: NRS 193.130, 201.540 & 391.100

## EMPLOYEE DRESS

As citizens, employees have certain rights of personal expression and academic freedom. While Nye County School District recognizes and respects these rights and freedoms, the district reserves the right under Nevada statute to insist that in matters related to dress and grooming, all its employees strive to maintain an appropriate professional image within the limits of generally accepted community and professional standards.

### Professional Image

Employee dress and appearance play a vital part in the projection of a professional image. This image contributes to a positive learning environment; enhances administrator, teacher and support staff effectiveness in working with students; allows the employee to model for students appropriate dress and appearance in the workplace; and enhances the professional image of school personnel with the community at large.

### Community Standards

Community standards related to dress and grooming constantly evolve and depend upon many factors, including trends in fashion; weather; and local ethnic, cultural and religious traditions. Acceptable standards of dress will reflect our local cultures.

### Professional Standards

Professional dress does not disrupt the educational process. The rights of a school employee never take precedence over a student's right to learn. To meet professional standards, an individual must:

- Be personally clean and neatly groomed; and
- Wear clothing that is neat, clean and modestly limits body exposure.

Examples of acceptable clothing include: suits, dresses, walking shorts or culottes, dress slacks, nice jeans (not faded) with professional looking tops, dress shirts or collared shirts. The district considers attire (such as uniforms and safety equipment) that accommodates the special job requirements of vocational teachers, JROTC instructors and employees in Maintenance and Operations, Transportation, Technical Support or Food Service Departments appropriate.

Examples of unacceptable clothing include: unsafe clothing or jewelry, clothing considered obscene or distracting such as see-through blouses, offensive T-shirts, stiletto heels, tank tops or clothes with holes.

The site administrator or employee's supervisor **will** ensure that employees under his/her supervision maintain standards of dress and grooming that fall within the

norms of professional standards and image. Special circumstances such as safety issues, job requirements, special celebrations or traditions permit certain individuals or groups to temporarily or permanently dress outside the norms established for other employees. The site administrator will give approval for variances as deemed appropriate.

Reviewed: May 19, 2004  
Adopted: June 16, 2004  
Revised:

NEPN/NSBA Classification: GBEBA  
Legal Reference:

**DRUG-FREE WORKPLACE**

The district recognizes that an employee's ability to successfully perform his/her job is directly related to his/her health. When an employee's performance is consistently impaired by the presence of any disease (including mental illness or chemical dependency) and a medical diagnosis of such condition is made, the employee will qualify for benefits and insurance coverage as provided under his/her working agreement or letter or assignment.

In certain cases, an employee may not be aware that the presence of health problems (e.g., with chemical dependency or mental illness) is interfering with his/her health or job performance. In such a case, when a marked interference with performance is noted by supervisory personnel, the employee will receive a recommendation to seek professional attention.

If the employee refuses to accept diagnosis and/or an indicated treatment or if he/she fails to respond to treatment, continued job performance impairment will be dealt with under regular administrative procedures in accordance with state statutes.

Reviewed: April 9, 1997

Adopted: May 21, 1997

Revised:

NEPN/NSBA Classification: GBEC

Legal Reference: Federal Drug Free Workplace Act

**PLACEMENT OF OCCUPATIONALLY INJURED EMPLOYEES**

1. In accordance with employer obligations outlined in State law and the Americans with Disabilities Act (ADA), the district may assign an otherwise eligible and qualified occupationally injured employee to temporary modified duty, permanent modified duty (under the ADA), or refer the employee to vocational rehabilitation.
2. A medical examination may be required before considering an employee's return-to-work assignment. If, to a reasonable degree of medical probability, examination precludes an employee from performing the essential tasks of a position, the district reserves the right to determine if placement of the employee is in the best interest of the district.
3. The Superintendent/designee may assign, change, or suspend the modified work assignment given to an occupationally injured employee when it is believed to be in the best interest of the district. Any change of employment status for an occupationally injured employee will be coordinated with the appropriate administrator.
4. An occupationally injured employee receiving or utilizing SIIS compensation benefits or services is subject to the same performance expectations and disciplinary consequences as other district employees.
5. An occupationally injured employee on temporary modified duty or a medical (SIIS) leave of absence shall retain their original/adjusted hire date for purposes of seniority and pay increments only.

