

**City of Carson City
Agenda Report**

Date Submitted: 7.28.15

Agenda Date Requested: 8.6.15

Time Requested: 30 minutes

To: Board of Supervisors

From: Nick Marano, City Manager

Subject Title: Public hearing on the report of the City Manager, Nick A. Marano, regarding the fiscal impact of, and recommended approval of, the collective bargaining agreement between Carson City and the Carson City Employee's Association (July 1, 2015-June 30, 2021). (*Nick Marano, nmarano@carson.org*)

Staff Summary: This agenda item will be considered immediately prior to, but combined with, the corresponding collective bargaining agreement and both items will be heard simultaneously. Negotiations between the City and the Carson City Employee's Association resulted in the proposed six year labor contract. This contract satisfies the interests of both the City and the employees. This matter is being considered in accordance with the public hearing process set forth in NRS 288.153.

Type of Action Requested: (check one)

Resolution

Ordinance

Formal Action/Motion

Other (Specify): Public Hearing

Does this Action Require a Business Impact Statement: Yes No

Recommended Board Action: No action required on this agenda item.

Explanation for Recommended Board Action: At the NRS 288.153 Public Hearing (and during the Board's consideration of the companion agenda action item for approval of the collective bargaining agreement), the City Manager recommends approval by the Board. The parties have tentatively agreed to a six year agreement retroactive to July 1, 2015 and ending on June 30, 2021. The following substantive changes are proposed:

- Article 2.7: The parties agree that the Association must reimburse the City for Association business time or offset the value in concessions.

- Article 8: The parties agree to allow the Director of Health and Human Services and the professional nursing staff to enter into agreements for flex schedules. In addition, language was added in the article that allows other Departments/Offices to enter into flex schedule agreements with employees.
- Article 14.1 The parties agree to use the compensation schedule attached to the agreement. The employees are not entitled to a cost-of-living increase, however the salary schedule will increase by 1.75% during the term of the contract beginning on July 1, 2016.
- Article 14.2 The parties agree to the following merit increases:
 - 3.0% meets expectations
 - 4.5% above expectations
 - 5.5% outstanding
- Article 18.3 The parties agree to the following language change:

Language changed to reflect that an employee is entitled to take 60 days off from the date a claim is filed (not the date of injury) without having his sick leave accruals taken unless temporary light duty is provided.

- Article 34.2 The Agreement has language added referencing Senate Bill 241.

The parties negotiated changes recommended by the Pontifex classification and compensation study. Staff recommends approving the changes made to the Pontifex recommendations as follows:

- Assistant Planner T1 to T2
- Document Control Specialist added with a grade of T2 (Pontifex recommended Office Specialist A2)
- Civil Engineering Designer T2 to T3
- Environmental Health Specialist T2 to P1
- Public Safety Communication Operator A3 to A4
- Senior Legal Assistant A4 to T2
- Legal Assistant A3 to T1
- Recordation Technician A3 to A4
- Landfill Worker A2 to T1
- Sewer Technician 1 A1 to A3
- Streets Technician 1 A1 to A3
- Sewer Technician 2 A2 to T1
- Streets Technician 2 A2 to T1

- Sewer Technician 3 A3 to T2
- Streets Technician 3 A3 to T2
- Sr. Sewer Technician A4 to T3
- Sr. Streets Technician A4 to T3
- Sr. Water Dist. Tech T3 to T4
- Warehouse Supp. Cord. A4 to T3

Grade T5 (\$53,097-\$79,646) is added and the following positions are moved into the T5 Grade:

- Environmental Control Foreman
- Fleet Services Foreman
- Landfill Foreman
- Sewer Operations Foreman
- Streets Foreman
- Water Distribution Foreman
- Water Meter Operations Foreman
- Water Production Foreman

The following positions are created and assigned to Grade T5:

- Electrical Communications Foreman
- Control Systems Foreman

Staff recommends approval of the following reclassifications with a 10% increase effective July 1, 2015 as well as moving the performance review dates to July 1st beginning July 1, 2016:

- E. Prichard- Patient Care Technician A2 to Senior Patient Care Technician A3
- E. Martin- Senior Office Specialist A3 to Administrative Assistant A4
- K. White- Office Specialist A2 to Account Technician A3
- C. Gower- Office Specialist A2 to Sr. Office Specialist A3 (no increase- employee is y-rated)
- A. Livesay- Office Specialist A2 to Sr. Office Specialist A3
- L. Barr- Senior Office Specialist A3 to Administrative Assistant (A4)
- C. Santillo-Office Specialist A2 to Administrative Assistant (A4)

Staff recommends approval of the following promotions with a 10% increase effective July 1, 2015 as well as moving the performance review dates to July 1st beginning July 1, 2016:

- N. Richardson- Water Dist. Tech 1 (A3) to Water Dist. Tech 2 (T1)
- T. Jost- Water Production Op. 2 (T2) to Water Prod. Op. 3 (T3)

- J. Catlett, J. Brown, K. Bowers and G. Wood- Street Tech 1 (A1) to Street Tech 2 (T2)

Staff recommends approval of a 5% increase for the following positions due to reclassification requests made in January, 2015 as well as moving the performance review dates to July 1st beginning July 1, 2016. The following incumbents are being placed into the recommended Pontifex jobs and ranges:

- C. Duque-Jones Accountant (P1)
- L. Kramer Accounting Technician (A3)
- H. Mandel Accounting Technician (A3)

By implementing Pontifex, the City has moved away from providing cost-of-living increases. An employee's increase in base pay is based on job performance only. In addition to the Pontifex changes, there are several reclassifications of positions and promotions. In addition, contract language is cleaned up through the removal of old language and the correction of typographical errors.

Applicable Statute, Code, Policy, Rule or Regulation: NRS Chapter 288

Fiscal Impact: The total amount of the contract is estimated to be \$102,498,538 for the 6 year period. Approximately 60% of this amount is General Fund.

Explanation of Impact:

The fiscal impact over the amounts budgeted in FY 2016 and the original 3% increases projected for each year from FY 2017 to FY 2021 are as follows:

FY 2016 - \$106,902
FY 2017 - \$289,076
FY 2018 - \$470,212
FY 2019 - \$645,658
FY 2020 - \$812,239
FY 2021 - <u>\$962,705</u>
Total <u>\$3,286,792</u>

Supporting Material: Please reference the proposed labor contract attached as supporting material for the Public Hearing agenda item: Labor Agreement between Carson City and the Carson City Employee's Association (July 1, 2015-June 30, 2021) and the Carson City Employee's Association (July 1, 2015-June 30, 2021) and Fiscal Impact of Proposed Contract slide.

Prepared By: Melanie Bruketta, HR Director/Nancy Paulson, Finance Director 

Reviewed By:

Tom. S.
(City Manager)

Date: 7/28/15

David Paulson
(Finance Director)

Date: 7/28/15

John G.
(District Attorney)

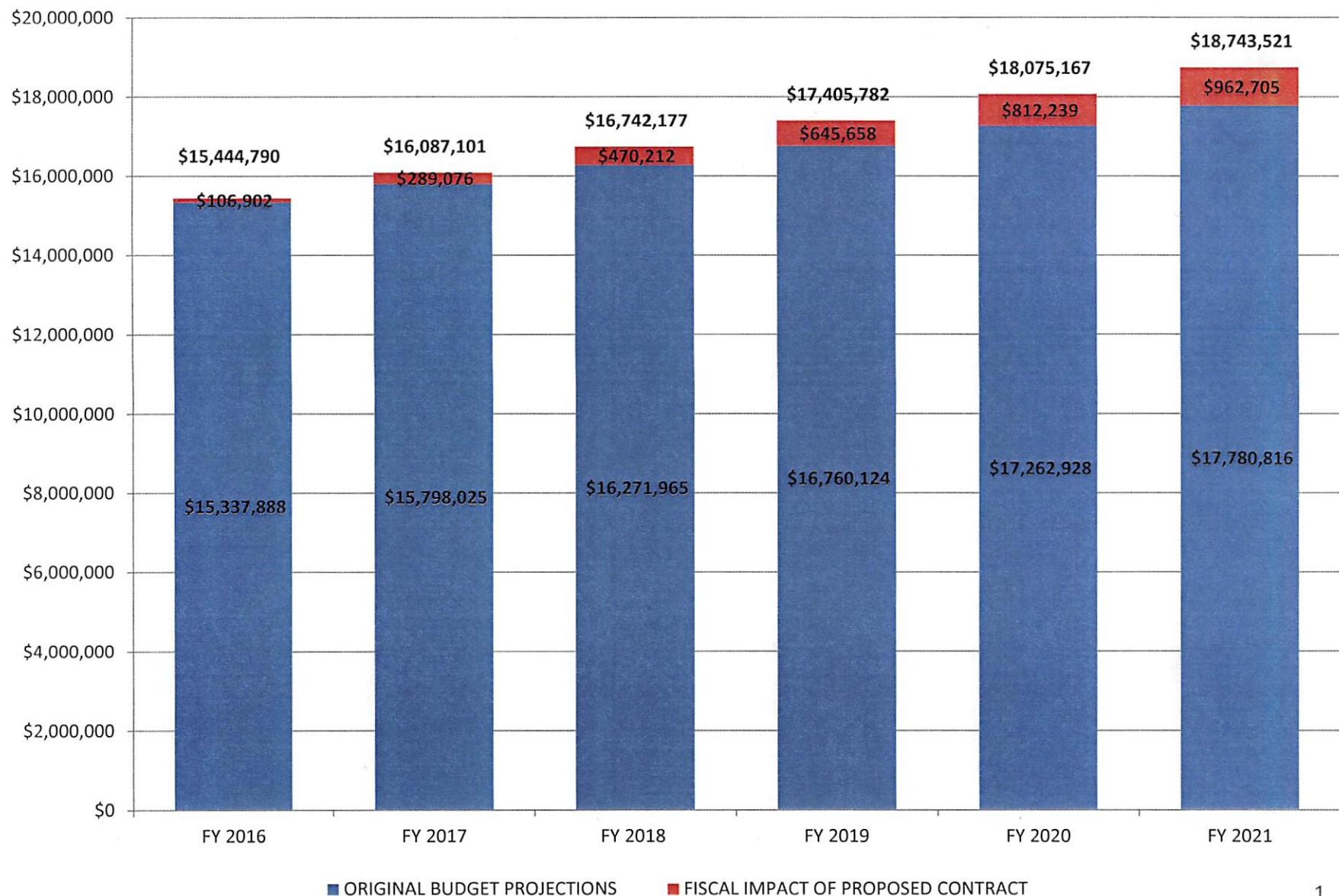
Date: 7/28/15

Board Action Taken:

Motion(s): _____ 1) _____ Aye/Nays
2) _____

(Vote Recorded By)

CARSON CITY EMPLOYEES ASSOCIATION FISCAL IMPACT OF PROPOSED CONTRACT



A G R E E M E N T
CARSON CITY
and the
CARSON CITY EMPLOYEES ASSOCIATION
(July 1, 20115-3—June 30, 2015June 30, 2021)

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The following are incorporated into this agreement:

Schedule A Fiscal Year 13-14 Salary Schedule
Schedule B Fiscal Year 14-15 Salary Schedule
Attachment A1 Bargaining Unit Position Titles and Grade by Salary Grade Level
Attachment B2 CCEA Bumping Flow Chart
Addendum between CCEA and the First Judicial District Court and the Justice and Municipal Courts

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AGREEMENT

This Agreement is effective July 1, 2015-2013 and is entered into ~~this 21st day of November, 2013~~, by and between Carson City, a political subdivision of the State of Nevada, hereinafter referred to as "City", and the Carson City Employees Association, hereinafter referred to as "Association".

PREAMBLE

WHEREAS, the City and the Association provide public services essential to the health, safety and welfare of the residents of Carson City; and

WHEREAS, the parties to this agreement and the employees of the City recognize their responsibility to provide such services to the community; and

WHEREAS, it is the duty of the City to negotiate in good faith with the Association and it is the duty of the Association to negotiate in good faith with the City concerning wages, hours, and other terms and conditions of employment; and

WHEREAS, the parties have reached certain understandings which they desire to confirm in this agreement;

It is hereby agreed as follows:

ARTICLE 1 RECOGNITION

1.1 ASSOCIATION RECOGNITION

The City hereby recognizes the Association as the sole and exclusive representative for purposes of collective bargaining of employees in the job classifications listed in Attachment 1 attached hereto and working more than 1,040 hours per year except for those employees that are:

- +
 - a. Unclassified, which includes all positions exempt from overtime pursuant to the Fair Labor Standards Act.
 - b. Newly hired persons in a probationary status.
 - c. Represented by another Collective Bargaining Agreement.
 - d. Hourly recreational employees.

The City agrees not to recognize or bargain with any other organization purporting to represent the members of the bargaining unit for as long as the Association remains eligible for recognition as an employee organization.

1.2 EMPLOYEE DEFINITION

As used herein, unless the context otherwise requires, the words and terms listed below shall have the meanings ascribed to them in this section.

- a. "Regular employee" means an employee who has been retained in a regular position after completion of the probationary period.
- b. "Regular part-time employee" means a regular employee whose regular workweek consists of at least 21 hours but less than forty hours.
- c. "Hourly Recreational Employee" means a person who works in the Recreation Department in a seasonal or cyclical position whose term of employment does not exceed 270 consecutive days in any fiscal or calendar year.

