

THE UNIFIER

A CCASAPE PUBLICATION FOR MEMBERS

MAY 2011

www.ccasa.net

VOL. 21 NO. 2

CLARK COUNTY ASSOCIATION OF SCHOOL ADMINISTRATORS AND PROFESSIONAL-TECHNICAL EMPLOYEES

4055 SO. SPENCER ST., SUITE 230

PHONE: 796-9602

STEPHEN AUGSPURGER, EXECUTIVE DIRECTOR

CCASAPE EMPLOYMENT OPPORTUNITY

The Clark County Association of School Administrators and Professional-technical Employees (CCASAPE) is now accepting applications for the position of Deputy Executive Director. This position is a full-time position and will report directly to the CCASAPE Executive Director, Stephen Augspurger. The individual selected for this position will replace Mark Coleman, who will be leaving CCASAPE June 30, 2011, to pursue other professional interests.

Qualified individuals interested in applying for the Deputy Executive Director position will find the position announcement and position responsibilities on the CCASAPE website at www.ccasa.net. Application materials must be received in the CCASAPE office no later than 5:00 p.m., Wednesday, June 8, 2011. Questions regarding this employment opportunity should be directed to Stephen Augspurger at 796-9602.

APRIL GENERAL MEMBERSHIP MEETINGS

On Tuesday, April 12, at 4:00 p.m. at Clark High School and on Wednesday, April 13, at 5:30 p.m. at Valley High School, general membership meetings were held for the CCASAPE membership. Approximately 250 administrators attended the two informational meetings.

CCASAPE President, Tam Larnerd, welcomed attendees, and Stephen Augspurger, CCASAPE Executive Director, provided an overview of six topical areas: national influences impacting collective bargaining and public employee benefits; key issues being discussed in the 77th Nevada Legislative Session and how those discussions may impact administrators; Clark County School District budget deficit and issues associated with the District's tentative budget; administrative reduction in force procedures, including contract language changes to Article 26; payment methodology for the employee share of the 2.25% PERS increase which goes into effect July 1, 2011; and the status of medical benefit contract negotiations.

CCASAPE thanks those administrators who were in attendance at the informational meetings.

CCASAPE NOMINATIONS AND ELECTIONS COMMITTEE

All administrators were previously notified via e-mail on Monday, May 2, 2011, that Dave Erbach, Chairperson of the CCASAPE Nominations and Elections Committee, and committee members Dave Bechtel and Bonnie Townsend are seeking candidates to run for the CCASAPE Executive Board and the Representative Council. School telephone numbers for the members of the CCASAPE nominating committee are as follows:

Dave Erbach, Principal, Mannion Middle School (799-3020)
Dave Bechtel, Principal, Basic High School (799-8000)
Bonnie Townsend, Principal, Ira Earl Elem. School (799-7310)

Members interested in serving on the Executive Board and/or Representative Council may contact one of the individuals on the Nominations and Elections Committee or the CCASAPE office at 796-9602.

This Committee will propose a slate of candidates for nomination at the 2011 General Membership Meeting to be held at the Gold Coast Hotel on Wednesday, June 8, 2011, beginning at 3:30 p.m. Whenever possible, there will be a minimum of two candidates for each office to be filled. Additional nominations, with the consent of the person being nominated, may be made at the June General Membership meeting.

Executive Board offices to be filled during the election include President Elect (must be an active CCASAPE member who is a secondary administrator), Secretary, and Treasurer. The offices of Secretary and Treasurer are open to anyone who is an active CCASAPE member. Candidates receiving a majority of votes cast by mail ballot shall be elected to the office. These offices are held for a one-year term.

Four Representative Council positions are elected each year. The four at-large positions are filled by the four at-large candidates receiving the greatest number of votes. These positions are held for a two-year term.

CCASAPE encourages members to run for office. The Executive Board and the Representative Council are the decision making bodies of CCASAPE.

