



Administrative Form HR-F031 PRE-EMPLOYMENT UNDERSTANDING

Responsible Office: Office of Human Resources

1. Qualifications

- a. It is the applicant's responsibility to ensure that all required documents are received in Human Resources prior to the start of his/her contract. Before an applicant is offered a contract, the applicant must submit the following documents to Human Resources: Employment application, four (4) professional confidential references, proof of Nevada Department of Education licensure with proper endorsement, and official transcripts. If ANY of these documents are missing from Human Resources, the applicant can begin working, however it must be as a substitute teacher. A notice will be sent to the principal and new hire if any of the required documents are missing.
- b. If an application shows an arrest or conviction, the "Arrest/Conviction Information" form must be completed, approved by the hiring administrator, and attached to the application. The applicant may not start working until cleared by School Police and Human Resources.
- c. It is the sole responsibility of the applicant to be properly licensed in the area in which s/he will be teaching with the District. Questions regarding licensure should be directed to the Nevada Department of Education, Licensure Office at (775) 687-9115. Not having or maintaining a proper license in the areas of assignment may result in immediate termination.
- d. If additional information becomes available which indicates the applicant is unsuitable for employment, the offer or contract may be rescinded.
- e. Employment offer is conditional pending the outcome of Sexual Misconduct form results, clearance of the District's fingerprint check, and a wants and warrants check.

2. Pay

- a. An applicant who is hired prior to completing orientation and submitting all required documents to Human Resources will be considered a substitute teacher and paid as such.
- b. If an employee changes from a traditional school year schedule to a year-round schedule, or from a year-round schedule to a traditional school year schedule, the monthly rate of pay and/or months of pay is subject to change. Retirement service credit may also be affected.
- c. Failure to attend District-required orientation and meetings, staff development or information sessions in Human Resources, Payroll and/or Risk Management may result in a loss of wages and benefits.
- d. Placement on the salary schedule is subject to verification of credits/experience, and changes will be made as appropriate. If an error is made, it is the employee's responsibility to notify Human Resources. Please note: Pay days are the 22nd of any given month. The pay period in any given month is from the 11th of one month to the 10th of the next month. Any changes to payroll must be received by the 1st working day of the month to be included on the payroll check for that month.
- e. Once the Pre-Employment Understanding is completed, an applicant should contact his/her Human Resources Technician.

3. Benefits

- a. Fifteen (15) days of sick leave are credited (although not yet earned) at the beginning of each school year. Should an applicant be hired after the beginning of the school year, the amount of sick leave credited will be pro-rated.
- b. An employee begins receiving group insurance benefits 90 days after his/her benefit eligibility date. The employee must attend a Risk Management Orientation within the first 90 days of employment to complete insurance forms. If an eligible employee does not attend an orientation and complete paperwork within 90 days, the employee will not obtain health insurance until the beginning of the following month that the employee enrolls. Dependents will not be eligible for enrollment after the first 90 days until the next annual open enrollment period unless allowed by a qualifying event.

IS THE APPLICANT CURRENT EMPLOYED BY ANOTHER NEVADA SCHOOL DISTRICT?

NO YES If yes, please indicate which school district: _____

If currently under contract with another Nevada school district, an applicant must first submit his/her resignation AND be released by that district. (see NRS 391.350)

Applicant' Name _____

SSN XXX-XX-_____

Applicants' Signature _____

Date: _____

I have reviewed the above items with this applicant:

Principal/Administrator Signature: _____

Date: _____

DIRECTIONS TO PRINCIPALS/ADMINISTRATORS

1. Provide one copy of the signed form to the applicant, retain one copy for the site file, and send the original plus all hiring paperwork to the Office of Human Resources.
 - a. No position will be filled unless it has been advertised appropriately.
 - b. The principal/administrator may only recommend an applicant for a contract for a position for which s/he is properly licensed, or prior approval for an options or ARL program has been approved by Human Resources.
 - c. The Pre-Employment Understanding form must be signed by the applicant and submitted to the Office of Human Resources along with:
 - i. Universal Hiring Requisition (Parts I & II)
 - ii. Teacher Interview Report Form
 - iii. Signed Printable Application (from SearchSoft applicant file)
 - iv. Verification of Employment Form (if not already included in SearchSoft applicant file)
 - v. Completed Arrest/Conviction Information Form (if applicable)

RECOMMENDATIONS SUBMITTED WITHOUT THE ABOVE WILL BE RETURNED

2. The principal/administrator must review the items on the Pre-Employment Understanding form with the applicant. Both the applicant and principal/administrator must sign the form.
3. If currently under contract with another Nevada school district, an applicant must first submit his/her resignation AND be released by that district BEFORE the applicant can be hired by WCSD per NRS 391.350.

The Washoe County School District prohibits bullying, cyber-bullying, harassment, sexual harassment, and/or discrimination based on an individual's actual or perceived race, color, religion, sex (including pregnancy), national origin, age, sexual orientation, gender identity or expression, genetic information, veterans or military status, marital status, political affiliation, or the presence of any sensory, physical or mental disability in any of its educational programs/activities, employment or employment opportunities, or in any program or activity conducted or funded by the U.S. Department of Agriculture. The District prohibits discrimination against any youth group listed in Title 36, as a patriotic society, (i.e. Boy Scouts of America) from access to public school facilities use. The District is an Equal Opportunity Employer.