1.3 ELIGIBILITY FOR BENEFITS

— The rights and benefits provided herein shall be accorded to all employees recognized pursuant to Article 1.1 of this agreement. Employees working less than 2080 hours per year shall receive prorated annual leave, sick leave and merit salary increase benefits according to the number of hours worked. The term of any probationary period shall be credited for the purposes of determining annual leave, sick leave, merit salary increases, promotional rights and insurance eligibility.

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ARTICLE 2 ASSOCIATION RIGHTS

2.1 RIGHT TO ORGANIZE

Employees shall have the right to form, organize, join and administer an employee organization and to designate their representatives for purposes of collective bargaining. The City shall not restrain, coerce, discriminate against or otherwise interfere with an employee in the exercise of these rights.

2.2 PERTINENT INFORMATION

The Association may request reasonable information concerning any subject matter included in the scope of mandatory bargaining which it deems necessary for and relevant to collective bargaining, or necessary for the administration or application of this agreement. The City shall furnish the information requested without unnecessary delay.

2.3 ASSOCIATION BUSINESS

Representatives of the Association and its affiliates will be permitted to transact Association business on City property, provided that this shall not disrupt normal work. Designated representatives of the Association shall be allowed to receive telephone calls or other communiques concerning Association business at any time during working hours.

2.4 ASSOCIATION USE OF BUILDINGS

The Association may use the City's buildings for meetings if such use does not interfere with the City's operations. The Department Director's/Elected Official's ~~department head's~~ permission must be obtained before any meeting, but such permission may not be unreasonably withheld.

2.5 NOTIFICATION TO ASSOCIATION OF NEW EMPLOYEES

The City shall notify the Association of the name, classification and starting grade

4 for each new employee within thirty days of the new employee's starting date.

2.6 ASSOCIATION USE OF INTER OFFICE COMMUNICATION FACILITIES

The Association shall have the right to post notices of activities and matters of Association concern on bulletin boards, at least one of which shall be provided in each department. The Association shall have the right to use the inter office mail for Association business.

2.7 ADMINISTRATIVE LEAVE

On July 1st of each year, the Association shall be credited with 160 hours of administrative leave to be used for Association business by employees during working hours without loss of pay. The parties agree that the Association will be deemed to have effectively reimbursed the City the full cost of such leave used, offsetting the value of the Association's concessions. The Department Director's/Elected Official's department head's approval must be obtained before administrative leave may be used, but such approval may not be unreasonably withheld. Administrative leave is separate and distinct from release time as provided in Section 2.8.

2.8 RELEASE TIME FOR NEGOTIATION/GRIEVANCE COMMITTEES

When the City and Association agree to conduct negotiations during normal work hours, the City shall allow release time, with pay, to those employees who are members of the Association's negotiation committees. Grievance hearings shall be conducted during normal work hours with release time, with pay, for those employees who are members of the Association's grievance committee. Release time is separate and distinct from, and exclusive of Association Leave in Section 2.7. The Association shall notify the City Human Resources Director and City Manager in writing of a maximum of seven employees who will serve on their negotiation committee, five of whom may attend negotiation sessions as discussed above.

2.9 EXCLUSIVE RIGHTS OF ASSOCIATION

The rights and privileges of the Association and its representatives as set forth in this Agreement shall be granted only to the Association as the exclusive representative of the employees in the bargaining unit.

ARTICLE 3 ASSOCIATION DUES

3.1 DUES DEDUCTION AUTHORIZATION

The City agrees to deduct Association dues from the employees who authorize the deduction in writing.

3.2 NOTIFICATION AND TRANSMITTAL OF MONIES

—The Association will periodically certify to the City, in writing, the current rate of membership dues and provide the City with an appropriate payroll deduction authorization from each employee prior to the effective date for instituting such deductions. Authorizations currently on file with the City will continue to be recognized by the City.

All such fees, together with records of any corrections and changes, shall be transmitted to the appropriate office of the Association on a monthly basis.

3.3 INDEMNIFICATION

The Association will indemnify, defend and hold the City harmless against any claims made and against any suits instituted against the City on account of any action taken or not taken by the City in good faith under the provision of this article. The Association agrees to refund to the City any amounts paid to it in error on account of the payroll deduction provisions after presentation of proper evidence thereof.

ARTICLE 4 MANAGEMENT RIGHTS

4.1 CITY'S RIGHT TO MANAGE

Except as otherwise provided herein and or as provided by NRS 288, or in any supplement hereto, the City retains all rights reserved to local government employers under the laws of Nevada. The retention of these rights does not preclude any employee from filing a grievance or seeking a review of the exercise of these rights. The City shall provide reasonable prior notice to the Association before it implements changes in personnel practices or general working conditions that will affect an entire department or division.

ARTICLE 5 NONDISCRIMINATION

5.1 NONDISCRIMINATION

The City will not discriminate against any employee because of -race, religion, color, national origin, gender, gender identity or expression of a person, sexual orientation, age, political affiliation, pregnancy, military status, disability, genetic information, or any other basis that would be in violation of Federal, state or local laws~~-race, creed, color, religion, sex, age, physical or visual handicap, national origin or because of political or personal reasons or affiliations~~. The City will not interfere, restrain or coerce any employee in the exercise of any right guaranteed under this agreement or under the laws of Nevada or the United States of America. The City will not discriminate in any way among its employees on account of membership in or activities on behalf of the Association. The City will not discriminate in regard to hiring, tenure or any term or condition of employment to encourage or discourage membership in any employee organization.

ARTICLE 6 EMPLOYEE RIGHTS

6.1 CIVIC, JUDICIAL AND QUASI-JUDICIAL DUTY

—An employee called to appear for legal proceedings before any judicial or quasi-judicial or administrative tribunal, as a result of a job related incident or in the course of performance of employment obligation or for jury duty, shall be granted administrative leave and shall not lose compensation for responding or participating in such proceedings.

Such leave shall include appearances as a witness or as a juror for jury duty, and any witness or juror fees received shall be paid over to the City.

6.2 PERSONAL LIFE

The personal life of any employee is not an appropriate concern of the City unless it in fact adversely affects job performance or productivity.

6.3 APPEARANCES BEFORE EMPLOYER

Upon request, an employee shall be entitled to have a representative of the Association present during any appearance before the City or its agents concerning any matter which could adversely affect the employee's position, employment, salary, or any increments pertaining thereto.

6.4 JUST CAUSE

No employee shall be disciplined, suspended, reduced in rank or compensation, adversely evaluated, transferred for disciplinary reasons, dismissed, terminated, or otherwise deprived of any employment advantage without just cause.

Whenever appropriate, the City agrees to follow a policy of progressive discipline which minimally includes verbal warning, written reprimand, suspension without pay, demotion, or termination as a final and last resort.

6.5 UNIFORM APPLICATION OF RULES AND REGULATIONS

4 All rules and regulations governing employee activities and conduct shall be interpreted and applied uniformly throughout the City departments covered by this Agreement, ~~except as otherwise provided by NRS Chapter 62-G.~~

6.6 STATE AND FEDERAL RIGHTS

Nothing contained herein shall be construed to deny employees such rights as they have under the laws of Carson City, Nevada, the United States or other applicable laws, decisions and regulations. The rights granted to employees hereunder shall be deemed to be in addition to those provided elsewhere.

ARTICLE 7 LONGEVITY

7.1 LONGEVITY PAYMENT AND ELIGIBILITY

~~Effective July 1, 2003, a~~A longevity benefit is available to eligible bargaining unit employees. ~~The first longevity eligibility determination will occur at the end of the last, complete pay period that occurs before the first semi-annual longevity payment is paid out in the first payday in December, 2003. The next longevity eligibility determination will occur at the end of the last, complete pay period that occurs before the first semi-annual longevity payment is paid out in the first payday in June, 2004. This process of e~~The eligibility determination date for longevity is the last complete pay period that occurs before the first payday in December and the first payday in June. Eligibility determination and longevity payment payout will occur~~continue~~ semi-annually ~~thereafter in~~the first payday in December and June of each fiscal year.

If, on the eligibility determination date, an employee has completed six years of full-time continuous, regular City service in a bargaining unit position, s/he will receive \$100 semi-annually payable on the first payday in December and the first payday in June. This payment is not an adjustment to an employee's base salary but a lump-sum payout that is subject to PERS contribution. For each additional

year of full-time, continuous service in a bargaining unit position after the sixth year that has been achieved by the eligibility determination date, the employee will receive an additional \$50 semi-annually payable as above. Longevity payments shall be capped at a level for completion of 25 years of service and an employee with more than 25 years of service is paid the same amount as those who have completed 25 years of service. The semi-annual and total annual payments are set forth in the table listed below.

Completed	Semi-Annual	Total
1-5	none	
6	100.00	200.00
7	150.00	300.00
8	200.00	400.00
9	250.00	500.00
10	300.00	600.00
11	350.00	700.00
12	400.00	800.00
13	450.00	900.00
14	500.00	1000.00
15	550.00	1100.00
16	600.00	1200.00
17	650.00	1300.00
18	700.00	1400.00
19	750.00	1500.00
20	800.00	1600.00
21	850.00	1700.00
22	900.00	1800.00
23	950.00	1900.00

24	1000.00	2000.00
25	1050.00	2100.00

- a. Regular, full-time, part-time, or intermittent employees covered under the Agreement who have had a break in service [i.e., separation, resignation, termination, retirement, etc.], will begin a new, initial eligibility period starting with the date of their last re-employment or reinstatement as a regular employee of the City in a bargaining unit position. However, employees who have been separated as a result of an involuntary reduction in force who are re-called to a bargaining unit position within two years will not be required to begin a new eligibility period. Regular seasonal employees' furlough periods (periods of leave without pay during the "off" season) will not be considered as breaks in service, but only regularly scheduled and paid hours in City employment in a seasonal bargaining unit position will be used to determine when a regular seasonal employee has completed a year of service as described below in 7.1(C).
- b. Periods of employment as a temporary, hourly, or time limited employee are not creditable for longevity.
- c. An employee who has had continuous service as a regular employee in a bargaining unit position but who has worked less than full time or without pay during any part of an eligibility period may receive credit for regularly scheduled hours in a pay status. That is, periods of regular continuous seasonal, part-time or intermittent employment will be credited on a regularly scheduled, paid-hour basis. Employees who, during their regular continuous employment period with the City, have periods of regular service that is less than full-time (40 hours per week) must complete at least 1900 hours in a pay status to be credited with a full year of continuous service.

17.2 OTHER REQUIREMENTS FOR LONGEVITY PAY

An employee shall be eligible for a semi-annual longevity payment if, at the last annual performance evaluation on file in the employee's official personnel folder, the employee received a summary performance rating of "meets expectations" or better. Employees who lose their eligibility for semi-annual longevity payment because of a performance evaluation below "meets expectations", will not become eligible for restoration of the longevity payment until (a) they receive a "meets expectations" or better evaluation at the next regularly scheduled annual evaluation; and (b) the effective date of the "meets expectations" evaluation occurs before the next eligibility determination date. While the employee loses a year of longevity payments for a performance evaluation below "meets expectations", the time spent during that year is counted as part of the continuous service under the longevity benefit when longevity payments have been restored after the subsequent "meets expectations" evaluation is achieved by the employee.

ARTICLE 8 EMPLOYEE WORK SHIFT AND WORKWEEK

3.1 STANDARD WORK SHIFT

- a. The City shall determine the regularly scheduled work shift based upon operational needs and demand for services.
- b. In the event the City decides to change a regularly scheduled work shift, the City shall provide 15 days advance notice to and discussion with the Association and affected employees.
- c. The Director of Health and Human Services may agree with Professional Licensed Nurses to allow flex time schedules. Such under certain circumstances. The agreement must be in writing and the employee must

agree to the flex schedule before it is implemented.

3.2 STANDARD WORKWEEK

- a. Regular full-time employees' regularly scheduled work-week is generally a set schedule of shall-be forty (40) hours between 12:01 p.m. Friday to 12:00 p.m. the following Friday and may consist of an approved flex schedule set forth in writing and signed by the employee and the Department Director/Elected Official. The City shall have the right to modify its pay period for employees who are regularly assigned to a "3-12s plus an 8" work schedule, so long as the adjustment is consistent with the Fair Labor Standards Act. Specifically, the parties recognize that a "pay period" can be any continuous 168 hour period, and it may be different for bargaining unit members based on their regular work schedule, and whenever an employee works over 40 hours in such 168 hour period he/she is entitled to be paid overtime for all hours worked over 40. However, the City shall not adjust the pay period once it has been set simply to avoid the payment of overtime.
- b. Regular part-time employees' regularly scheduled work-week shall be not less than 21 hours.
- c. This section does not establish nor should it be understood to establish a guaranteed work-week for employees covered by this Agreement but defines the basic work-week for purposes of a subject of mandatory negotiation and overtime.

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3.3 REST PERIOD

- a. Employees' shall receive a 15 minute rest period for each four hours worked.
- b. Insofar as workload and staffing permit and subject to approval of the employee's supervisor, the City agrees to allow employees to accumulate their two allotted 15-minute rest periods daily and to allow employees to utilize said rest periods in conjunction with their allotted lunch period. It is agreed that such utilization must occur during the current shift and may not be utilized on a subsequent shift.