2011 - 2013 NEGOTIATIONS BETWEEN CCASAPE AND THE DISTRICT

This past winter, in preparation for negotiations with the District, the CCASAPE staff completed an analysis of the current contract to identify required language changes and tentative topics for negotiations. Input was sought from the membership, with submitted recommendations being incorporated into contract language wherever feasible. In January, CCASAPE formally notified the District of its intent to reopen negotiations for the 2011-2013 contract. Tentative topics for negotiations were approved by the Representative Council at its annual all-day business meeting in February. Articles approved for language revision by the Representative Council include Article 1 (Definitions), Article 6 (Impasse Proceedings), Article 12 (Leave of Absence), Article 15 (Work Day), Article 16 (Work Year), Article 17 (Holidays), Article 20 (Professional Compensation), Article 21 (Health Benefits), Article 22 (PERS), Article 26 (Reduction in Force), Article 30 (Administrators' Contract of Employment), and Article 32 (Term of Agreement).

Most of the language changes that have been identified are editorial changes that clarify current language, but do not represent a substantive change. However, changes to Article 12 (Leave of Absence), Article 22 (PERS), and Article 26 (Reduction in Force) are not editorial but rather constitute substantive changes. In anticipation of an administrative reduction in force and in preparation for the implementation of the PERS increase which will go into effect on July 1, 2011, language changes were negotiated by CCASAPE and the District. These changes were approved by the Representative Council and subsequently approved by the Board of School Trustees at their regularly scheduled April 14, 2011, meeting and were effective immediately. Memorandums of Understanding have been developed for these actions and are currently awaiting signature of District and CCASAPE representatives. These documents, when signed by both parties, will be posted to the CCASAPE website. These changes were reviewed during the April general membership meetings.

While negotiations have been opened with the District, issues associated with Article 20 (Professional Compensation) will not be resolved until the Nevada Legislature completes its work. Administrators are encouraged to carefully monitor legislative developments that take place between now and the end of the session, especially debate that deals with a wide range of education reform initiatives and education funding. Never before has the Clark County School District faced a budget deficit of such magnitude. It is clear that the current budget shortfall cannot be appropriately addressed without a higher level of funding being approved through the legislative process. A budget deficit of millions of dollars will be disastrous to the District's ability to achieve appropriate educational outcomes for students and equally disastrous for all District

employees. CCASAPE encourages all administrators to contact their legislative representative to express support for increased funding for education, especially in light of the cuts which will be made if Governor Sandoval's budget prevails. E-mails should be sent outside of the work day and via your personal e-mail address. It is absolutely critical that legislators hear your voice and your opinion. If administrators as individual constituents fail to seize the opportunity to influence legislator thinking and ultimately the outcome of the funding debate, the 2011-2013 negotiations will primarily focus on how the Association will address salary and benefit concessions...not a very pleasant thought.

It is anticipated that formal negotiation sessions with District representatives will resume on Wednesday, May 26, 2011, with weekly sessions continuing until all contract issues are resolved. The CCASAPE negotiation team includes Tom Barberini, Cathy Conger, Rick DiTondo, Jeff Hafen, Jamey Hood, Tam Larnerd, Ron Montoya, and Jessie Phee. CCASAPE staff, Allin Chandler, Mark Coleman, and Stephen Augspurger are also members of the CCASAPE negotiation team. **PLEASE DO YOUR PART TO HELP ACHIEVE ADDITIONAL EDUCATION FUNDING. E-MAIL YOUR LEGISLATOR TODAY...AND DO IT FREQUENTLY BETWEEN NOW AND THE END OF THE LEGISLATIVE SESSION!**

GENERAL MEMBERSHIP MEETING

The CCASAPE General Membership Meeting will be held on Wednesday, June 8, 2011, from 3:30 to 6:30 p.m., at the Gold Coast Hotel. The CCASAPE business meeting will begin at approximately 4:45 p.m.