Reviewed: April 9, 1997  
Adopted: May 21, 1997  
Revised:

NEPN/NSBA Classification:

Legal Reference: NRS 616, NRS 617, Americans with Disabilities Act

**6166**

**CRIMINAL DEFENSE COSTS OF EMPLOYEES**

It is the policy of the Nye County School District Board of Trustees to maintain a peaceful and safe environment throughout the system. The Trustees expect all employees to act appropriately in maintaining that environment.

If a school district employee is charged criminally with assault or battery-related crimes as a result of acts while on duty and enforcing school policy to maintain a peaceful and safe school environment, the employee may petition the Trustees to pay reasonable defense costs.

Reviewed: April 9, 1997

Adopted: May 21, 1997

Revised:

NEPN/NSBA Classification:

Legal Reference: NRS 391.271

**DEATH BENEFITS**

The survivor of a deceased employee with ten (10) years of service or more will receive a lump sum payment for all days of accumulated sick leave, up to 90 days maximum, at the rate of twenty-five (25) percent of the employee's current daily salary times the number of accumulated days.

The survivor of a deceased employee with twenty (20) years of service or more may request to receive a lump sum payment for all days of accumulated unused sick leave, up to 120 days maximum, at the rate of thirty-five (35) percent of the employee's current daily salary times the number of accumulated days.

For the purpose of this policy, survivor may include spouse, children, parent or other designated individual, or the employee's estate.

Reviewed: June 14, 1995

Adopted: June 28, 1995

Revised:

NEPN/NSBA Classification:

Legal Reference:

**6170**

**STAFF PARTICIPATION IN COMMUNITY ACTIVITIES**

The support of public education depends upon the confidence the public has in its schools. It is the Board's wish that all employees become an integral part of the community, share in its life and interests, and contribute to its general welfare.

Employees have a professional responsibility, which extends beyond the work site and the hours of service. Employees should welcome opportunities to interpret the school system to members of the community. Therefore, the Board encourages employees to be well informed concerning the educational philosophy, goals, policies, regulations, and programs of the district so that questions can be answered accurately.

Membership

The Board of Trustees encourages administrative and supervisory employees of the district to participate in civic, service club and professional organizations, which provide an opportunity for community or professional service.

Reviewed: April 9, 1997  
Adopted: May 21, 1997  
Revised:

NEPN/NSBA Classification: GBH  
Legal Reference:

**6171**

**STAFF PARTICIPATION IN POLITICAL ACTIVITIES**

The Board of Trustees encourages NCSD employees to be active in local, state and federal politics. The Board supports the right of district employees to seek elective or appointive political offices so long as the employee's job responsibilities are not compromised by such activity.

The Superintendent will develop procedures to facilitate implementation of this policy.

Reviewed: April 9, 1997  
Adopted: May 21, 1997  
Revised:

NEPN/NSBA Classification: GBI  
Legal Reference: NRS 281.230, NRS 386.305, Hatch Act

**6180**

**PERSONNEL RECORDS AND FILES**

The Nye County School District will maintain a personnel file for each employee. The file will contain such information as is required by law and will include performance evaluations. The superintendent/designee will be responsible for the maintenance and safekeeping of personnel files. The superintendent will develop guidelines regarding the content of personnel files and procedures for review of such files.

Reviewed: April 9, 1997

Adopted: May 21, 1997

Revised:

NEPN/NSBA Classification: GBJ

Legal Reference: NRS 239B.010, 391.313, 391.361

**6183**

**STAFF CONCERNS/COMPLAINTS/GRIEVANCES**

The Board of Trustees subscribes to an orderly, well-defined grievance procedure for the resolution of problems derived from applications of Board policies and district regulations. Grievances will be handled expeditiously in accordance with the procedures approved by the Board.

The process for addressing grievances in agreements between the Board and recognized employee organizations will apply only to grievances as defined in the applicable agreement.

The Superintendent will provide a process for employees not covered in negotiated agreements to have concerns, complaints and grievances addressed.

Reviewed: April 9, 1997

Adopted: May 21, 1997

Revised:

NEPN/NSBA Classification: GBK

Legal Reference: NRS 288, 391.3116 and Negotiated Agreements

**6220**

**SALARY SCHEDULES - COMPENSATION**

Negotiated agreements as approved by the Board of Trustees will include salary schedules.