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ARTICLE 9 OVERTIME

9.1 COMPUTING OVERTIME

- a. "Working hours" means the time an employee is required to be on duty, or on the employer's premises, or at a prescribed work place and time during which he is permitted to work.
- b. Annual leave, sick leave, approved holidays and compensatory time off _____ shall be considered hours worked for the purpose of computing overtime.
- c. Full-time employees who work in excess of their assigned work shift shall be paid time and one half (1.5) their regular hourly rate unadjusted for retirement for the excess hours. Such employees shall also be entitled to shift differential in accordance with the provisions of Article 14, §14.6.
- d. Employees who work in excess of 40 hours per week shall be paid time and one half (1.5) their regular hourly rate unadjusted for retirement for the excess hours. Such employees shall also be entitled to shift differential in accordance with the provisions of Article 14, §14.6

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9.2 COMPENSATORY TIME OFF

- a. In the event an employee works overtime in a particular work-week, the employee may elect to take compensatory time off at the rate of time and one half (1.5) in lieu of overtime cash payment.
- b. In the event an employee's compensatory time balance is in excess of 160 hours, compensatory time off in lieu of overtime cash payment may only be made with management approval.
- c. Compensatory time may accumulate to a maximum of 240 hours.
- d. At the election of the employee, all or part of the accumulated compensatory time may be paid to the employee on the first pay day in July and on the first pay day in December of each fiscal year, up to a maximum of 120 hours in any one fiscal year.

9.3 EMPLOYEES WORKING ON SEVEN-DAY OPERATIONS

- a. Employees working on necessary continuous seven day operations, whose occupations involve work on Saturdays, Sundays, and holidays, shall be paid overtime compensation for work on those days only for time worked in excess of their regular work shift or 40 hours per week, except as provided herein.
- b. If an employee works a holiday refer to Article 16.6.

9.4 ASSIGNMENT FOR OVERTIME WORK

Overtime work shall be rotated among eligible and qualified employees in the job classification involved, in the order of their seniority. Such rotation shall be on a continuous basis, that is, the employee next in line of seniority to the employee who was assigned to the immediately preceding period of overtime work shall be first assigned to the current overtime work.

ARTICLE 10 PROBATIONARY PERIOD

10.1 PROBATIONARY PERIOD

All new employees shall serve a probationary period up to 12 months. Such employees are not subject to this Agreement and may be laid off or discharged during this period for any reason. After such trial period, an employee shall be deemed to be a regular employee, and shall acquire seniority from their first date of hire. Probationary employees shall not be subject to the terms of this Agreement unless expressly provided herein. Probationary periods may be extended for not more than 3 months.

ARTICLE 11 HOURLY EMPLOYEES

11.1 EMPLOYMENT STATUS

It is recognized that from time to time there is need for the City to hire hourly employees. After an hourly employee has worked a total of 1,040 hours in a fiscal year, the employee shall thereafter be granted all benefits given to regular employees covered by this contract. This provision does not apply to hourly recreational employees who will continue to be hourly employees even if employed for more than 1,040 hours in a fiscal year.



ARTICLE 12 GRIEVANCE

12.1 DEFINITIONS

a. A grievance is a claim relating to the interpretation or application of

this Agreement and those portions of the Carson City Personnel Regulations that are subjects of mandatory bargaining. This does not preclude informal discussion and attempt to resolve the problem prior to filing a formal grievance, even though such discussions are not part of the formal grievance procedure.

- b. A grievant is a regular employee, or a group of regular employees, or the Association filing a grievance.
- c. Days shall mean working days, Monday through Friday, and shall not include Saturday, Sunday or holidays.

12.2 RIGHTS TO REPRESENTATION

—With the consent of the affected employee, at least one Association representative may be present for any meeting, hearing, appeal, or other proceeding between the City and the grievant relating to a grievance which has been presented under this Article.

If, in the judgment of the Association, a grievance affects a group of employees or the Association, the Association may initiate and submit such grievance, in writing, to the Human Resources Department directly, and the processing of such grievance shall commence at Step II. The Association may process such a grievance through all levels of the procedure unless the individual aggrieved person does not wish to do so.

When it is necessary for the grievant to investigate a grievance or to attend a meeting or hearing held in connection therewith, he or she will be released from normal duties, without loss of pay, in order to do so.

12.3 INDIVIDUAL RIGHTS

Nothing contained herein shall be construed as limiting the right of any employee having a complaint to discuss the matter with the appropriate supervisors, and to have the problem adjusted without the intervention of the Association, as long as

the Association has had, at the request of the employee, the opportunity to be
28 present at these discussions, and is notified in writing as to the disposition of the matter, and such disposition is not inconsistent with the terms of this Agreement.

12.4 PROCEDURE

— All grievances shall be submitted in writing. Name of the aggrieved person(s); the Department of the person(s); a short, concise statement of the grievance which identifies the section of the contract, rule, regulation, or law alleged to have been violated; the action requested and/or relief sought; and date the grievance was filed.

All grievances in the first instance may be submitted to the Association in order to request representation and protection for the employee.

Failure to respond at any supervisory level within five days will result in the award being granted to the grievant unless the total direct cost of the grievance is greater than \$250.00 or unless the delay is caused by the absence or unavailability of a person critical to the determination of the grievance. If the total annual direct cost of the grievance is greater than \$250.00, the failure to respond at any supervisory level within five days will result in the grievance being automatically moved to the next step. Direct cost shall not include the City's overhead in processing or responding to the grievance.

STEP I

Within 21 days of the occurrence, knowledge or condition which is the basis of the complaint, the grievant may present the grievance, in writing, to the Department Director. The Department Director shall attempt to adjust the matter and respond in writing to the grievant within five days. The answer shall include the reasons upon which the decision was based.

STEP II

If the grievant is not satisfied with the disposition of the grievance at Step

28 I, the grievant may, within five days, submit the grievance in writing to the Human Resources Department. The Human Resources Director shall, by written notice to all parties concerned within five days of receipt of the written grievance, direct that the parties proceed to non-binding mediation. Mediation must be held within 21 days of the written notice provided by the Human Resources Director unless mutually agreed upon by the City and the Association. If the parties are unable to agree on a person to act as a neutral mediator, a request for a mediator shall be made to the Federal Mediation and Conciliation Services (FMCS) by either party. Any costs of mediation shall be split between the Association and the City. If the parties are unable to resolve the issue through mediation, the grievant may, within ten (10) working days of mediation, submit the grievance to arbitration for resolution as provided in Step III.

STEP III -- BINDING ARBITRATION

The grievant or the Association shall exercise the right of arbitration by giving the Human Resources Director written notice of its intention to arbitrate within 10 days after the parties agree they are unable to resolve the issue through mediation at Step II. If any question arises as to arbitrability, such question will first be ruled upon by the arbitrator selected to hear the dispute. Within 10 days after such written notice of submission to arbitration, the City and the Association will attempt to agree upon a mutually acceptable arbitrator, and to obtain a commitment from such arbitrator to serve. If the parties are unable to agree upon an arbitrator, or to obtain such a commitment within the 10 day period, a request for a list of arbitrators may be made by either party to the Federal Mediation and Conciliation Service. Within five days of receipt of the list, each party shall alternately strike names from the list, and the name remaining shall be the arbitrator. The arbitrator shall consider the grievance and render a decision which shall be final and binding upon the parties without recourse

except as provided by law.

12.5 ARBITRATION COSTS

Each party shall bear its own costs of arbitration, except that the fees and charges of the arbitrator shall be shared equally by the parties. If one of the parties wants a transcript of the arbitration proceedings, the party requesting the transcript will pay the costs of the transcript. If both parties request transcripts, they shall share equally the costs.

12.6 JURISDICTION OF THE ARBITRATOR

The arbitrator shall decide all substantive and procedural issues. Upon request of either party, and in the discretion of the arbitrator, the merits of a grievance and the substantive and procedural issues arising in connection with the grievance, shall be consolidated for hearing before an arbitrator.

The award of the arbitrator may be entered in any court of competent jurisdiction, should either party fail to implement the award. If a motion to vacate the arbitrator's award is entered in a court of competent jurisdiction, and the initiating party does not prevail in the litigation, such party shall bear the full costs of such action including, but not limited to, the adverse party's court costs, legal fees and other related expenses incurred as a result of defending such action.

12.7 EXCEPTIONS TO TIME LIMITS

The time limits provided in this Article shall be strictly observed, unless extended by written agreement of the parties or otherwise excused for just cause.

—Grievances involving alleged errors in salary are deemed continuing grievances, with each salary payment constituting a separate occurrence which may form the basis of a complaint.

Notwithstanding the expiration of this Agreement, any claim or grievance may be processed through this grievance procedure until resolution.

12.8 COOPERATION OF THE EMPLOYER AND ASSOCIATION

28 The City and the Association will cooperate with each other in the investigation of any grievance, and further, will furnish each other with such necessary and relevant information as is requested for the processing of any grievance. No grievant, grievance board member or member of a grievance committee involved in the investigation, processing, or hearing of any grievance shall suffer loss of salary or benefits. Overtime or any other special pay shall likewise not apply.

12.9 PERSONNEL FILES

All documents, communications, and records dealing with the processing of a grievance shall be filed separately from the personnel files of the participants.

ARTICLE 13 RETIREMENT

13.1 RETIREMENT CONTRIBUTIONS

Effective July 1, 2014, if If PERS or the Nevada State Legislature takes any single action to increase the total contribution rate for the Regular Employee's Retirement Fund in an amount of 1.5% or less, Carson City will pay one half of the increase up to .75%, and the Employee's salary will be reduced by one half of the increase up to .75%, however, Carson City will increase the Employee's salary on the effective date of the reduction in salary in an amount equal to the reduction made to the Employee's salary.

Comment [J1]: Don't think this is needed

Effective July 1, 2014, if If PERS or the Nevada State Legislature takes any single action to increase the total contribution rate for the Regular Employee's Retirement Fund in an amount that exceeds 1.5%, Carson City will pay one-half of the increase and the Employee's salary will be reduced by one-half of the increase, however, Carson City will increase the Employee's salary .75% on the effective date of the reduction. (Any amount over 1.5% will be split equally

between Carson City and the employee.)

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ARTICLE 14 COMPENSATION

14.1 SALARIES

- a. ~~Effective July 1, 2013, all employees regularly occupying positions covered by the bargaining agreement will receive a 0% increase in their base salary. On July 1, 2013, all of the salary ranges covered by the agreement will be increased by 0% over the rates in effect on June 30, 2013. These new rates are listed in Schedule A for FY 2013-2014.~~
- b. ~~Effective January 1, 2014, all employees regularly occupying positions covered by the bargaining agreement will receive a 1% increase in their base salary. On January 1, 2014, all of the salary ranges covered by the agreement will be increased by 1% over the rates in effect on July 1, 2013. These new rates are listed in Schedule A for FY 2013-2014.~~
- b. ~~Effective July 1, 2014, all employees regularly occupying positions covered by the bargaining agreement will receive a 2.0% increase in their base salary. On July 1, 2014, all of the salary ranges covered by the agreement will be increased by 2.0% over the rates in effect on June 30, 2014. These new rates are listed in Schedule B for FY 2014-2015.~~
- a. The parties agree all Association employees shall be paid in accordance with the compensation range for the occupied position unless the employee is y-rated. The position titles and salary range for the position is attached to this Agreement as Attachment "A".
- b. The parties agree that effective July 1, 2016, the bottom and the top of the salary range for each position will be adjusted upward by 1.75%.
- c. The parties agree that effective July 1, 2017, the bottom and the top of the

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CCEA Contract 2015-2016

salary range for each position will be adjusted upward by 1.75%.

28 d. The parties agree that effective July 1, 2018, the bottom and the top of the salary range for each position will be adjusted upward by 1.75%.

 e. The parties agree that effective July 1, 2019, the bottom and the top of the salary range for each position will be adjusted upward by 1.75%.

 f. The parties agree that effective July 1, 2020, the bottom and the top of the salary range for each position will be adjusted upward by 1.75%.

14.2 14.2 MERIT INCREASE

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Employees who received a performance evaluation of "meets expectations" or better, are eligible to receive a merit increase in pay.

a.a. Employees who, at the end of their initial probation, ~~are~~ is rated as "meets expectations" will receive a ~~3.0%2.0%~~ pay increase, and a person who is rated "above expectations" will receive a ~~4.5%3.5%~~ pay increase, and a person who is rated as "outstanding" will receive a ~~5.5%5.0%~~ pay increase.

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b. Upon each successive anniversary date, on the recommendation of the appointing authority, annual merit increases may be granted to employees in recognition of receiving the following overall performance ratings of duties assigned to their position: a ~~3.0%2.0%~~ pay increase in recognition of an overall "meets expectations" rating; a ~~4.5%3.5%~~ pay increase in recognition of an overall "above expectations" rating; a ~~5.5%5.0%~~ pay increase in recognition of an overall "outstanding" rating.