During the CCASAPE meeting, members will:

1. Be provided a review of the highlights of 2010-2011;
2. Be provided a review of the status of contract negotiations between CCASAPE and the District;
3. Be provided an opportunity to nominate additional candidates for CCASAPE leadership positions;
4. Receive a copy of the 2011-2012 CCASAPE budget;
5. Have the opportunity to socialize with their current colleagues, as well as with those who have retired. Refreshments will be served.

The Clark County Association of Secondary School Principals and the Clark County Association of Elementary School Principals will hold end-of-year business meetings at the same location beginning at 4:00 p.m.

MEMBERSHIP	
CCSD Administrative Employees	1044
CCSD Professional-technical Employees	221
CCASAPE Members	1242
CCASAPE Affiliates (Retirees)	367

JOIN CCASAPE ON TWITTER

The CCASAPE membership is again invited and encouraged to join CCASAPE on Twitter. If you would like to stay informed with up-to-the-minute updates regarding CCASAPE/CCSD negotiations, legislation concerning CCASAPE, health insurance updates, critical issues that arise from time to time, and a host of other important issues, please join CCASAPE on Twitter. Many of you have joined CCASAPE on Twitter and are receiving regular notification via cell phone and Internet of important issues and event updates impacting the CCASAPE membership.

Twitter is an easy way of disseminating information. CCASAPE uses Twitter to obtain alternative perspectives or opinions from the membership. Twitter's message size limit prevents detailed coverage of events, but it allows CCASAPE to provide real-time commentary, to direct followers to the CCASAPE website to review posted information, or to any article available on the web.

If you are already a member of Twitter, simply choose to follow CCASAPE. If you are not a member of Twitter, go to www.twitter.com/ccasape and join.

After joining Twitter, don't forget to periodically login to review CCASAPE's important updates, and/or to have text messages automatically forwarded to your cell phone so they can be reviewed while you are away from your PC.

If you have questions about setting up your twitter account, please contact the CCASAPE office at 796-9602 and ask Nick Venturini for assistance.

CCASAPE SCHOLARSHIP RECIPIENTS

Each year, CCASAPE provides two scholarships in the amount of \$2,000 each. Each applicant must be a senior enrolled in the Clark County School District and a legal dependent of an active CCASAPE member.

Applications were received from 13 outstanding students. The Scholarship Committee, composed of administrators, Rich Arguello (Chairperson), Jill Pendleton, and Karen Stanley selected Rachel Crosby of Arbor View High School and Jordan Luttrell-Freeman of Cimarron-Memorial High School. These two outstanding recipients were selected on the basis of their grade point averages, test scores, recommendations, essays, and personal resumes. Rachel is the daughter of CCASAPE member Ana-Maria Crosby. John is the son of CCASAPE member Joann Luttrell-Freeman.

Tam Larnerd, CCASAPE President, will present the \$2,000 scholarship checks to the recipients at the May 26, 2011, meeting of the Board of School Trustees. Congratulations are extended to all of the outstanding applicants, recipients, and their families. Additionally, appreciation and many thanks are expressed to Rich Arguello, Jill Pendleton, and

Karen Stanley for their time and efforts in evaluating this year's scholarship applications.

2011 NEVADA

LEGISLATIVE SESSION UPDATE

With the writing of this *Unifier*, the 77th session of the Nevada Legislature is just a few days from being over. The session opened on Monday, February 7, 2011, and is expected to conclude on June 6, 2011. One or more special sessions are likely. To date, 1,293 bill draft requests have been submitted. CCASAPE has an interest in 276 of the bill drafts that have been introduced and has completed an analysis of 243 bills. Currently, 88 bills are being followed.