Salaries will be determined in accordance with the salary schedules adopted by the Board of Trustees. The salary schedule expresses the policies the Board expects to follow in fixing salaries. The Board will make every reasonable effort to maintain the schedules, but it reserves the right to make any conditions, reductions, or other changes which, in its judgment, may be necessary, and are in accordance with law.

The Superintendent/designee will develop salary schedules for employees not covered by negotiated agreements and present them to the Board of Trustees annually.

Reviewed: April 9, 1997  
Adopted: May 21, 1997  
Revised:

NEPN/NSBA Classification: GCB  
Legal Reference: NRS 391.150, 391.160 and 391.200

**COMPENSATION FOR TRANSFERRED ADMINISTRATORS**

If an administrator (licensed or non-licensed) is transferred to another position, he/she will be "held harmless" for one school year from any salary reduction resulting from the new assignment.

At the end of that year, the salary will be adjusted in accordance with the salary appropriate to the new position. The new salary will provide credit for the administrator's education and years of service in the district.

If the new position carries a higher salary than the position the administrator is leaving, the salary will be increased immediately.

Any administrator who has been transferred to a position that carries a salary lower than the person's previous position before adoption of the policy will receive his/her previous salary through the end of the school year following the year of the transfer. At that time, the salary will be reduced as outlined above.

Reviewed: April 9, 1997  
Adopted: May 21, 1997  
Revised: August 10, 1998

NEPN/NSBA Classification:  
Legal Reference:

**6225**

**PROFESSIONAL SUPPLEMENTARY PAY PLANS**

Teachers who are regularly assigned to duties which require extra time or responsibilities over and above their basic contractual obligations will receive extra compensation in accordance with a supplementary salary schedule set annually by the Board. Most stipends will be paid on an annual or seasonal basis, although certain assignments performed at irregular or infrequent intervals may be paid at an hourly rate.

Faculty members to be appointed to extra-compensation positions will be recommended by the Superintendent and approved by the Board. Appointees will be issued a contract for the terms of their extra employment, stating their particular assignment, its duration, and the compensation to be paid.

Reviewed: April 9, 1997

Adopted: May 21, 1997

Revised:

NEPN/NSBA Classification: GCBC

Legal Reference: Negotiated Agreement

**STAFF FRINGE BENEFITS**

All employee benefits, other than those established by collective bargaining agreements approved by the Board, will be subject to Board approval. The Superintendent/designee will provide for the interpretation and application of the Board's policies and decisions regarding benefits.

Personnel subject to collective bargaining agreements will have and be limited to those benefits authorized by the agreement.

The benefits of other personnel will be as follows: classified personnel, professional-technical personnel, auxiliary personnel, and certain administrative personnel not subject to the collective bargaining agreement will have those benefits available to other personnel at least equal to those with negotiated agreements with the Board of Trustees.

**State Industrial Insurance**

As required by law, the district will carry State Industrial Insurance (SIIS). Should an employee be injured while at work, he/she is entitled to the benefits provided by SIIS and in conformance with the provisions of State law.

**Health Insurance**

The district will offer employees a health insurance plan. For those employees working at least 30 hours per week on a permanent basis, the district will contribute toward the cost of employee benefits in an amount to be determined by the Board. Dependent coverage is optional and will be at the employee's expense.

**Dental Insurance**

For those employees working at least 30 hours per week on a permanent basis, the district will contribute toward the cost of employee benefits in an amount to be determined by the Board.

**Vacation, Personal and Sick Leave and Paid Holidays**

For all full time (40 hours per week) employees, the district will provide annual leave.

**Retirement**

Qualified personnel will participate in the Public Employees Retirement System (PERS) as outlined in statute.

Reviewed: April 9, 1997  
Adopted: May 21, 1997  
Revised:

NEPN/NSBA Classification: GCBD

Legal Reference: NRS 287.010-287.040, 287.286, 287.288, 287.616, Federal Family Leave Act

**STAFF RECRUITMENT, SELECTION AND HIRING**

The basic purpose of personnel recruitment and selection shall be to fill existing vacancies with individuals who meet established qualifications and who appear likely to succeed in the position to which they are assigned. It shall be the duty of the Personnel Director, with the advice and encouragement of the Superintendent, to establish the necessary criteria and procedures for the recruitment, selection and hiring of employees.