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14.3 MERIT INCREASES NOT GRANTED

If a merit increase is not granted at time of eligibility, or the employee disputes 28 the amount of the merit increase granted, the Department Director shall inform the employee, in writing, and state the reasons upon which the decision was based, and prescribed remedy to improve employee's performance. If, within three months, the employee has corrected the deficiency, the merit salary increase will be granted and paid from that date.

14.4 BASIS OF EVALUATION

Peer evaluations shall not be considered in evaluating an employee's performance for purposes of this Article.

14.5 STANDBY PREMIUM PAY

Employees who are required to be on standby time shall be compensated as follows:

- a. Employees shall receive 10 percent of their regular hourly rate for each hour, or fraction thereof, spent on standby time.
- b. Employees shall be paid at the rate of one and one half (1.5) times their regular hourly rate for each hour, or fraction thereof, of actual work.
- c. Employees who are on standby time on any holiday listed in Section 16.1 shall receive ten percent of their regular hourly rate for a period of not less than 24 hours. If the employee is called back to work, the 10% would be paid only on the hours actually spent on standby.

14.6 SHIFT DIFFERENTIAL

An employee whose regularly scheduled shift requires working swing shift or graveyard shift which must consist of at least 4 hours between the hours of 6:00 p.m. and 6:00 a.m. shall receive, in addition to the compensation provided in the salary schedule in effect, shift differential pay in the amount of \$1.50 per hour for

1 each hour worked during the entire shift.

14.7 CALLBACK PAY

a. CALL-BACK PAY

1. Employees with an effective date of membership into the Nevada Public Employee's Retirement System on or before June 30, 2008.
 - a. Call-back pay is defined as compensation earned for returning to duty after a member has completed his regular shift, is off duty for any period of time, and is requested to return to duty with less than 12 hours' notice.
 - b. Scheduling the 12-hour rule set forth in subsection (a) will be activated by the electronic call-out required for the shift scheduling from the City. Any electronic response system must comply with the 12-hour rule and not allow the employee call-in response to govern notification for purposes of the 12-hour rule.
 - c. The City may not convert what would otherwise be an overtime shift to a call-back shift by waiting until there is less than 12 hours' notice to request a return to duty, if the City has knowledge more than 12-hours before the start of the shift to be staffed, either through notification or through normal staffing policies, of the staffing need.
2. Employees with an effective date of membership into the Nevada Public Employee's Retirement System on or after July 1, 2008.
 - a. Call-back is defined as compensation earned for returning to duty after a member has completed his regular shift and is requested to return to duty with less than 12 hours' notice to respond to an emergency, except for any

member who is (1) called into work while on standby status, (2) not required to leave the premises where he is residing or located at the time of notification in order to respond, or (3) called back to work if the work begins 1 hour or less before or after his scheduled work shift.

b. "Emergency" means a sudden, unexpected occurrence that involves clear and imminent danger and requires immediate action to prevent or mitigate the endangerment of lives, health, or property. Such an emergency must be declared by the governing body.

c. Scheduling the 12-hour rule set forth in subsection (a) will be activated by the electronic call-out required for the shift scheduling from the City. Any electronic response system must comply with the 12-hour rule and not allow the employee call-in response to govern notification for purposes of the 12-hour rule.

d. The City may not convert what would otherwise be an overtime shift to a call-back shift by waiting until there is less than 12 hours' notice to request a return to duty, if the employer has knowledge more than 12-hours before the start of the shift to be staffed, either through notification or through normal staffing policies, of the staffing need.

3. Employees with an effective date of membership into the Nevada Public Employee's Retirement System on or after January 1, 2010
 - a. Returning to duty within 12 hours after one's regular working hours to respond to an emergency.
 - b. "Emergency" means a sudden, unexpected occurrence

that is declared by the governing body to involve clear and imminent danger and require immediate action to prevent and mitigate the endangerment of lives, health or property.

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- b. An employee who is called back to work before or after his regular work schedule shall receive a minimum of two hours pay at the rate of one and one half (1.5) times the current contract salary. An employee who has returned home and is out of service after a call-back shall receive a minimum of two hours pay at the rate of one and one half (1.5) times the current contract salary for each successive call-back up to a maximum of eight call-backs in a 16-hour period or 12 call-backs in a 24-hour period. An employee who receives a successive call-back prior to returning home and going out of service shall not receive call-back pay for the successive call-back, but shall receive pay at time and one half for all hours worked.
- c. When an employee is called at home and the employee performs the required tasks at home or by telephone, such employee shall receive call-back pay for a minimum of one half hour or actual hours worked, whichever is greater, at the rate of one and one half (1.5) times the current contract salary.
- d. Any employee who is eligible to receive call-back pay may elect to convert his call-back pay to compensatory time at the rate of 1.5 hours for each hour of call-back pay status.

14.8 COURT TIME

An employee who appears to testify pursuant to a subpoena in any criminal/civil court or administrative proceeding that is required as a result of the employee's job shall receive his/her regular salary during the period of court or administrative proceeding or pretrial conference. If said court or administrative proceeding is

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~~227~~ during the employee's regular time off, and in the event that the employee's schedule cannot be changed to accommodate court schedules, he/she shall be entitled to a minimum of three (3) hours overtime pursuant to Article 9 if said employee has already worked in excess of forty hours a week during the time scheduled for said court testimony. The employee must first obtain his/her supervisor's written approval in order to be eligible for overtime for any pretrial conference. Employees subpoenaed to testify shall tender any witness fees received to the City. Employees who testify pursuant to a subpoena during the employee's regular time off shall not be entitled to call back pursuant to Article 14.7. If the subpoena is canceled or the order to testify rescinded prior to the off duty employee's departure for his/her court appearance, there shall be no entitlement to overtime pursuant to this Article. Any alternative work schedule provided in order to accommodate the employee's attendance at any court or administrative proceeding or pretrial conference is not subject to the provisions of Article 8.1.

ARTICLE 15 RESPONSIBILITY PAY

15.1 RESPONSIBILITY PAY

An employee who is assigned additional responsibilities, whether in the same or a higher classification, for at least one full shift shall be entitled to temporary duty pay in the amount of 5% of the employee's current rate of pay in addition to the regular rate of pay. Such temporary duty pay shall terminate when the assignment is completed or revoked.

For purposes of this section, "assigned" shall be interpreted to mean an employee has been ordered, directed, required, or requested by a supervisor to perform additional responsibilities. It is agreed that an employee must perform

4 all assigned additional responsibilities to be eligible for responsibility pay.

15.2 PAY FOR REQUIRED SPANISH

An employee who is expected by the City to fluently speak, read or write in Spanish in the performance of his or her job at least 3 times per week shall receive 2.5% of the employee's base salary for time in such an assignment. The employee's department head has the final authority to determine whether the use of Spanish is expected. The City may require testing to determine whether the employee is fluent in Spanish so as to be eligible for this benefit.

15.3 PAY FOR TRAINING ASSIGNMENT

An employee who is assigned as a trainer in any department by the Department Director, and who, as a part of the assignment is required to provide a written report on or evaluation of the progress of employees, shall receive an additional 5% of the employee's base salary for the duration of the assignment. An assignment as a trainer is not a promotion. Assignment and rescinding of the assignment as a trainer is solely at the discretion of the Department Director and is not subject to appeal through the grievance process.

ARTICLE 16 HOLIDAYS

16.1 LEGAL HOLIDAYS

The following days shall be observed as legal holidays:

New Years Day (January 1)

Martin Luther King's Birthday (third Monday in January)

President's Day (third Monday in February)

Memorial Day (last Monday in May)

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Independence Day (July 4th)
Labor Day (first Monday in September)
Nevada Day (last Friday in October)
Veterans Day (November 11)
Thanksgiving Day (fourth Thursday in November)
Family Day (day after Thanksgiving Day)
Christmas (December 25)

16.2 OTHER HOLIDAYS DEFINED

Any other legal holiday that may be appointed by the President of the United States, the Governor of Nevada or the Board of Supervisors.

16.3 HOLIDAY FALLING WITHIN VACATION PERIOD

If a legal holiday falls within an employee's approved vacation period, that day shall not be charged to annual leave.

16.4 HOLIDAY OBSERVANCE

- a. When a designated holiday falls on a Saturday, the Friday before will be observed as the holiday, and when a designated holiday falls on a Sunday, the Monday after will be observed as the holiday.
- b. Employees who work a four day workweek shall be granted a day off within the pay period if the holiday does not fall on their regular workday.
- c. For non-standard workweek employees who normally work Saturday and/or Sunday, if the designated holiday falls on a Saturday or Sunday, such day shall be granted as a holiday for purposes of Article 16.6 (Pay for Work on Holiday). The non-standard workweek employee shall not earn additional holiday time for the Friday or Monday that is observed as the holiday for standard workweek employees.

16.5 COMPUTING HOLIDAY PAY

Holiday pay will be based upon the employee's regular hourly wage for the

4 number of hours in his regular workday.

~~227~~ Such computation will be exclusive of shift differential and overtime pay.

16.6 PAY FOR WORK ON HOLIDAY

- a. An employee who is required to work on a holiday which falls on the employee's regular day off shall receive two and one half (2.5) times the regular rate of pay for hours worked.
An employee who is required to work on a holiday which falls on the employee's regular work day shall receive two (2) times the regular rate of pay for hours worked.
- b. In lieu of receiving compensation as specified above and subject to Employer's approval, the employee may elect to receive the regular rate of pay for the hours worked on the holiday and ~~accrue earn~~ compensatory time off at straight time for the hours worked on the holiday. Such compensatory time balance may not accrue in excess of seven (7) work shifts.
- c. The parties recognize contributions to the Public Employees' Retirement System (PERS), must be made in accordance with the definition of "Compensation" contained in NRS 286.025(1). "Holiday Pay" is defined in the Nevada Administrative Code as: "Compensation for work actually performed during an official holiday as defined by NRS 236.015 which is in addition to the compensation paid to all employees who do not work, providing the total working hours do not exceed the working hours of a normal workweek or pay period as certified by the public employer." (PERS policy 1.28.) Therefore, the parties agree the City shall be required to comply with said statute and regulation and policy, and to make contributions to PERS only when an employee actually works on a holiday as stated in Section 16.1 of this Article.

ARTICLE 17 ANNUAL LEAVE

17.1 COMPUTATION OF VACATION DAYS

a. All regular full-time employees shall earn annual leave for each calendar month or major fraction thereof in accordance with the following schedule:

Less than 1 year: _____

0.3 hours

After 1 year but less than 2 years: _____

11.3 hours

After 2 years but less than 5 years: _____

13.3 hours

After 5 years of continuous employment: _____

17.3 hours

b. Effective July 1, 2014, All regular full-time employees shall earn annual leave for each calendar month or fraction thereof in accordance with the following schedule:

Less than 1 year:	6 hours
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After 1 year but less than 2 years:	8 hours
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After 2 years but less than 5 years:	10 hours
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After 5 years of continuous employment:	14 hours
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17.2 LIMITATION

A maximum of 280 unused vacation hours will be allowed to accumulate from year to year. Earned annual leave in excess of 280 hours must be taken prior to January 1 of each year, or such excess may be forfeited. An employee who has

4 earned annual leave in excess of the maximum specified above and who,
227 through no fault of his/her own, is unable to use such excess annual leave prior to January 1st of the year following the year in which such leave is accumulated, shall be compensated for the amount of annual leave in excess of the maximum.

17.3 ANNUAL LEAVE UPON TERMINATION

Upon termination, the employee will receive a lump sum payment for all accumulated unused annual leave, up to the maximum, at 100% the current contract salary unadjusted for retirement. No employee shall be paid for accumulated leave upon termination of his service unless employed six months or more.

17.4 EMPLOYEES BECOMING ILL WHILE ON VACATION

An employee who submits satisfactory evidence that, during his vacation period, he was hospitalized for a disability, or that he was disabled for at least 2 consecutive days without hospitalization, shall, at his request, be granted sick leave for the period of his disability to the extent that he is entitled to such leave under the provisions of Section 18.1 of this Agreement, and the portion of his lost vacation time for which sick leave is granted shall be credited to him.

ARTICLE 18 SICK LEAVE AND OTHER LEAVES OF ABSENCE

18.1 PAID SICK LEAVE

a. Starting from the date of hire, full-time employees hired shall earn 1-1/4 days of sick leave each month, to a maximum of 15 days per year, at full salary, for personal illness or disability, personal medical appointments, quarantine or communicable disease, maternity, paternity, adoption, or illness, disability or communicable disease in the immediate family.

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- a.b. Unused days of sick leave each year will be allowed to accumulate without limit for use purposes.
- bc. Sick leave may be used for absences necessitated by pregnancy, miscarriage, childbirth and recovery therefrom and shall include leave for purposes of adoption as may be required by State and Federal law or regulations.
- cd. When absence is due to the employee's personal illness, the employee does not have to inform the City of the nature of such illness. The City may require a physician's statement as to the authenticity of the reasons for use of sick leave if such sick leave is for more than three consecutive days. Where the City has reasonable cause to believe sick leave is being abused, it may require the employee to submit a physician's statement and, in such event, the appropriate City representative shall state, in writing, the reason for suspecting abuse of sick leave.
- de. For purposes of sick leave, immediate family shall include spouse, significant other, parent, brother, sister, child, stepchild residing with employee, grandparent or grandchild or corresponding relation by affinity. Family sick leave shall be limited to eighty (80) hours per fiscal year unless excess amount is approved by the employee's Department Director, or the Department Director's designee. Prior to any family sick leave being approved, the employee shall contact the employee's Department Director, or the Department Director's designee, orally or in writing within one day of employee returning to work stating the reason for using family sick leave. For purposes of this section "in writing" shall include the use of the standard Carson City leave slip.
- ef. Regular full-time employees ~~hired after July 1, 1989~~ shall earn sick leave at the rate of 6 hours per month for the first year.