CCASAPE continues to spend a considerable amount of time tracking and monitoring bills and providing testimony for bills which are of interest to administrators. During the final days of the session, final approvals all occur very quickly and without regard for established rules. A primary goal for CCASAPE throughout the session is to prevent or at least amend bills which we believe will negatively impact education in general and administrators and professional-technical employees in particular. Thus far during the session, CCASAPE and the CCASAPE/NASA lobbying team have had a great deal of success in influencing the outcome of a number of bills which would have negatively impacted the CCASAPE membership. CCASAPE/NASA lobbyists, Mark Coleman and Lonnie Shields, have worked diligently throughout the session to establish effective working relationships with legislators to ensure access and an exchange of information. During the final days of the session, CCASAPE staff and Mark and Lonnie will continue to closely monitor and attempt to influence the outcome of legislation which will impact education and administrators. Significant work is yet to be done by the Legislature as it debates education reform issues and education funding. CCASAPE will continue to participate in this ongoing dialogue. All administrators are again encouraged to take part in this debate by contacting their legislative representative.

All of the bills that CCASAPE is tracking are posted on the CCASAPE website (www.ccasa.net). In addition to the index of bills and a brief summary, the entire CCASAPE analysis of each bill that is being tracked is also posted on the website. The CCASAPE bill analysis is updated continuously throughout the session and forwarded to CCASAPE lobbyists in Carson City. The bill analysis is also forwarded to the CCASAPE Legislative Committee and Representative Council, the trustees of the School Administrators' Welfare Trust, CCASAPE and Welfare Trust legal representatives, and to CCASAPE members who have signed up to follow CCASAPE on Twitter. The website information is updated each Friday. Administrators are encouraged to visit the website to review bills of interest and to follow CCASAPE on Twitter.

CCASAPE SICK LEAVE POOL

The current Agreement between the Clark County School District and the Clark County Association of School Administrators and Professional-technical Employees establishes a pool of sick leave days available to administrators who have no other available leave and outlines the methodology by which administrators may donate days to the sick leave pool.

Method One:

The pool of days is created by administrators who voluntarily designate a half day or a full day of **vacation** for which they would otherwise be compensated under **Article 18-4. Administrators must have in excess of 85 vacation days on June 30 to be eligible to donate days to the sick leave pool.**

Method Two:

Administrators may also donate sick leave days to the CCASAPE sick leave pool. Administrators will be eligible to donate a day of **sick leave** when they have accumulated 60 or more sick leave days and have utilized three or fewer days of sick leave during the current contract year.

A form letter is being provided in the May *Unifier* for your use if you would like to designate a half day or a full day of vacation to the sick leave pool, or you may designate a full day of sick leave to the sick leave pool. The criteria identified in Method One or Method Two must be met in order for you to donate to the sick leave pool.

YOUR GENEROSITY TODAY WILL BE A CRITICAL PIECE IN THE WELFARE OF A CCASAPE MEMBER IN THE FUTURE.

SHELTERING VACATION PAYOFFS

Upon retirement or separation from the District, administrators who are 55 or older or who will turn 55 during the calendar year they retire or separate from the District will automatically have some or all of their vacation payoff deposited into the 403(b) Special Pay Plan. Up to \$49,000 may be sheltered, but the amount to be sheltered may not exceed income earned in the calendar year at the time of retirement. The amount eligible to be sheltered will also be reduced by the amount already sheltered in a 403(b) voluntary tax shelter plan. Participating administrators will avoid the payment of Medicare tax, if applicable, and will postpone and possibly reduce the payment of federal income tax.

Administrators **who are younger than 55** during the year they retire or separate from the District are not eligible to participate in the 403(b) Special Pay Plan. Many administrators retiring or separating from the District and younger than 55 have expressed concern that they are not

able to participate in the 403(b) Plan, but yet would like to shelter a portion or all of the final vacation payoff.

Administrators younger than 55 may be eligible to shelter all or part of their vacation payoff by establishing a voluntary 403(b) account and/or a 457(b) account **through the District Benefits Office**. Administrators 50 or older can shelter up to \$22,000 in a voluntary 403(b) account and an additional \$22,000 in a 457(b) account (\$44,000 total). Administrators under 50 can shelter up to \$16,500 in each account (\$33,000 total). In this manner, some or all of the vacation payoff at retirement or separation can be sheltered if these accounts do not exceed the maximum contributions during the plan year coinciding with retirement or separation. Staff in the Benefits office can assist administrators with establishing these accounts. Administrators are encouraged to meet with a tax professional prior to making changes that may impact their tax obligation.