The following criteria shall apply to the recruitment, selection and hiring process of all school district personnel:

1. Highly qualified and desirable applicants shall be actively sought.
2. Selection shall be based solely on merit. Eligibility for employment shall not be affected by an applicant's race, religion, gender, age, disability, national origin, or color consistent with applicable federal, state and local laws and regulations.

Reviewed: April 9, 1997

Adopted: May 21, 1997

Revised: April 7, 2004

NEPN/NSBA Classification: GCE

Legal Reference: Federal Equal Employment Opportunity Act, NRS 391.031 to 391.051, 391.060, 391.070

**6275            TEMPORARY    AND    PART-TIME    PERSONNEL    (SUBSTITUTE  
TEACHERS)**

The Board of Trustees recognizes that changing conditions in the community and unusual personal circumstances of employees make necessary the recruitment and employment of temporary and part-time personnel.

It shall be the responsibility of the Superintendent/designee to develop procedures and regulations governing the employment of temporary and part-time personnel.

Temporary employees are not covered by provisions of the district's negotiated agreement and may not participate in the Nevada Public Employees Retirement System.

Reviewed:    April 9, 1997

Adopted:     May 21, 1997

Revised:

NEPN/NSBA Classification:    GCG

Legal Reference:    NRS 286.297, 287.130, 287.19, 391.375

**6283**

**STUDENT TEACHERS**

The Superintendent/designee shall cooperate with the College of Education, University of Nevada, or other appropriate institutions, in the training of student teachers.

Reviewed: April 9, 1997

Adopted: May 21, 1997

Revised:

NEPN/NSBA Classification: N/A

Legal Reference:

**6284 DEPARTMENT CHAIRPERSONS**

Nye County School District high schools with a large enough student population and faculty will be divided into subject matter departments. Those subject areas with more than 6.5 full-time teachers or combination of teachers which add up to at least 39 hours per day in each subject area may have one of its faculty members serve as department chairperson. Released time and extra duty compensation for department supervision shall be as specified in the negotiated agreement.

Reviewed: February 11, 2004

Adopted: February 25, 2004

Revised:

NEPN/NSBA Classification:

Legal Reference:

**PROFESSIONAL STAFF DEVELOPMENT**

In order to improve the quality of the teaching and learning process available to students in Nye County School District, opportunities shall be extended to all employees to improve their individual competence. Professional employees shall be encouraged to participate in activities which will contribute to their professional instructional ability, whenever such participation is possible without interference with regular duties or detriment to the educational program.

Participation in professional conferences, meetings or activities is encouraged at the sole discretion of the Superintendent/designee in areas such as:

1. Attendance at educational seminars, conferences, conventions and similar professional meetings at State, regional and national levels; and
2. Continuation of related professional study in institutions of higher education.

Reviewed: April 9, 1997

Adopted: May 21, 1997

Revised:

NEPN/NSBA Classification: GCI

Legal Reference: NRS 391.280 through 391.295

**6292**

**INSERVICE TRAINING**

The Board of Trustees expects the administration to provide in-service training programs for teachers, administrators and other employees in order for employees to be well informed and possess timely information related to the education of students. In-service decisions will be based upon, but not limited to, changes in curriculum and implementation, noted deficiencies in student achievement, changes in school district policy and other educational issues.

It shall be the duty of the Superintendent and his/her Leadership Team to develop, supervise and evaluate necessary in-service training programs.

Reviewed: February 11, 2004

Adopted: February 25, 2004

Revised:

NEPN/NSBA Classification: GCIB

Legal Reference:

**6300**

**ASSIGNMENT AND TRANSFER OF PERSONNEL**

The Superintendent has the right and responsibility to assign and transfer personnel.

The procedures for assignment and transfer of personnel for staff covered by negotiated agreement are outlined therein.

The assignment and transfer of licensed personnel not covered under the negotiated agreement shall be the responsibility of the Superintendent. The Superintendent shall establish procedures for assignment and transfer.