4 fg. After 1 year of continuous employment, regular full-time employees ~~hired after July 1, 1989~~ shall earn sick leave at the rate of 10 hours per month.

227 gh. ~~For~~ Regular full-time employees ~~hired after July 1, 1989~~ sick leave shall earn up to a maximum of 120 sick hours per year, at full salary, and shall be used for personal illness or disability, personal medical appointments, quarantine or communicable disease, maternity, paternity, adoption, or illness, disability or communicable disease in the immediate family.

i. ~~Paragraphs (b) through (f) of this section shall apply to all regular full-time employees whether hired prior to or after July 1, 1989.~~

18.2 COMPENSATION FOR UNUSED SICK LEAVE

a. ~~Effective July 1, 2013 to December 31, 2013, upon death, retirement or termination after 10 years of satisfactory service, employees or beneficiaries shall receive compensation for a maximum of 720 hours of earned unused sick leave on the basis of one hour for every three hours (33 1/3%) at the employee's regular hourly rate of pay unadjusted for retirement. As an alternative to cash payoff described above, upon retirement after 10 years of satisfactory service, employees may elect in writing to utilize a maximum of 720 hours of earned unused sick leave on the basis of one hour for every three hours (33 1/3%) at the employee's regular hourly rate of pay unadjusted for retirement to pay for the employee's premium for post-retirement group health insurance. If used for post-retirement medical insurance, the sick leave will be given a present value on the effective date of the Nevada PERS retirement based on one third (1/3) of earned sick leave up to a maximum of 720 hours (i.e. 240 hours) and will be accounted for by the City in a non-cash, non-interest-bearing account in the employee's name to pay for the employee's premium for post-retirement~~

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medical insurance from the City approved group insurance plan at the then-existing premium in effect at the time of the monthly premium payment. The employee's account will be automatically debited monthly and will automatically expire when exhausted or when the retiree dies or becomes covered by another group or private health insurance policy or Medicare. The employee/retiree is liable for any premium payments once his/her account is exhausted. The employee will be notified by the City at least one month before the account will be exhausted. The employee/retiree remains solely liable for any premiums for qualified dependents if allowed by the terms of the City group health insurance policy. If the employee elects cash payment, he/she waives post-retirement conversion of sick leave to pay for post-retirement health insurance. If the employee elects post-retirement conversion of sick leave, he/she waives any cash payoff for earned sick leave.

a.b. Effective January 1, 2014, Employees, upon death or retirement having a minimum of 400 hours of earned sick leave and the below listed years of Carson City service shall be compensated for all hours up to 1080 at the following rates:

Service Years	Maximum %
10-14	33 1/3%
15-19	50%
20-24	75%
25 plus	100%

18.3 WORKER'S COMPENSATION LEAVE

Absence due to injury incurred in the course of employment and deemed to be compensable by the City's Claim's Administrator, will not be charged against an

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227 employee's sick leave for a period not to exceed sixty (60) calendar days from the date of filing a claim pursuant to applicable law of injury. During this time, the City will provide full salary to the employee upon the condition that the employee shall endorse and deliver to the City any Worker's Compensation received pursuant to NRS Chapters 616 and 617, unless temporary light duty is provided.

- a. Upon the expiration of sixty (60) calendar days after filing a claim, if the employee is still unable to work, earned compensatory time shall be used to supplement Workers' Compensation benefits in order to receive fully salary. Such earned compensatory time shall be charged only to the extent not reimbursed by Workers' Compensation.
- b. When earned compensatory time has been exhausted, if the employee is still unable to work, earned sick leave shall be used to supplement Workers' Compensation benefits in order to receive full salary. Such earned sick leave shall be charged only to the extent not reimbursed by Workers' Compensation.
- c. When earned sick leave has been exhausted, if the employee is still unable to work, earned annual leave shall be used to supplement Workers' Compensation benefits in order to receive full salary. Such earned annual leave shall be charged only to the extent not reimbursed by Workers' Compensation.
- d. When earned annual leave has been exhausted, the employee shall receive no additional compensation from the City, and shall receive Workers' Compensation benefits in accordance with its regulations.
- e. If the claim is denied by the City's claims administrator, any lost time shall be charged to the Employee's accrued leave. The Employee is encouraged to exercise their appeal rights and if the final resolution of compensability, rendered by a hearing officer, appeals officer, district or

supreme court, is in favor of the Employee, all accrued time taken from the Employee's accruals shall be reinstated.

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e. If the Employee's industrial injury results in permanent restrictions, and a permanent light duty position which complies with the permanent restrictions is not available within the City, the Employee will be referred to Vocational Rehabilitation via the Workers' Compensation claim and in adherance with the applicable Nevada Revised Statutes. While in a Vocational Rehabilitation program, he is entitled to use any accrued leave until the completion of the Vocational Rehabilitation program or payment of a Vocational Rehabilitation Lump Sum Buy Out. At that time, the Employee will be paid a lump sum for any remaining accrued leave.

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An employee who is permanently disabled shall be entitled to use any earned compensatory time, sick leave and annual leave prior to leaving City employment.

f. Employee benefits, sick leave and annual leave shall continue to accrue so long as the employee is eligible for full salary and continues to receive worker's compensation and has not been returned to work.

g. If an employee is injured on the job and as a result can no longer perform the essential functions of said job, the City, upon receiving a release from the employee's physician, shall attempt to place the employee in a temporary light duty position. If the employee is provided a temporary light duty position, he shall continue to receive his regular salary and benefits provided under this Agreement. Such light duty may be temporary and need not be in an authorized position. An employee who is released by his or her physician to return to the job held at the time of the injury, must return to work at that position. If the employee's physician determines that the employee will be permanently unable to return to his or her original

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position, the City will make good faith efforts to place the employee in a different, authorized and available position for which the employee is qualified and which the employee is physically able to perform at a standard level. If such a position is not available, the City shall comply with NRS 616C.530 and may terminate the employee as provided by the laws and administrative regulations of the State of Nevada or this Agreement, and shall give said employee the right to be rehired if such position becomes available. If said employee does not avail herself or himself of such right and the position is filled, that right will be deemed to have been waived and he or she cannot displace the person hired, or this Agreement, and shall give said employee the right to be rehired when an appropriate position may become available.

18.4 ACCOUNTING OF EARNED SICK LEAVE

Employees shall be given a written accounting of accumulated sick leave on employee pay checks.

18.5 WELL DAYS

Any regular full-time Employees using 16 hours or less (20 hours or less for scheduled 10 hour employees) of any combination of family sick and sick leave in a calendar year will receive 16 hours (20 hours for scheduled 10 hour employees) of personal leave off with pay. Time off must be taken within one year of earning with scheduling of time off agreed to by both the employee and the employee's department head and designated superior. If not used within one year of earning, the personal leave shall be forfeited and not paid. This benefit will be prorated for regular part-time employees.

18.6 CATASTROPHIC LEAVE

Comment [J3]: Specifically, we object to deleting "or this Agreement, and shall give said employee the right to be rehired when an appropriate position may become available." CCEA never agreed to delete the language during current negotiations. I do not have time just now to research when it was put in, but I do recall specifically negotiating it in. Because City employment has many benefits that the private sector does not, we wanted to insure that if the employee becomes employable as a result of rehabilitation, he/she would be eligible for hire "when an appropriate position may become available." It was not worded to allow him/her to displace an employee, but simply to insure he/she was not ruled to be ineligible for employment with the City.

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1. An employee is eligible for catastrophic leave if the employee is unable to perform the duties of his/her position because of a serious non-industrial/non work-related illness or accident which is life threatening or which will require a lengthy convalescence.
"Lengthy Convalescence" means a period of disability which an attending physician determines will exceed 10 weeks.
"Life Threatening" means a condition which is diagnosed by physician as creating —a substantial risk of death.
2. Establishing the catastrophic leave account.
 - a. The City Manager may establish an account for catastrophic leave for all City employees.
 - b. An employee may request, in writing that a specified number of hours of his/her earned sick leave be transferred from his/her account to the catastrophic leave account.
 - c. An employee may not transfer to the catastrophic leave account any hours of sick leave, if the balance in his/her account after the transfer is less than 240 hours. Sick Leave will be transferred at the rate of one hour for one hour credit donated.
 - d. The maximum number of hours which may be transferred by an employee in any one calendar year is 100. The minimum number of hours which may be transferred in any calendar year is 24 hours. Leave will be placed in a pool, however, the employee may transfer hours to the catastrophic leave account for use by a particular City employee who is eligible to receive the donation.
 - e. Any hours of sick leave which are transferred from any employee's account to the catastrophic leave account may not be returned or restored to that employee. This subsection does not prevent the

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employee from receiving leave pursuant to section 4 of this Article.

3. Request for catastrophic leave.

- a. An employee who is himself affected by a catastrophe as defined in Section 1, may request, in writing, that a specified number of hours of leave be transferred from the catastrophic leave account to his/her account. The maximum number of hours that may be transferred to an employee pursuant to this section is 320 per catastrophe. Catastrophic leave may not be used when the subject of the catastrophe is a member of the employee's immediate family. Catastrophic leave is limited to catastrophes which befall the employee.
- b. The request must include:
 - (1) The employee's name, title and classification; and
 - (2) A description of the catastrophe and the expected duration of that catastrophe.

c. An employee may not receive any leave from the catastrophic leave until he/she has used all his/her earned annual, sick and other paid leave.

d. An employee who receives leave from the account for catastrophic leave is entitled to payment for that leave at a rate no greater than his/her own rate of pay.

4. Approval of transferring the catastrophic leave.

- a. The City Manager or his designee, may approve the transfer of a specified number of hours of leave from the catastrophic leave account to the account of an employee who is eligible to receive such leave.

- b. The decision of the City Manager or his designee concerning the approval of leave pursuant to subsection 1 is subject to the grievance procedure to determine whether the denial was arbitrary, capricious or discriminatory.
5. Review of status of catastrophe; termination of leave; disposition of hours not used.

 - a. The City Manager or his designee shall review the status of the catastrophe of the employee and determine when the catastrophe no longer exists. This determination is final and not subject to the grievance procedure, judicial review or review by the Board of Supervisors.
 - b. The City Manager or his designee shall not grant any hours of leave from the catastrophic leave account after:

(1) The catastrophe ceases to exist; or

(2) The employee who is receiving the leave resigns or his/her employment with the City is terminated.
 - c. Any leave which is received from the catastrophic leave account which was not used at the time the catastrophe ceases to exist or upon the resignation or termination of the employment of the employee must be returned to the catastrophic leave account.
6. Maintenance of records on catastrophic leave.

 - a. Human Resources shall maintain the records and report to the City Manager any information concerning the use of a catastrophic leave account to evaluate the effectiveness, feasibility and the cost to carry out this provision.
7. Employee: Definition

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- a. The term "employee" as used in this policy includes all regular City employees who are eligible to earn or accrue and use sick leave.
- 8. Substantiation of Catastrophic Condition
 - a. The City Manager or his designee may require written substantiation of the catastrophic condition which is life threatening or which will result in a lengthy illness by a physician of his choosing. The cost of such written substantiation shall be borne by the employee.

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ARTICLE 19 OTHER LEAVE

19.1 MATERNITY-PATERNITY-ADOPTION LEAVE

In addition to leave provided in Article 18, the City may provide leave of absence without pay for any employee who is required to be absent from work because of pregnancy, miscarriage, childbirth and recovery therefrom, and paternity and adoption.

The length of the maternity leave of absence, including the date on which the leave shall commence and the date on which the employee shall resume duties, shall be determined by the employee in consultation with her physician. The City's approval is required but will not be unreasonably withheld. The parties agree that this benefit will not diminish or be in excess of those employee/management rights under the Federal Family Medical Leave Act of 1993.

19.2 BEREAVEMENT LEAVE

Five (5) days at full salary will be allowed an employee for each death of a member of the immediate family as referred to in Article 18 (1)(f). Such leave shall be charged to the employee's earned sick leave, but will not be computed

for purposes of determining well days.

19.3 LEAVE FOR CIVIC DUTIES

Temporary leave at full salary will be provided to each employee for jury duty, court appearances or administrative proceedings arising out of the employee's employment, Selective Service examinations, military reserve training and voting. Employees subpoenaed or otherwise required to appear in court or at administrative proceedings arising out of their employment and which appearances occur outside their regularly scheduled shift shall be paid one and one half times their regular rate of pay for the time spent at such appearances. Juror or witness fees received by the employee shall be returned to the City. Leave may be granted for court appearances or administrative proceedings, not related to employment, in which the employee is a party or a witness.