If you have questions or would like additional information regarding any aspect of the 403(b) Special Pay Plan, please do not hesitate to contact the CCASAPE office or Eric Greth at VALIC, 796-0047.

REMINDERS REGARDING IMPORTANT CONTRACT PROVISIONS:

1. ARTICLE 5 – MILEAGE

Administrators not assigned a District car or provided transportation in a District vehicle and who, at the time of their appointment/reassignment, live forty or more miles one way from their assigned work location shall receive an annual stipend of \$2,000. The District shall pay eligible administrators in one check on or before June 25. Assignments of less than a full contract year shall be prorated.

Administrators should notify their area or division supervisor in writing if they believe they are eligible to receive the mileage stipend. The area or division supervisor will in turn notify Hilary Engel in Administrative Personnel regarding the request for payment of the mileage stipend.

2. USE OF PERSONAL LEAVE

Administrators are reminded that Article 17-2 in the Negotiated Agreement between CCASAPE and the District stipulates that all administrators shall be granted eight personal leave days for the 2010-2011 school year only. Typically, five days of personal leave is granted through this contractual provision, but with the 1.5% salary reduction taken this year, three additional days of personal leave were negotiated. Personal leave is never prorated and must be utilized during the contract year in which it is allocated. The contract year ends for secondary deans on June 14 and ends for all other administrators on June 30.

Administrators are reminded that personal leave may not be used when an administrator is on a supplemental contract, and personal leave days not used by the end of the contract year will be deleted. CCASAPE encourages administrators to utilize allocated personal leave prior to using vacation.

3. VACATION DAY BUYOUT

Article 18 of the Negotiated Agreement between CCASAPE and the District allows for the annual payment for up to five vacation days in excess of 85 as of June 30. The following procedure is being provided for your information.

Administrators will be compensated at the administrator's daily rate of pay for up to five vacation days in excess of 85 as of June 30. Payment will be made in the July 25 check, and it is not subject to PERS payment. Administrators not desiring to be compensated for these days may stop the payment by notifying Audrey Noriega in CCSD Payroll and Benefits, via e-mail on InterAct at aan060@interact.ccsd.net no later than June 30, 2011. Notification will result in an acknowledgement of receipt.

Vacation days in excess of 85 as of June 30 for which compensation is not provided must be used on or before August 31, 2011, or these days will be deducted from the total vacation days on September 1, 2011. The vacation days earned in July and August are not deducted on September 1, 2011.

4. ADMINISTRATIVE COMPENSATORY TIME FOR ELEMENTARY ASSISTANT PRINCIPALS ASSIGNED TO TWO SCHOOLS

Elementary assistant principals assigned to two schools are reminded that Article 15-6-8 in the Agreement between CCASAPE and the District stipulates that 16 hours of compensatory time will be credited in June. Assignments of less than one year will be prorated. The Instruction Unit will be responsible for the appropriate notifications for this payment to occur.

**SCHOOL ADMINISTRATORS' AND
PROFESSIONAL-TECHNICAL EMPLOYEES'
WELFARE TRUST
2010-2011**

BOARD OF TRUSTEES

Chairman..... Stephen Augspurger
 Retiree Representative Allin Chandler
 Member Mark Coleman
 Member Hilary Engel
 Member RJ Lapuz
 MemberPatty Rosales
 Member Vacant

PROFESSIONAL REPRESENTATIVES

Brownstein Hyatt Farber and Schreck (Trust Attorney) Adam Segal
 Berry & Co. CPA's David Berry
 BNY Mellon (Financial Advisor) Bob Kasner
 Business Benefits Inc. (Broker)..... Tim DeRosa
 Welfare Trust (Benefits Manager)Nick Venturini

**REMINDERS REGARDING WELFARE
TRUST HEALTH BENEFIT PLANS:**

1. BENEFIT CONCERNS

Please be reminded that the School Administrators' and Professional-technical Employees' Welfare Trust is the policy holder for each of the benefits in your comprehensive health benefits plan. The Welfare Trust reminds all plan participants that specific questions regarding coverage, benefit levels, premiums, problem resolution, or concerns with any of the contracted health benefit providers should be directed to Nick Venturini, Welfare Trust Benefits Manager, or any CCASAPE staff member at 796-9602.