Reviewed: April 9, 1997

Adopted: May 21, 1997

Revised:

NEPN/NSBA Classification: GCK

Legal Reference: NRS 391.205, 391.3127

**6330**

**RESPONSIBILITIES AND DUTIES OF LICENSED PERSONNEL**

The Board of Trustees shall determine the general responsibilities and duties of licensed personnel. It shall be the duty of the Superintendent/designee to implement the directives of the Board of Trustees with regard to general responsibilities and duties of licensed personnel.

Specific duties and responsibilities within the individual schools shall be assigned by the principals provided that these do not conflict with the general responsibilities and duties as approved by the Board of Trustees.

Reviewed: April 9, 1997

Adopted: May 21, 1997

Revised:

NEPN/NSBA Classification:

Legal Reference: NRS 391.100, 391.120

**LICENSED PERSONNEL PROBATION AND EVALUATION**Probation

Except as otherwise provided by NRS 391, the initial year of service for all new licensed employees shall constitute a probationary period which may be extended if circumstances warrant at the discretion of the Board of Trustees upon the recommendation of the Superintendent as provided in NRS 391.

Evaluation

The evaluation of licensed personnel has as its primary objective the strengthening of the instructional program and the improving of the ultimate effectiveness of teachers in the classroom through the assessment of teacher performance. In order to achieve this objective, all licensed personnel shall be evaluated at regular intervals pursuant to NRS 391.

It shall be the responsibility of the Superintendent/designee, in cooperation with elected representatives of teacher personnel/designees, with the approval of the Board of Trustees, to develop procedures for the evaluation of licensed personnel. In the event of an impasse in the development or implementation of evaluation procedures, the Board of Trustees reserves the authority to resolve the impasse to the Board's satisfaction.

The Board of Trustees will approve a schedule for evaluation of probationary employees in twelve-month schools to ensure three evaluations.

Reviewed: April 9, 1997  
Adopted: May 21, 1997  
Revised:

NEPN/NSBA Classification: GCOA  
Legal Reference: NRS 391.311 through 391.3197

**ADMINISTRATIVE EVALUATION**

The evaluation of administrative personnel has as its primary objective the improvement of the instructional program and improvement of the ultimate effectiveness of administrative performance. In order to achieve this objective, all administrators shall be evaluated each year or at any time conditions warrant in accordance with district procedures and/or those prescribed by Nevada Revised Statutes (NRS 391).

It shall be the responsibility of the Superintendent and the Assistant Superintendent for District Services, in cooperation with elected representatives of administrative personnel or their designees, to develop procedures for the evaluation of administrators subject to final approval by the Board of Trustees. In the event of an impasse in the development or implementation of evaluation procedures, the Board of Trustees reserves the authority to resolve the impasse to the Board's satisfaction.

Reviewed: June 25, 2003  
Adopted: July 16, 2003  
Revised:

NEPN/NSBA Classification: CDA, CFB  
Legal Reference: NRS 391

**6350**

**PROFESSIONAL STAFF TERMINATION OF EMPLOYMENT**

Procedures for separation of licensed, exempt, and professional-technical employees from service in the Nye County School District shall be developed by the Superintendent/designee. These procedures shall be approved by the Board of Trustees and shall cover the three broad categories of:

- Resignation,
- Retirement, and
- Dismissal.

Reviewed: April 9, 1997

Adopted: May 21, 1997

Revised:

NEPN/NSBA Classification: GCQ

Legal Reference: NRS 288 and 391.311 through 391.3197

**VOLUNTARY EARLY RETIREMENT INCENTIVE PROGRAM**

1. The Nye County School District may prepare a Voluntary Early Retirement Incentive Program proposal for board approval. Any proposed early retirement incentive program for eligible employees of the district shall be in accordance with the Nevada Revised Statutes, the Nevada Public Employees' Retirement System (PERS) policies and regulations, and the policies and regulations of the NCS D.
  - A. Employees participating in the PERS are eligible to retire at any age with thirty (30) years of service or at age 60 with a minimum of ten (10) years of service, or at age 65 with five (5) years of service.
  - B. Nevada Revised Statutes provide that a member of the PERS with five (5) years of service may purchase up to five (5) years of service. They further provide that an employer may choose to pay any portion of the cost to purchase retirement service credit for an employee but is under no obligation to do so.
2. In order to qualify for district participation in the purchase of retirement service credit, an employee must meet the following criteria and procedures:
  - A. The individual must be a NCS D employee at the time the application is made.
  - B. The employee resignation and the procedures for the early retirement incentive must be completed no later than May 1 and at least two months prior to the effective date of retirement from the district.
  - C. Employees requesting early retirement benefits must have completed a minimum of ten (10) years of tenure with the NCS D before September 1 of any given year.
  - D. The employee must specify in writing the expected date of retirement or separation.
  - E. The district will transfer all funds for the purchase of retirement service credit directly to the PERS. Payment will not be made to or through the employee.
3. The Superintendent may individually negotiate with employees and make recommendations to the Board for waivers of any or all of the provisions set forth in the regulations. In any case, these employees' total incentive payment may not exceed the maximum incentive available.