19.4 LEAVE OF ABSENCE WITHOUT PAY

a. A leave of absence without pay may be granted to a regular employee for a period not to exceed 30 working days in any calendar year, upon the approval of

the Department Director.

b. A leave of absence without pay exceeding 30 working days but not exceeding one year may be granted upon the recommendation of the Department Director and the approval of the City Manager and the Board of Supervisors.

c. A leave of absence under this section shall not be considered a break in continuous service. After 30 days however, probationary periods and anniversary dates shall be adjusted for the purpose of merit increases. Sick and annual leave will not be earned during leave without pay status. Employees may elect to continue coverage under the City's medical

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+ insurance by prepaying required premiums.

~~227~~ d. Upon return from a leave of absence under this section, the employee shall be entitled to the same position held immediately before commencement of such leave or to a position of comparable responsibility and remuneration in the same grade and step.

ARTICLE 20 EQUIPMENT, TOOL AND CLOTHING ALLOWANCE

20.1 PROTECTIVE EQUIPMENT

City will furnish protective apparel and/or equipment required for the employee to perform the job assignment.

20.2 FOUL WEATHER CLOTHING ALLOWANCE

Employees who are required to work outdoors regularly in winter weather shall receive a foul weather clothing allowance in the amount of \$150.00 per year. Foul weather clothing is defined as, insulated or water proof coats, hats, rubber boots or shoes, and gloves.

20.3 UNIFORM AND CLOTHING

In addition to any issued protective apparel and/or equipment, City shall, at no cost to the employee, supply the required uniform. Replacement of the uniform will be made at no cost to the employee when it is necessary because of normal wear or when damaged in the course and scope of employment. The employee is responsible for the cost of replacing a uniform when it is lost or damaged due to negligent acts of the employee. All uniforms, whether issued by the City, replaced by the City or replaced by the employee, are property of the City.

20.4 TOOL ALLOWANCE

a. City will furnish all hand tools used by the employees in their work, except that employees who are required to furnish their own tools of a monetary

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value of six hundred (\$600.00) or more, shall receive a tool allowance in the amount of \$50.00 per month, for the use, loss, theft, and breakage, when such tools are used in the performance of duty.

- b. Employees required to supply their own tools via the tool allowance and who store their tools in a locked City facility or locked City vehicle shall be afforded replacement of such tools at the City's expense in the event of a major casualty or loss due to destruction or vandalism, unless such loss is the result of the employee's negligence.
 - c. All tools furnished by City shall remain its property, but will be charged to the employees who shall be responsible for the security of the tools assigned to them.

20.5 REPAIR OR REPLACEMENT OF PERSONAL PROPERTY

Upon approval of the Department Director, the employer shall reimburse an employee for the costs of repairing or replacing watches or prescription eyeglasses/contact lenses which are lost, damaged, or stolen while the employee is in the performance of his or her duties, within thirty (30) days of notification to the Department Director as follows:

- a. Watches up to \$50.00
- b. Prescription eyeglasses/contact lenses up to 50% of repair or replacement cost up to a maximum of \$300.00 with the City's maximum share \$150.00. The first \$100.00 of the repair or replacement will be paid by the City.

In order to receive benefit under this Article, the employee must report any claims to his or her supervisor prior to the end of the shift on which the incident occurred, unless such report is not possible or practical at that time.

ARTICLE 21 TRAVEL ALLOWANCE

21.1 TRAVEL ALLOWANCE

The City will follow the established City Travel Policy, but in all cases will either meet or exceed the requirements of federal guidelines. The City will provide the employee with a reasonable per diem cash advance prior to the commencement of such travel. All legitimate and reasonable business expenses that exceed the per diem cash advance, which are documented by receipt, shall be reimbursed by the City. Such per diem cash advance shall be credited to payment of the above expenses and shall not be deemed an addition thereto.

ARTICLE 22 PERSONAL VEHICLE ALLOWANCE

22.1 PERSONAL VEHICLE ALLOWANCE

Employees who are required to use their personal vehicles for City business shall receive the IRS mileage rate.

ARTICLE 23 SPECIAL ASSIGNMENT OR CERTIFICATION

- 23.1 Each employee who volunteers and is approved as a support water tender operator" shall receive an annual bonus of \$1,000.00. The bonus shall not be added to the base salary of the employee.
- 23.2 Each employee who acquires a job-related certification for his or her position, which is higher than that required of the position initially, shall receive a one-time bonus of \$1,000.00. The bonus shall not be added to the base salary of the employee.

ARTICLE 24 INSURANCE BENEFITS

24.1 HEALTH INSURANCE

a. Effective July 1, 2013 until December 31, 2013, all employees shall have the benefit of participating in the City group health, dental and optical insurance program as the same is now, or may hereafter be, in effect. In the event of participation by an employee, the City shall pay all the premium for such health, dental and optical insurance covering or attributable to the employee premium.

b. In the event an employee desires to also obtain coverage for himself or herself and one or more dependants, the following rates will apply throughout the duration of the Agreement:

Employee plus 1: \$113.98 each pay period.

Employee plus family: \$185.54 each pay period.

Effective January 1, 2014, All Employees, except those excluded from enrollment by the terms and conditions of the insurance contract, may enroll in the Employer's group health insurance plan, which includes dental, life and vision, and shall be covered after a waiting period in accordance with the plan policy. Employer shall pay 100% of the Employee's premium for group health insurance coverage and 65% of the dependents' group health coverage for the cost of the least expensive plan within the selected plans provided by the City. The Human Resources Director will maintain an advisory committee to provide advice to such Director on insurance issues. Two members of this Association will be invited to participate as members of the committee.

24.2 HEALTH INSURANCE UPON RETIREMENT

4 The Employee shall have the option of converting the health insurance coverage
227 at the time of his separation from employment by Employer by commencing to pay 100% of the total premium. The City must pay 90% of retiree group health, dental, vision and life insurance coverage premiums plus 50% of the spouse's and eligible dependent's premium for health, dental and vision except as provided below. The City agrees to cover eligible retirees and dependents, as the term "dependents" is defined in the City's group health insurance plan in existence under the City group health insurance plan offered to active employees, as modified from time-to-time.

- a. In order to be eligible for the benefits provided in this Section, the bargaining unit employee/retiree of Carson City Employees Association will have (i) a minimum of 20 years of full time employment with the City. (ii) reached at least 47 years of age; and (iii) shall have actually retired under the Nevada PERS retirement qualifications in existence on the date of the retirement. Provided that, if a bargaining unit employee retires prior to age 47 and meets the requirements of (i) and (iii) above, the bargaining unit employee/retiree will be eligible for the benefits of this subsection 24.2 upon attaining the age of 47, and, prior to age 47, shall be entitled to continue as a retiree on the City group insurance plan and shall be entitled to payment for insurance for which the bargaining unit Employee would otherwise qualify had the bargaining unit Employee not been covered under the collective bargaining agreement, provided that, a bargaining unit Employee retiring before age 47 must continue coverage under the City plan in order to be qualified for the benefits in this Section 24.2 upon attaining age 47.

- b. The City will pay premiums for:

Comment [J4]: Mike stated, "Also, on May 12th CCEA made a proposal concerning dependent group health coverage and retiree health insurance. I need to check with the committee to review our notes concerning same. I will contact you on Monday."

1. The bargaining unit employee/retiree from the effective date of Nevada PERS retirement until death. After the retiree reaches the eligibility age for federal benefits under Medicare or age 65, whichever occurs first, the health insurance coverage premium paid by the City on behalf of the retiree will be reduced to either (i) 50% of the "single employee with Medicare premium", or (ii) the payment to which the retiree would otherwise be entitled under the then existing City policy or regulation providing for insurance payments for retired City employees, were the retiree eligible for insurance contribution under the policy or regulation. The retiree shall, in the retiree's sole discretion, elect between (i) and (ii), at the time of Medicare eligibility. Under both (i) and (ii) such coverage under the City's group insurance plan is secondary to Medicare coverage. Provided that, if Medicare age has been increased beyond age 65 by an act of Congress, the 50% payment under (i) shall apply to the "Employee without Medicare" premium. In the event the City eliminates the policy or regulation for subsidizing payment of retiree health insurance, any retiree who elected (ii) above shall automatically revert to receiving the benefits specified in (i) above. In order to receive payment under either (i) or (ii), the retiree must comply with any requirements pertaining to Medicare, which are imposed by the City's insurance carrier, as a precondition to being eligible to qualify as a retiree covered by the insurance plan, as modified from time-to-time, or required by law.
2. The spouse of the bargaining unit employee/retiree (current at time of the employee's separation from the City) until death or divorce. After the spouse reaches the eligibility age for federal benefits

under Medicare, or age 65, whichever occurs first, the health insurance coverage premium paid by the City on behalf of the spouse will be reduced to 25% of the "single dependent with Medicare" premium. After reaching the eligibility age for federal benefits under Medicare, such coverage under the City's group insurance plan is secondary to Medicare coverage. In order to receive payment once the spouse has reached the eligibility age for federal benefits under Medicare, the spouse must comply with any requirements pertaining to Medicare, which are imposed by the City's insurance carrier, as a precondition to being eligible to qualify as a spouse covered by the insurance plan, as modified from time-to-time, or required by law. In the event a retiree remarries after separation from the City the spouse will not be included in the health insurance premium subsidy.

3. Dependents (current at time of the bargaining unit employee's separation from the City), as defined by the rules of the City Group Health Insurance Plan in effect at the time of separation. After the dependent reaches the eligibility age for or is otherwise eligible for federal benefits under Medicare, or age 65, whichever occurs first, the health insurance coverage premium paid by the City on behalf of the dependent will be reduced toby 25% of the "single dependent with Medicare premium". After reaching the eligibility age for, or if otherwise eligible for federal benefits under Medicare, such coverage under the City's group insurance plan is secondary to Medicare coverage. In order to receive payment once the dependent has reached the eligibility age for or is otherwise eligible for federal benefits under Medicare, the dependent must comply

with any requirements pertaining to Medicare, which are imposed by the City's Insurance carrier, as a precondition to being eligible to qualify as a dependent covered by the insurance plan, as modified from time-to-time, or required by law.

- c. In the event of death of the bargaining unit employee/retiree, the spouse will continue to receive the subsidy benefit until death or remarriage subject to requirements in 2(b). Dependents, as defined in 2(c), will continue to receive benefits in the event of the death of the employee/retiree, as long as they meet the definition of dependents in the City Group Health Insurance Plan in effect at the time of retirement.
- d. In the event of a catastrophic injury or medical illness which forces a bargaining unit employee who has not reached 20 years of service and age 47 to retire from service of the City or as a Nevada PERS disability retirement, this benefit will be prorated for the employee at 5% per year of service after the employee has worked for Carson City for 10 years, up to a maximum of 90% and subject to the provisions of paragraph 2(a) above concerning the bargaining unit employee reaching the eligibility age for or being otherwise eligible for federal benefits under Medicare, or age 65, whichever occurs first. Ten years starts at 50%. The benefit under this subparagraph (de) does not apply to spouse or dependents and does not trigger any spousal or dependent benefits under this Article.
- e. If the benefits provided to retirees, their spouse and dependents under this Section 24.2 are modified (reduced or eliminated) in the future by mutual agreement of the City and the Union including binding factfinding or interest arbitration pursuant to NRS Chapter 288, such modification shall not apply to retirees, their spouses and dependents then receiving the benefits, and the retiree, their spouse or dependent shall continue to

receive the benefit on the basis specified by the collectively bargained agreement in effect as the date of retirement.

227 24.3 HEALTH INSURANCE- LEAVE WITHOUT PAY.

An Employee on leave without pay may continue the group health insurance coverage for a maximum period of one year by making application to the Human Resources Department and enclosing a certified check payable to Carson City. The City agrees that any changes in Medical Insurance benefits will be made in accordance with Nevada law.

24.43 LIFE INSURANCE

The City shall provide term life insurance in the amount of \$20,000 without cost to the employees.

24.54 AMBULANCE INSURANCE

The city shall enroll each eligible employee in the program of ambulance insurance on the terms offered by the Carson City Fire Department. This benefit shall exist only so long as the Fire Department offers the program. The terms and conditions under which the benefit is provided are established at the sole discretion of the Carson City Fire Department and are neither part of this Agreement nor negotiable between the parties to this Agreement.

24.65 CONTINUITY OF COVERAGE

The parties agree that any change in the benefits provided pursuant to this Article at the time of ratification of the Agreement shall be negotiated by the parties.

ARTICLE 25 RECLASSIFICATION

25.1 ENTITLEMENT

~~227~~ Employees may request a reclassification study through their Department Director if they believe that since their job descriptions and specifications were last drafted, their duties have changed so significantly, both in number and variety, as to cause an increase in overall responsibility.

25.2 PROCEDURES

The Department Director may submit a request, or in the event the Department Director refuses to do so, the Association may submit a request to the Human Resources Department on behalf of the bargaining unit employee for a reclassification study. The Human Resources Department will proceed within 30 days of receipt of such request to investigate the classification status of the position, and reasonably attempt to conclude the investigation within 90 days after receipt of the request and provide the Department Director, the employee and the Association with a written decision, which shall include the reasons for such decision.

25.3 EFFECTIVE DATE

If the position is reclassified, the effective date of the reclassification shall be retroactive to the date of request unless the affected Department cannot absorb the cost of the reclassification. In such case, the reclassification will become effective 90 days after the date request for reclassification was submitted to the Human Resources Department.