2. INSURANCE BENEFITS OUTSIDE OF THE UNITED STATES

Plan participants must be aware that the only medical coverage that is provided when you are outside of the United States is for emergency services. Specifically, all of the Welfare Trust medical plans, with the exception of the Classic Retiree Plan (Medicare Eligible) list as an exclusion from coverage, "Any charges for non-emergency services provided outside of the United States." Travel medical insurance is available through various insurance carriers and should be considered when traveling outside of the United States. The Business Benefits, Inc. website can be accessed to review travel insurance options.

3. CHANGE OF BENEFICIARY REMINDER

Administrators are reminded of the importance of periodically reviewing beneficiary designations for the Standard Life Insurance policies (\$100,000 and \$50,000 policies) and for CCSD payroll warrants. When life changing events occur which may necessitate a change in beneficiary designations, it is necessary for the administrator to contact the CCASAPE/Trust office to make the necessary changes to the \$100,000 and \$50,000 Standard Life Insurance policies. Administrators wishing to make beneficiary

HEALTH BENEFITS CONTACTS	
<u>MEDICAL COVERAGE:</u>	
Sierra Health Member Services	702-562-8077
Telephone Advice Nurse.....	702-242-7330
MEDCO (Mail Order Pharmacy)	877-417-0536
Medicare Eligible / Classic Retiree Plan Only:	
> Express Scripts (Mail Order Pharmacy)	800-488-9800
> Walgreens Mail Service (Mail Order Pharmacy)	866-817-3860
<u>DENTAL COVERAGE:</u>	
Standard Insurance (Customer Service)	800-547-9515
<u>VISION COVERAGE:</u>	
Vision Services Plan (VSP).....	800-877-7195
<u>LIFE INSURANCE COVERAGE:</u>	
Standard Insurance (Customer Service)	800-368-1135
<u>LONG TERM DISABILITY:</u>	
Standard Insurance (Customer Service)	800-368-1135
<u>LONG TERM CARE COVERAGE:</u>	
UNUMProvident.....	800-227-4165
Visit www.ccasa.net for health benefits links!	

changes to payroll warrants must do so by calling Administrative Personnel at 799-2915. When beneficiary designations are not periodically reviewed and updated, it is possible that the financial benefits from these policies and payroll warrants (final pay check and vacation payoff) will not go where they are needed and/or desired.

4. MEDICAL BENEFIT CONTRACT NEGOTIATIONS

The current medical benefit contract with Health Plan of Nevada (HPN) is scheduled to end on June 30, 2011. CCASAPE and Trust staff are currently in contract negotiations with HPN executives. Multiple meetings have been held with no agreement yet being reached. HPN has agreed to extend the renewal date to August 1, 2011, to allow additional time for negotiations to occur between the parties. No new employee health benefit funding was included in Governor Sandoval's budget, which will leave the current negotiated contribution of \$670.62 unchanged. However, as part of the CCSD's tentative budget, a 20% reduction in the negotiated medical contribution was proposed by the District. CCASAPE believes that as state funding for employee health benefits remains the same, a reduction in the employee negotiated contribution is not appropriate at this time. As state funding is flat, any increase in the medical benefit by HPN will result in additional out-of-pocket expense for plan participants. Additional information will be provided as it is available.

5. RETIREE REMINDER – LIFE INSURANCE AND AFFILIATE DUES DUE BY JUNE 1, 2011

On May 2, 2011, information was mailed by the School Administrators' Welfare Trust to all retirees participating

in the \$100,000 policy or the \$50,000 group life insurance policy for retirees over 70 years of age. To avoid a late fee penalty, retirees are reminded that premiums for the life insurance policy are due to the School Administrators' Welfare Trust no later than June 1, 2011. Additionally, those retirees wishing to remain as affiliate members, must also remit their annual dues of \$30.00 by June 1, 2011. **RETIREES** should direct questions to the CCASAPE office at 796-9602.

CCASAPE REPRESENTATIVE COUNCIL 2010-2011

EXECUTIVE BOARD

President	Tam Larnerd	Miller MS	2260
President Elect	Sue Steaffens	Petersen PDS	1120
Past President	Cathy Conger	Bruner ES	0620
Secretary	Beverly Mathis	Booker ES	4720
Treasurer	Lee Esplin	Treem ES	8760

REPRESENTATIVES

First Year	Jeff Geihs	Liberty HS	2270
First Year	Jeff Hafen	Training & Dev	387-0634
First Year	Andre Long	LV Academy	7800
First Year	David Wilson	Virgin Valley HS	702-346-2780
Second Year	Sue Daellenbach	Assessment	2808
Second Year	Kevin McPartlin	Chaparral HS	7580
Second Year	Greta Peay	Equity & Diversity	8484
Second Year	Robin Rankow	Purchasing	5225

PROFESSIONAL ASSOCIATION REPRESENTATIVES

CCAESP	Jeff Hybarger	Goynes ES	1770
CCASSP	Bob Mars	Silvestri MS	2240
Prof-technical	Jeff Hafen	Training & Dev	387-0634

CCASAPE & WELFARE TRUST STAFF

Stephen Augspurger	Executive Director	796-9602
Mark Coleman	Deputy Director	796-9602
Allin Chandler		796-9602
Nick Venturini	Benefits Manager	796-9602
Debbie Cavin	Office Manager	796-9602
Sadie Tanaka	Special Projects	796-9602
FAX		796-9624

VACATION DONATION

CLARK COUNTY ASSOCIATION
OF SCHOOL ADMINISTRATORS AND
PROFESSIONAL-TECHNICAL EMPLOYEES

4055 SOUTH SPENCER ST., SUITE 230
LAS VEGAS, NV 89119
(702) 796-9602
FAX (702) 796-9624

May, 2011

Mr. Stephen Augspurger, Executive Director
Clark County Association of School Administrators
and Professional-technical Employees
4055 S. Spencer St., #230
Las Vegas, NV 89119

Dear Stephen:

Please accept this letter (due July 1, 2011) as my request to donate a **half day** or a **full day** of **VACATION** to the CCASAPE Sick Leave Pool. I understand that I am authorizing that this half day or full day of vacation be subtracted from the days that I would otherwise be compensated for under Article 18-4 of the Agreement between the Clark County School District and the Clark County Association of School Administrators and Professional-technical Employees.

I would like to donate (please check):

- HALF DAY OF VACATION**
 FULL DAY OF VACATION

Respectfully,

Signature

Please Print

(Due in CCASAPE Office by July 1, 2011)

SICK LEAVE DONATION

CLARK COUNTY ASSOCIATION
OF SCHOOL ADMINISTRATORS AND
PROFESSIONAL-TECHNICAL EMPLOYEES

4055 SOUTH SPENCER ST., SUITE 230
LAS VEGAS, NV 89119
(702) 796-9602
FAX (702) 796-9624

May, 2011

Mr. Stephen Augspurger, Executive Director
Clark County Association of School Administrators
and Professional-technical Employees
4055 S. Spencer St., #230
Las Vegas, NV 89119

Dear Stephen:

Please accept this letter (due July 1, 2011) as my request to donate a **full day** of **SICK LEAVE** to the CCASAPE Sick Leave Pool. I understand that I am eligible to donate a day of sick leave because I have accumulated 60 or more days and have utilized three (3) or fewer days during the current contract year.

I would like to donate (please check):

FULL DAY OF SICK LEAVE

Respectfully,

Signature

Please Print

(Due in CCASAPE Office by July 1, 2011)