4. In acting upon an application, the Board of Trustees may consider financial savings to the District which may accrue from an employee's exercise of an early separation, but such savings will not be a requirement for District participation.
5. The Board of Trustees may accept or reject any request for participation in the Early Separation Incentive Plan at the discretion of the Board.

Reviewed: September 22, 1998

Adopted: October 27, 1998

Revised:

NEPN/NSBA Classification:

Legal Reference:

**6423**

**SUPPORT STAFF SUPPLEMENTARY PAY/OVERTIME**

Principals and managers will strive to schedule duties of hourly employees to occur within the normal workweek.

When principals and managers anticipate a need for overtime, they will secure prior approval from the Superintendent/designee.

Emergency situations involving health and safety issues do not require prior approval. However, supervisors are required to notify the Budget Director as soon as reasonably possible.

Reviewed: April 9, 1997

Adopted: May 21, 1997

Revised:

NEPN/NSBA Classification: GDBC

Legal Reference:

## 6541 SUPERVISION OF UNLICENSED STAFF

Unlicensed personnel must be directly supervised by licensed personnel in all duties which are instructional in nature. To the extent practicable, the direct supervision must be such that the unlicensed personnel are in the immediate location of the licensed personnel who are readily available during such times when supervision is required. Unlicensed personnel will include classroom volunteers.

Upon application by the Superintendent, the State Superintendent of Public Instruction may grant an exemption from these provisions if:

- The duties are within the employee's special expertise or training;
- The duties relate to the humanities or an elective course of study, or are supplemental to the basic curriculum of a school;
- The performance of the duties does not result in the replacement of a licensed employee or prevent the employment of a licensed person willing to perform those duties;
- The secondary or combined school has less than 100 pupils enrolled and is at least 30 miles from a school in which the duties are performed by licensed personnel; and
- The unlicensed employee submits his fingerprints for an investigation pursuant to NRS 391.033.

The superintendent of public instruction shall file a record of all exempt personnel with the clerk of the board of trustees and advise the clerk of any changes therein. The record must contain the name of the exempt employee, the specific instructional duties he may perform, any terms or conditions of the exemption deemed appropriate, and the date the exemption expires or a statement that the exemption is valid as long as the employee remains in the same position at the same school.

Except in an emergency, it is unlawful to allow a person employed as a teacher's aide to serve as a teacher unless the person is a legally qualified, licensed teacher. The emergency must be an unforeseen circumstance which requires immediate action and includes the fact that a licensed teacher or substitute teacher is not immediately available.

Violations of this statute will result in a reduction of the basic support received by the district in a formula listed under NRS 391.273.

Reviewed: February 11, 2004  
Adopted: February 25, 2004  
Revised:

NEPN/NSBA Classification:  
Legal Reference: NRS 391.273

**6700**

**NEGOTIATIONS GOALS/PRIORITY OBJECTIVES**

The term "negotiations" generally refers to any discussion between two or more parties for the purpose of settling some matter or otherwise reaching agreement. For the purpose of this policy, however, "negotiations" is defined as bilateral bargaining, i.e. formal discussions between two parties for reaching agreement.

The Board of Trustees will negotiate in good faith on appropriate concerns. It will deal with staff negotiating units openly and fairly, and will sincerely endeavor to reach agreement on items being negotiated, that are proper for negotiation. Nothing in negotiations will abridge the Board's legal responsibilities, nor will any staff member's rights and privileges under state statutes be impaired.

It is the intent of the Board of Trustees to utilize negotiations procedures, which achieve the following goals:

- To guarantee employees that they will receive a thorough study of their proposals, as well as full considerations in reaching decisions related thereto, and
- To meet all legal requirements of this state's statutes.