25.4 DISPUTE OVER CLASSIFICATION

In case of a dispute between the parties to this Agreement as to the application of this Article the dispute shall be determined in accordance with the grievance procedure set forth in Article 12 of this Agreement.

ARTICLE 26 DISCIPLINARY ACTIONS

227 As a general policy, discipline shall be administered or imposed to fit the circumstances on a basis of progressive discipline. No discipline shall be imposed except for just cause.

26.1 **CORRECTIVE COMMUNICATION PROCESS**

In a minor offense, a verbal warning may be given the employee.

26.2 **WARNING LETTER**

A letter of warning may be given the employee, in relatively serious cases.

Copies of the letter shall be filed with the employee's service record in the employment department and one copy shall be furnished the employee.

A letter of warning shall remain with the employee's service record for a period not to exceed 18 months, at which time such letter will be removed and thereafter, no further reference will be made to it.

26.3 **SUSPENSION**

Where the offense is a serious one, the City may, on written notice suspend the employee from work, without pay, for a period not to exceed 30 calendar days, according to the gravity of the offense and the previous record of the employee concerned. Copies of the notice shall be filed with the employee's service record in the Human Resources Department, and one copy shall be furnished the employee.

A written notice of suspension will remain in the employee's service record; however, after 18 months, the employee may request of his Department Director that the notice of his suspension be removed from his record.

26.4 **DEMOTION AND DISMISSAL**

When other forms of discipline or corrective action have proved ineffective, or when the seriousness of the offense or conditions warrant, the Department Director may demote or dismiss for cause. Upon the effective date of a

4 disciplinary demotion, the employee's salary shall be reduced not less than 5%,
227 but not more than the difference between the employee's current salary and the top step of the new pay grade.

26.5 SPECIFICITY OF CHARGES

All disciplinary actions, except oral reprimand, shall be given to the employee in writing, and shall state the date and nature of the offense, and the specific reason, rule, regulation, ordinance, law or policy violated.

The written charge shall be signed by both the Department Director and the employee. However, the employee's signature does not constitute an admission of guilt, but merely an acknowledgment of receipt of the charge.

26.6 DISPUTE OVER DISCIPLINE OR DISCHARGE

Should there be any dispute between the City and the Association and/or the employee concerning the existence of good and sufficient cause for a discharge or discipline, such dispute shall be adjusted as a grievance in accordance with the terms of this Agreement, but the same must be instituted within 21 days.

Disciplinary demotions, suspensions in excess of ten (10) working days, or disciplinary discharges are effective on receipt of written notice of the discipline and are not affected or stayed by the mere filing of a grievance challenging such discipline unless the discipline is ultimately reversed. Reversal of disciplinary demotions, suspensions in excess of ten (10) working days, or disciplinary discharges through the grievance procedure and judicial review will result in reinstatement and back pay to the effective date of discipline.

26.7 DISCIPLINE RECORDS

Any record of a warning letter and any record of suspension shall remain in the employee's service record for 18 months from the date of issuance. After 18 months a letter of warning shall be automatically removed and no further reference to it shall be made thereafter. After 18 months the affected employee

4 may request the Department Director that issued the suspension, (or his agent or
227 successor, if applicable), to remove the notice of suspension from the
employee's service record; however, the Department Director is under no
obligation to do so. In the event a notice of suspension is removed from an
employee's service record, no further reference to it shall be made thereafter.

ARTICLE 27 LAYOFF POLICY AND PROCEDURE

Whenever there is a layoff due to lack of work or lack of funds that affects
employees in the bargaining unit, the procedures set forth in this Article shall
apply.

27.1 DEFINITIONS FOR THIS ARTICLE ONLY

As used in this Article only, unless the context otherwise requires, the words and
terms listed below shall have the meanings ascribed to them in this section.

a. "Break in service." A break in service occurs
when an employee resigns, is discharged for cause or retires.
However, City seniority earned prior to layoff shall be continued
upon recall and re-employment. Job classification seniority may be
continued provided that the employee is rehired into the same job
classification. Should there be a voluntary interruption or break in
service, seniority shall commence as of the date of last entrance
into city service. Leaves of absence shall not be considered as
breaks in service.

b. "City seniority." City seniority shall be
calculated on the basis of calendar days of continuous service
since the date of hire.

c. "Job classification seniority." Following the

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successful completion of the probationary period, an employee shall have job classification seniority calculated on the basis of calendar days of continuous service since the date of appointment to the job classification.

d. "Division." A division is defined as a clearly established first sub-unit of a department which has been determined by the Department Director.

e. "Job classification." A job classification is defined as a specific position within a job classification series.

f. "Job classification series." A job classification series is defined as the normal line of progression from trainee, entry or preparatory levels to supervisory or administrative levels within a job specialty. The minimum qualifications, test of fitness and the duties and responsibilities are similar but different in level. Job classification series also includes all positions which an employee has previously held in the City service.

g. "Regular employee." An employee who has attained regular status, but is serving a new probationary period for any reason, is grouped with regular employees for layoff purposes. If an employee has been employed in a job classification series for a period of time equivalent to the minimum required to complete a probationary period, but because of promotions within the job classification series has never completed a probationary period, the employee shall be considered a regular employee for layoff purposes.

27.2 DETERMINATION OF DIVISIONS TO BE AFFECTED BY LAYOFFS

The City shall determine the division(s) within the department that will be

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4 affected by layoff. If there are no divisions within the department, the layoff
227 procedure applies to the entire department.

27.3 DETERMINATION OF JOB CLASSIFICATIONS TO BE AFFECTED BY LAYOFFS

The City shall determine reductions in staff levels that will have the least detrimental effect on department operations and will specify layoffs accordingly. Job classification seniority will be the determining factor when identifying which regular employee(s) are to be laid off.

27.4 NOTICE TO ASSOCIATION

Whenever it is determined that a layoff of employees may occur because of lack of work or funds, the City manager shall give written notice of the layoff, including the specific reason(s) such action is necessary and the estimated length of the layoff period, to the Association at least seven (7) calendar days prior to the effective date of notification to employees.

27.5 NOTICE TO EMPLOYEE(S)

Effective July 1, 1989 all regular employees to be laid off shall be given written notice of such layoff at least thirty (30) calendar days prior to the effective date.

27.6 SEQUENCE OF LAYOFF

Within the job classification (s) selected for layoff within the department or division, the following sequence of layoff shall occur:

- a. Temporary and probationary employees within the job classification selected for layoff shall be laid off first.
- b. Thereafter, the employee(s) with the least job classification seniority in the job classification (s) selected for layoff shall be laid off next.
- c. Regular employees shall be laid off only after those layoffs within paragraph a of this provision have been exhausted.

27.7 VACANCIES

227 Whenever possible, employees will be permitted to fill available vacancies, provided the employee meets minimum qualifications and any necessary tests. If offered, the employee must submit his decision in writing within seven (7) calendar days of notification.

27.8 BUMPING

a. Bumping rights shall be exercised in the following sequence of steps:

STEP 1 A regular employee who has received a layoff notice may replace an employee in the same job classification, in another division within the same department, if the employee has more job classification seniority than the employee to be displaced; or accept the layoff notice.

STEP 2 If a regular employee who has received a layoff notice is unable to exercise bumping rights at Step 1, the employee shall only replace the employee with the least amount of seniority in the same job classification, in another department, if the employee has more job classification seniority than the employee to be displaced; or accept the layoff notice.

STEP 3 If the employee is unable to exercise bumping rights at Step 2, the employee shall only replace the employee with the least amount of seniority in an equal or lower job classification within the same job classification series, first in the same department, second in another department, if the employee has more city seniority than the employee to be displaced; or accept the layoff notice.

STEP 4 If the employee is unable to exercise bumping rights at Step 3, the employee shall only replace the employee with the least amount of seniority in an equal or lower job classification within another job

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classification series, in the same or other department, if he has more city seniority than the employee to be displaced and meets the minimum qualifications for the other position, or accept the layoff notice.

b. An employee electing to exercise bumping rights shall assume the grade of the employee being bumped and the step closest to his, the employee exercising the bumping right, existing salary at the time of the layoff.

c. Any employee who is bumped shall have the right to exercise bumping rights in accordance with the provisions of this section. The decision to bump must be submitted in writing within seven (7) calendar days of notification. For an explanation of the bumping rights, see Attachment 2.

d. Whenever it is determined that a layoff of employees shall occur, the City agrees to supply current city seniority lists and job classifications series seniority lists to the Association for the jobs being affected.

27.9 COMPUTING SENIORITY; TIES

When job classification seniority is equal among employees in the same job classification, ranking of those employees shall be determined by city seniority. When job classification seniority and city seniority are equal, ranking of those employees shall be determined by drawing lots.

27.10 RECALL

a. The name of an employee who has been laid off shall be placed on the re-employment list and shall be recalled in the inverse order in which the employee was laid off. Persons on such a list will be offered appointment to an opening in the job classification or equated job classification or any vacancy for which the employee is qualified and no

Comment [J5]: a?

new employee will be hired until all qualified employees on layoff status desiring to return to work shall have been offered the position. The employee must provide the employer with any address change while waiting for recall.

b. Notice of recall will be made in writing by certified mail to employee's address of record.

c. An employee who is sent notice of recall must respond within ten (10) working days of the receipt of the notice of certification for recall.

d. An employee recalled to his former or equated job classification must report for re-employment on the date established by the Department Director or be considered to have abandoned his recall rights so long as said date is beyond ten (10) working days from the date of receipt of the recall notice.

e. An employee recalled to a job classification with a lower salary rate than his previous job classification may refuse such position and remain eligible for recall. In the event that an employee accepts such a position, the employee's name will be removed from the re-employment list.

f. An employee on layoff earns no additional sick leave or annual leave. When an employee is recalled from layoff and re-employed, he is considered to have continuous service credit for computation of future earned annual leave. Sick leave will be reinstated in an amount equal to that as of the date of the employee's layoff.

g. Employees on a re-employment list shall retain eligibility for recall for a period of two (2) years from the date their name was placed on the list.

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h. Upon returning to his original job classification, an employee shall retain his earned time for merit increase if rehired within one (1) year.

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ARTICLE 28 PAY AND EXPENSES FOR EDUCATION, TRAINING AND LICENSING

28.1 PAY AND EXPENSES FOR RELATED TRAINING

The City shall pay the full cost of tuition, books, and other reasonable expenses incurred by an employee in connection with any course, workshop, seminar, conference or in-service training session an employee takes at the request of the City and which is related to the employee's professional responsibilities. The employee shall be compensated in accordance with the Fair Labor Standards Act (FLSA). Meals, lodging and transportation shall be reimbursed as provided in Article 21.

28.2 EDUCATION INCENTIVE

Effective July 1, 1999, an employee who has an Associate's Degree shall receive an annual payment of \$250, and an employee who has a Bachelor's Degree shall receive an annual payment of \$500, payable on the first pay period following July 1, if the following conditions are met:

1. The degree directly relates to the employee's job field; and
2. The degree was earned at a fully accredited college, community college, university or other institution acceptable to the City; and
3. The degree has been awarded; and
4. The employee provides a certified copy of his or her college transcript to the City; and
5. The employee has completed his or her probationary period; and
6. The degree is not required by the employee's job description and is not a

+ minimum qualification for the employee's job.

~~227~~ The Department Director shall determine whether the above criteria are met, but education compensation shall not be unreasonably denied.

28.3 COST OF REQUIRED LICENSES

The City shall reimburse an employee who must obtain a license/certification to advance through their job-classification series or who must obtain a renewal or re-certification to maintain their current job for the license or certification or the renewal or re-certification fee. Job classification series is defined as the normal line of progression from trainee, entry or **preparatory** levels within a job specialty.

Comment [J6]: Preparatory?

ARTICLE 29 INVOLUNTARY DEMOTION

29.1 INVOLUNTARY DEMOTION

When an employee is involuntarily reduced to a lower job classification, the salary of the employee shall be determined as provided in the Carson City Rules and Regulations, but in no case shall the employee suffer a reduction in salary unless the demotion was for just cause in accordance with Article 26, Section 26.4.

ARTICLE 30 VACANCIES

30.1 MINIMUM REQUIREMENTS

All vacancies and/or promotional vacancies shall be filled by candidates who are highly qualified for the position and meet the minimum requirements of the position, as established by the employer.

30.2 NOTICE

Notice of all vacancies and/or promotional vacancies within the City shall be

4 given to all employees of the City for a period of not less than fifteen (15)
227 calendar days prior to the last date for application or the date scheduled for
testing, whichever is earlier.

ARTICLE 31 OCCUPATIONAL SAFETY AND HEALTH PROGRAMS

31.1 OCCUPATIONAL SAFETY AND HEALTH PROGRAMS

The City will comply with federal and Nevada state laws as they pertain to OSHA.

ARTICLE 32 CONTINUITY OF SERVICES

32.1 STRIKE/LOCKOUT PROHIBITION

The City and Association recognize the desirability of continuous and uninterrupted operation of city services during the normal year and of the avoidance of disputes which threaten to interfere with such operations. Therefore, the parties agree that there shall be no strike by the Association, or lockout by the City over a bargaining dispute during the duration of this Agreement.

32.2 SUCCESSOR CLAUSE

In the event the City determines to transfer part or all of its operations to another entity, whether such entity be a public agency or a private entity, the City agrees to notify the Association of such determination not less than 90 days prior to the proposed effective date of the transfer. The City further agrees to meet with the Association during that 90-day period to negotiate with the Association regarding the effects such transfer of operations will or may have on those employees affected by such transfer of operations.

+ ARTICLE 33 EFFECT OF AGREEMENT

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33.1 CITY POLICY

This Agreement constitutes City policy, and the City shall carry out the commitments contained herein, and give them full force and effect as City policy.

33.2 CHANGES IN AGREEMENT

For the term of this Agreement, no change shall be made in any provision of this Agreement or in any other working condition that is a mandatory subject of bargaining, unless by mutual consent of the parties hereto. In the event either party desires to amend this Agreement, such party shall give written notice to the other expressly stating what the proposed amendment shall be. The parties shall meet within two weeks of such notice and negotiate over the proposed amendment. If no agreement is reached concerning the proposed amendment, no change to the existing agreement shall occur.

33.3 SAVINGS CLAUSE

If any provision of this Agreement or any application thereof to any employee is finally held to be contrary to the law, then such provision or application shall be deemed invalid, to the extent required by such decision, but all other provisions or applications shall continue in full force and effect. If such provisions exist, which are so held, at the request of either party, negotiations shall immediately commence in order to alter said section(s) to provide the benefit(s) according to the intent of the parties.

33.4 The City shall have the right to reopen this Agreement for negotiation of economic items in the event the revenues to the City's General Fund for the previous fiscal year, verified by the City's annual audit, decreased by 5% or if the unreserved ending fund balance in the City's General Fund has been budgeted for less than 4% of the actual expenditures from the General Fund for the

+ previous fiscal year pursuant to NAC 354.650(1), and the City has fully complied
~~227~~ with the provisions of NAC 354.650(1). The parties agree the above procedures shall constitute compliance with NRS 288.150(2)(w).

33.5 DUPLICATION AND DISTRIBUTION

Copies of this Agreement shall be printed at the expense of the City within 30 days after the Agreement is signed. Copies shall be available to employees upon request at the Human Resources Department.

ARTICLE 34 DURATION OF AGREEMENT

34.1 EFFECTIVE PERIOD

Except as otherwise provided herein, this Agreement shall be effective as of July 1, 2013, and shall continue in full force and effect until June 30, 2015.

34.2 RENEWAL AND REOPENING OF AGREEMENT

The parties acknowledge that new legislation, SB 241 amending NRS 288.155, was signed by the Governor on June 1, 2015 that, in part, is directed towards "evergreen" language which allows parties to agree that a collective bargaining agreement remains in effect beyond the end of its stated term until a successor agreement becomes effective. As there is possible disagreement by the parties as to the interpretation of this new law, the parties acknowledge that the "evergreen" language contained therein may be affected as set forth in Article 33, Section 33.3, "Savings Clause." Accordingly, the parties agree this Agreement will be automatically renewed and will continue in force and effect after June 30, 2021, except as limited or prohibited by NRS 288.155.

_____ This Agreement will not automatically be renewed and will not continue in

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force and effect for additional periods of one year unless either party gives notice to the other party, in accordance with NRS Chapter 288, of its desire to reopen certain provisions of this Agreement and/or add provisions to this Agreement, and to negotiate over the terms of such provision at the end of its term. In the event a successor agreement is not agreed upon before the termination date of this Agreement, all provisions of this Agreement shall remain in full force and effect until an agreement is reached. All salaries, benefits, and working conditions agreed upon in the successor agreement will be retroactive to the termination date of this Agreement. the City shall not pay to or on behalf of any employee any compensation or monetary benefit greater in any amount covered under this Agreement. Nonetheless, upon the termination of this Agreement with no successor agreement in place, the City could pay an increase in compensation or monetary benefits during the first quarter of the next ensuing fiscal year or pay an increase in its portion of the matching contribution rate for employees and employers in accordance with an adjustment in the rate of contributions pursuant to NRS 286.450.

IN WITNESS WHEREOF, the City and the Association have caused these presents to be duly executed by their authorized representatives on the _____ day of _____, 20153.

CARSON CITY

CARSON CITY EMPLOYEES ASSOCIATION

By _____ Robert L. Crowell, Mayor By _____ Cindy Gower, President

ATTEST:

Sue MerriwetherAlan Glover, Clerk/Recorder

Comment [J7]: Mike stated, "Finally, I also want to talk to you about the language you have proposed in Article 34, Duration of Agreement. I understand why you have put it in, but I am quite concerned that the language you have proposed could mean none of the terms and conditions continue. It is my belief SB 241 had a limited intent, i.e., not to wipe out all terms and conditions, but only certain ones."

Comment [J8]: As to Article 34, under labor law - even as recognized by the LCB - terms and conditions continue to be in effect, such as hours and working conditions. For example, the City could not reduce wages or suddenly determine no one will get overtime until after 40 hours. SB 241 does not eliminate such provisions, it only addresses increases to compensation. Under your proposed language it states (at least as I read it) that none of the terms continue to be in effect.

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Attachment A
CCEA Bargaining Unit Position Titles and Grades
Effective: July 1, 2015

Administrative & Operations Support

Grade A1 \$27,165 - \$33,957 - \$40,748

Office Assistant
Patient Care Technician

Grade A2 \$30,365 - \$37,957 - \$45,548

Accounting Clerk
Building Maintenance Worker
Cook
Landfill Gate Attendant
Library Assistant
Library Support Worker
Office Specialist
Parks Maintenance Worker

Administrative & Operations Support (continued)

Grade A3

\$33,565 - \$41,957 - \$50,348

Accounting Technician
Alternative Sentencing Specialist
Business License Specialist
Senior Building Maintenance Worker
Senior Landfill Gate Attendant
Senior Library Assistant
Senior Office Specialist
Senior Patient Care Technician
Sewer Technician 1
Sheriff Support Specialist
Street Technician 1
Utility Billing Specialist
Water Meter Technician
WIC Program Specialist

Administrative & Operations Support (continued)

Grade A4

\$36,765 - \$45,957 - \$55,148

Administrative Assistant
Council & Commission Reporter
Culinary Coordinator
Evidence Custodian
Head Lifeguard
Parks & Cemetery Coordinator
Parks Maintenance Coordinator
Parks Shop Coordinator
Payroll Administrator
Public Safety Communications Operator
Public Guardian Case Manager
Public Health Communication Specialist
Recordation Technician
Senior Permit Technician
Victim Witness Advocate
Volunteer Coordinator
Workforce Program Case Manager

Technicians & Trades

Grade T1

Engineering Technician
GIS Specialist
Help Desk Technician
Human Services Program Specialist
Laboratory Technician
Landfill Worker
Legal Assistant
Park Ranger
Property Appraiser
Records Management System Technician
Recreation Program Coordinator
Sewer Technician 2
Sports Field Coordinator
Streets Technician 2
Wastewater Plant Operator 1
Water Distribution Technician 1
Water Production Operator 1

\$36,266 - \$45,333 - \$54,399

Grade T2

\$39,893 – \$49,866 - \$59,839

Assistant Planner
Communications Technician
Compliance Officer
Construction Inspector, PW
Document Control Specialist
Environmental Control Officer
Fleet Services Technician
Instrumentation Technician
Prevention Programs Coordinator
Public Health Investigator
Public Health Program Specialist
Records Management Systems Technician
Senior Deputy Coroner
Senior Laboratory Technician
Senior Legal Assistant
Senior Property Appraiser
Sewer Technician 3
Skilled Trades Technician
Streets Technician 3
Systems Technician
Traffic Systems Technician
Transit Coordinator
Wastewater Plant Mechanic
Wastewater Plant Operator 2
Water Distribution Technician 2
Water Production Operator 2

Grade T3 \$43,882 - \$54,853 - \$65,823

Civil Engineering Designer
Senior Communication Technician
Senior Construction Inspector
Senior Environmental Control Officer
Senior Fleet Services Technician
Senior Instrumentation Technician
Senior Sewer Technician
Senior Street Technician
Senior Traffic Systems Technician
Senior Wastewater Plant Mechanic
Warehouse Supply Coordinator
Wastewater Plant Operator 3
Water Distribution Technician 3
Water Production Operator 3

Grade T4 \$48,270 - \$60,338 - \$72,405

Laboratory Coordinator
Senior Water Distribution Technician
Wastewater Plant Operator 4
Water Production Operator 4

Grade T5 \$53,097 - \$66,372 - \$79,646

Communications Foreman
Control Systems Foreman
Environmental Control Foreman
Fleet Services Foreman
Landfill Foreman
Sewer Operations Foreman
Streets Operations Foreman
Water Distribution Forman
Water Meter Operations Foreman
Water Production Forman

Professionals

Grade P1

Accountant

Environmental Health Specialist

Grants Analyst

Investigator-DA

Librarian

Public Health Educator

\$49,713 - \$62,141 - \$74,569

Grade P2

Assistant Project Manager

Criminalist

DUI Case Manager

Grants Administrator

Public Health Nurse

\$54,684 - \$68,355 - \$82,026

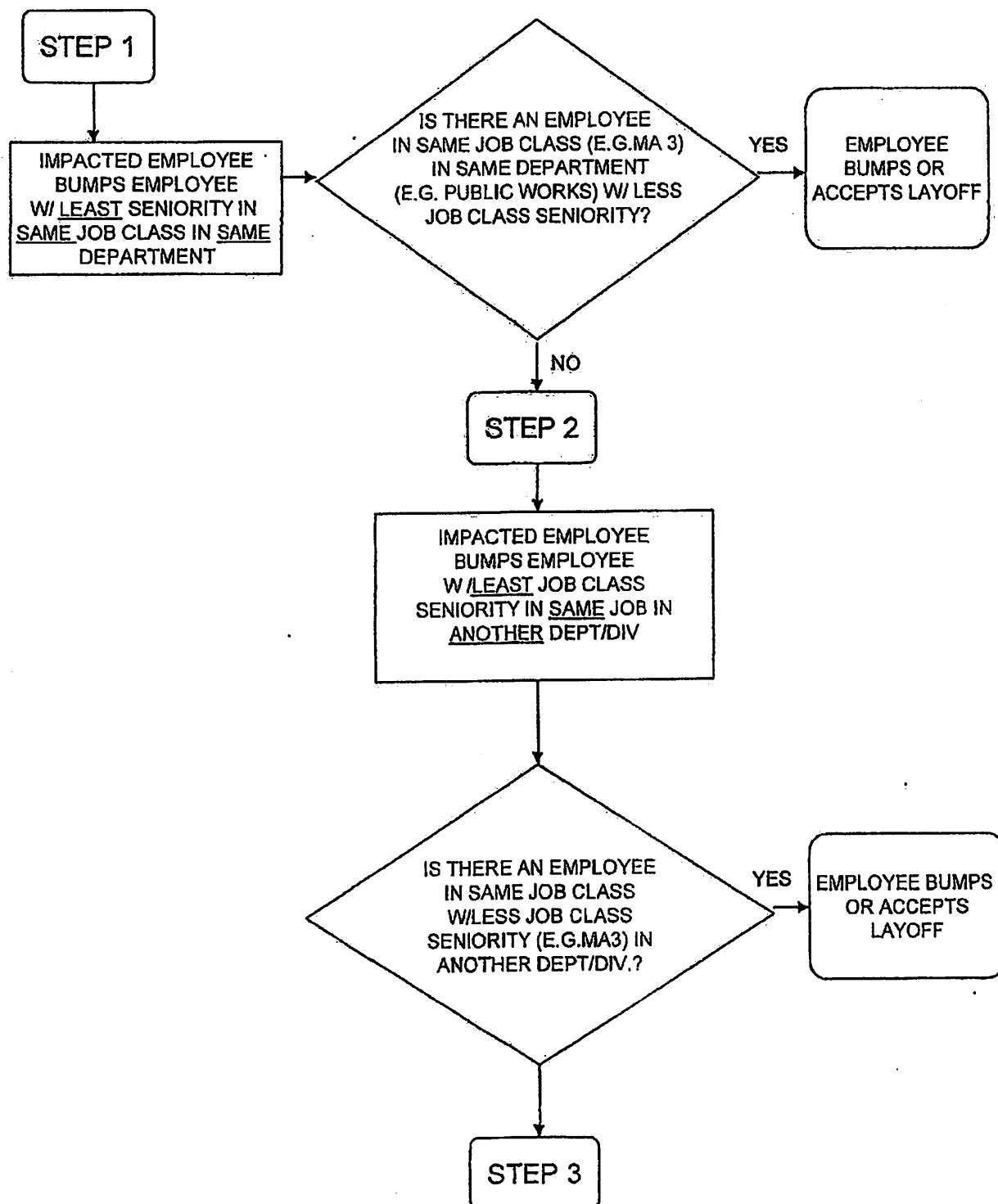
Supervisors

Grade S1

Public Safety Communications Supervisor
Supervising Criminalist
Victim Witness Program Administrator

\$45,642 - \$57,053 - \$68,464

CCEA BUMPING FLOW CHART



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