Reviewed: April 9, 1997  
Adopted: May 21, 1997  
Revised:

NEPN/NSBA Classification: HA  
Legal Reference:

**6710**

**NEGOTIATIONS LEGAL STATUS**

The Board of Trustees negotiates salary and other terms and conditions of employment with recognized employee negotiating units, under requirements and subject to limitations set forth in state law.

This legislation requires Boards of Education to:

- Recognize and negotiate with legally organized staff groups, and
- Enter into written agreement with these groups.

Basic to all employer-employee negotiations is the concept of "bargaining in good faith."

It is the legal responsibility of both the Board of Trustees and employee organizations to bargain in good faith as they conduct negotiations.

Reviewed: April 9, 1997

Adopted: May 21, 1997

Revised:

NEPN/NSBA Classification: HB

Legal Reference: NRS Chapter 288

**6720**            **SCOPE OF NEGOTIATIONS**

The Board of Trustees has the legal duty to enter into collective bargaining with employee representatives as set forth in State law.

Reviewed:    April 9, 1997

Adopted:     May 21, 1997

Revised:

NEPN/NSBA Classification:    HC

Legal Reference:    NRS 288.150

**SCHOOL BOARD NEGOTIATING AGENTS**

The Board of Trustees is ultimately responsible for negotiations with employee units. The Superintendent will appoint the Personnel Director and a team of other administrators to conduct direct negotiations, provided that the administrators do not belong to a unit which negotiates with the School Board, or the Superintendent may recommend that a professional negotiator be appointed. Neither the Superintendent nor board members will serve as the chief negotiator.

If a professional negotiator is appointed, the negotiator's fees or salary will be determined by the Board of Trustees. Whether a professional negotiator or a member of the administrative staff, the duties of the chief negotiator will be as follows:

1. To negotiate in good faith with certified bargaining units to arrive at a mutually satisfactory agreement on wages, hours, and working conditions of employees represented by the units
  - a. The chief negotiator will assemble the negotiating team designated by the Superintendent to serve on the negotiation team. These will not be members of any unit which negotiates with the Board of Trustees;
  - b. He/she will direct accumulation of data needed for negotiations;
  - c. He/she will follow guidelines set forth by the superintendent and/or Board of Trustees as to acceptable agreements and will report on the progress of negotiations on a regular basis as to progress being made;
  - d. He/she will present projected issues for negotiation to the Board prior to the first meeting with the union's negotiating team and at each Board meeting during the process, and will follow the directions of the Board of Trustees in presenting the district's positions; and
  - e. He/she will make recommendations to the Superintendent, the Management Team, and/or the Board of Trustees as to acceptable agreements.
2. To interpret the signed negotiated contracts to administrators, and coordinate all aspects of contract administration during the term of various contracts with employee organizations;
3. To plan, organize, direct, and represent the district in all aspects of contract negotiations including fact finding and arbitration insofar as these activities directly relate to pursuance of negotiated agreements.

Reviewed: April 9, 1997  
 Adopted: May 21, 1997  
 Revised: December 17, 2004

NEPN/NSBA Classification: HF  
 Legal Reference: NRS 288.150

**6820**

**ANNOUNCEMENT OF FINAL NEGOTIATED AGREEMENT**

When final agreement is reached, the negotiated agreement will be produced in writing and, when approved by the Association and the Board of Trustees and signed by the parties, will become a part of the official minutes of the Board of Trustees.

The terms and conditions of the agreement will become a part of the School Board policies and will represent the full and complete understanding and contract concerning the terms and conditions of employment between the parties.

Reviewed: April 9, 1997

Adopted: May 21, 1997

Revised:

NEPN/NSBA Classification: HM

Legal Reference:

**6840**

**IMPASSE PROCEDURES**

If the parties to a negotiation have failed to reach an agreement after at least four sessions of negotiation, either party may declare the negotiations to be at an impasse and, after five days' written notice is given to the other party, submit the issues remaining in dispute to an arbitrator. The arbitrator must be selected according to Nevada statutes.

Reviewed: September 22, 1998

Adopted: October 27, 1998

Revised:

NEPN/NSBA Classification: HO

Legal Reference: