

LABOR AGREEMENT

February 1, 2021 – June 30, 2023

CITY OF RENO

AND

INTERNATIONAL UNION OF OPERATING ENGINEERS

STATIONARY LOCAL #39

SUPERVISORY UNIT

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SUPERVISORY UNIT

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1 **PREAMBLE**

2 This CONTRACT, entered into by the CITY OF RENO, hereinafter referred to as the City, and the
3 INTERNATIONAL UNION OF OPERATING ENGINEERS STATIONARY LOCAL #39, AFL-CIO,
4 hereinafter referred to as the Union, has as its purpose the promotion of a responsible labor
5 relations policy between the City and the Union; the establishment of a procedure to orderly and
6 equitably dispose of grievances and complaints; and to set forth the full and entire understanding
7 of the parties regarding rates of pay, hours of work, and other conditions of employment.
8

9 **ARTICLE 1. RECOGNITION AND COVERAGE**

10
11 **A. RECOGNITION**

- 12
13 1. The City recognizes the Union as the sole and exclusive bargaining agent for all
14 regular full-time and regular part-time employees in the Supervisory Unit.
15
16 2. The Union recognizes the City Manager or his/her designee(s) as the negotiating
17 representative(s) for the City and shall negotiate exclusively with him/her or his/her
18 designee(s), except as otherwise specifically provided in this Contract.
19

20 **B. COVERAGE OF EMPLOYEES**

- 21
22 1. The Supervisory Unit consists of all City employees as stated in the listing of
23 classes set forth in Appendix A of this Contract.
24
25 2. This Contract applies only to employees in the above described representation unit.
26
27 3. It is understood that the composition of the above described representation unit is
28 subject to change.
29

30 **ARTICLE 2. EMPLOYEE RIGHTS**

31
32 **A. GENERAL PROVISIONS**

- 33
34 1. Any employee, except for those employees designated as confidential, in a
35 classification listed in Appendix A of this Contract has the right to the full
36 benefits and protections of this Contract as may be provided or set forth in this
37 Contract; except that,
38
39 2. Any employee dismissed from City employment while serving an initial
40 probationary period shall not have the right to appeal such dismissal.
41

42 **B. UNION MEMBERSHIP**

- 43
44 1. Any employee, except for those employees designated as confidential, in a
45 classification listed in Appendix A of this Contract has the right to join or not join
46 the Union without fear of intimidation, coercion, or reprisal by any party.
47

48 **C. EMPLOYEE FILES**
49

1. The City shall keep the Central personnel file for each employee in the Human Resources Department. Departments and divisions may also keep working personnel files. In addition, supervisors may keep working personnel files.
2. The City and the Union recognize that employee personnel files shall be maintained on a confidential basis. Documents in the working personnel files must be destroyed after 12 months.
3. Access to personnel files shall be restricted to the employee and those individuals responsible for the supervision of the employee, or those City employees in authority with a legitimate need to know.
4. Upon appropriate request, an employee may inspect their Central personnel file in the Human Resources Department subject to the following:
 - a. Routine inspection of the file(s) may only take place within the calendar month of the employee's hire date or within sixty (60) days of requesting an appointment with Human Resources.
 - b. Non-routine inspection of the file(s) may take place:
 - (1) When an employee has made application for a job, provided that such inspection must occur within thirty (30) calendar days of the filing of the employment application, or
 - (2) When an employee has an active, written grievance on file. The employee may have a representative present during such inspection.
5. Upon appropriate request, an employee may obtain copies of materials in the central or formal departmental and/or divisional files. The employee shall bear the cost of duplication.
6. Pre-employment information, e.g., reference checks and responses, copies of civil service testing materials, and information provided the City with the specific request that it remain confidential, shall not be subject to inspection or copying.
7. Employees shall be notified when a formal, written warning is placed in the central or formal departmental and/or divisional files.
8. The employee may present evidence in support of a request that material be removed from his central, departmental or divisional personnel file if he believes the material to be inaccurate or misleading. With respect to material contained in the formal departmental or divisional file, the decision to remove the material shall be made by the Department Head. With respect to material contained in the central personnel file, the decision to remove the material shall be made by the Labor Relations Administrator after considering the evidence presented by the employee and the recommendation of the Department Head. The provisions of this paragraph shall not be subject to the grievance/arbitration procedure.

1
2 **D. DISCIPLINARY RECORDS**
3

- 4 1. Upon Written request from the Union on behalf of the employee to the Human
5 Resources Department, records of disciplinary action shall be sealed in the central
6 departmental, divisional, and supervisory personnel files, including, but not limited to
7 any electronic files when there has been no recurrence of misconduct in accordance
8 with the following schedule:
9
- 10 a. Written reprimands shall be sealed after one (1) year from the date of issuance
11 if there has been no recurrence.
12
- 13 b. Suspensions of less than five (5) days shall be sealed after three (3) years from
14 the date of issuance if there has been no recurrence.
15
- 16 c. Suspensions of five (5) days or more shall be sealed after five (5) years from
17 the date of issuance if there has been no recurrence.
18
- 19 2. The schedule for sealing disciplinary records shall not apply to discipline for
20 misconduct involving moral turpitude, or violations of sexual harassment and/or
21 discrimination policies or laws. Sealed disciplinary records may be accessed by
22 the City Attorney.
23

24 **E. EMPLOYEE PARKING**
25

- 26 1. In the event employees begin to incur expenses for parking in the future, the City
27 and the Union agree to meet and confer on this provision of the Agreement to
28 discuss the impact of said expenses.
29

30 **ARTICLE 3. UNION RIGHTS**
31

32 **A. PAYROLL DEDUCTION**
33

- 34 1. The City agrees to deduct from the biweekly wages of each Union Member the
35 authorized deduction for Union dues and assessments and for Union per capita
36 payments.
37
- 38 a. Such authorized deduction must be individually and voluntarily executed in
39 writing by the employee in a format agreed upon by the City and the Union.
40
- 41 (1) Such authorized deduction can be executed at any time during the life of this
42 Contract to become effective on the first full pay period after five (5) days
43 prior submission to the appropriate City department.
44
- 45 (2) Within sixty (60) days of the signing of this agreement, the Union shall notify
46 the City by certified mail, and/or electronically, of the amount to be deducted
47 for Union dues and assessments and for Union per capita payments, said
48 deductions to become effective the first full pay period following receipt of
49 the Union's notice. Thereafter, the Union shall provide the City notice by
50 certified mail, and/or electronically, of the amount to be deducted during

1 the term of the Agreement with payment to become effective by the first full
2 pay period following receipt of the Union's notice.
3

4 (3) The City agrees to continue to honor all such authorized deductions
5 presently in effect.
6

7 b. Such authorized deduction shall remain in full force and effect for the duration of
8 this Contract between the City and the Union unless canceled in writing by the
9 employee in a format agreed upon by the City and the Union, and subject to
10 the following:
11

12 (1) Such cancellation can only be made during an annual fifteen (15) day period
13 from June 15 through June 30. Notification of such cancellation shall be in
14 the form of a certified letter to the Union and the City postmarked during that
15 time period.
16

17 (2) If the number of cancellations is in an amount sufficient to show that the
18 Union no longer has the support of a majority of the bargaining unit, then the
19 City may withdraw recognition from the Union and provide for a
20 representation election, if warranted, as soon as may be reasonable.
21

22 (3) If an organization other than the Union is certified as the new bargaining
23 agent, then all deductions will cease and the certified bargaining agent shall
24 assume any and all rights and obligations relative to representation.
25

26 (4) The payment of dues deductions shall not be deemed by the Local
27 Government Employee/Management Relations Board to show majority
28 support if a cancellation notice has been properly filed with the City
29 pursuant to A.1.b.(1) above.
30

31 c. The employee's earnings must be regularly sufficient after required deductions
32 are made to cover the amount of appropriate Union deductions. When the
33 employee's wages are not sufficient to cover the full employee withholding, no
34 Union deductions will be made.
35

36 d. If state law is changed to permit agency shops or fair share deductions, the
37 parties agree to open negotiations with regard to those changes.
38

39 2. The City agrees to deduct from the biweekly or monthly wages of each Union
40 member the authorized deduction for a Union authorized insurance and benefit
41 program, subject to the provisions of paragraph "a" and "b" above, except that
42 cancellation of such program may be made at any time to take effect on the next
43 full pay period after five (5) days prior submission to the appropriate City
44 department.
45

46 3. The City agrees not to honor any check-off authorizations or dues deduction
47 authorizations executed by any employee in the aforementioned bargaining unit in
48 favor of any other labor organization or organization representing employees for
49 purposes of negotiation or providing for wages, hours, and working conditions, and
50 other fringe benefits for its members.

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4. The Union agrees to indemnify, defend and hold the City harmless against any and all claims or suits that may arise out of or by reason of action taken by the City in reliance upon any authorization cards submitted by the Union to the City. The Union agrees to refund to the City any amounts paid to it in error on account of the payroll deduction provisions upon presentation of proper evidence of error or mistake.
5. The City agrees to deduct from the biweekly wages of each employee in the aforementioned bargaining unit the authorized deduction of such funds as he/she may specify for the City of Reno Credit Union, U.S. Savings Bonds, United Way, Operating Engineers Local #3 Credit Union, the authorized Health Plan or such other purposes as the City may hereafter approve.

B. UNION COMMUNICATIONS

1. The Union may use City conference rooms and similar building facilities for meetings with employees in the unit it represents; may post material on bulletin boards provided to serve employees in the unit it represents; and may visit work locations to confer with its members regarding grievances or other business within the scope of representation or as otherwise provided for in this Contract.
 - a. Use of City meeting facilities requires reasonable advance notice to the appropriate City official and is subject to prior scheduling.
 - b. The Union shall be entitled to reasonable use of bulletin boards at work locations where they are established or where they may be located as agreed upon by the Union and the appropriate Department Head. The Steward of the area or the Union Business Representative shall have the responsibility to update and maintain the bulletin boards.
 - c. Duly authorized representatives of the Union shall be permitted to enter offices to transact business within the scope of representation and to observe conditions under which employees are employed and carry out their responsibilities; provided, however, that Union representatives shall, upon arrival at the facility, notify the person in charge of the areas he wishes to visit. Access shall not be unreasonably denied. If denied, the reason or reasons for denial must be stated.
2. The Union may include notices with the payroll checks only when approved by the City Manager or his/her designee.

C. UNION REPRESENTATION AND RELEASE TIME

1. The City recognizes and agrees to deal with designated stewards and representatives of the Union on all matters relating to discipline, grievances and the interpretation, application or enforcement of the express terms of this Contract.

- a. The Union may designate four (4) Stewards from the Supervisory Unit to be assigned as determined by the Union as specified in Appendix B.
 - b. The Union shall furnish the City in writing with the names of all Representatives and Stewards immediately after their designation.
 - c. All Stewards shall have the right to utilize City e-mail systems, fax machines and telephones to contact the Union Business Representative pursuant to City policies.
2. At the request of the Union, Steward(s) may be allowed reasonable time off without loss of pay to represent the Union in meetings with any formal City body or with representatives of the City for purposes deemed appropriate by the City and the Union.
 3. At the request of the Union, Steward(s) shall be allowed sixteen (16) hours City release time without pay per fiscal year for Steward's training, provided that the City is given at least thirty (30) days advance written notice.
 4. Upon the request of an aggrieved employee, a Representative of the Union or the Steward may investigate the specific grievance, provided that the employee is in the Steward's assigned area of responsibility and the Steward assists in its presentation.
 - a. A Steward shall be allowed reasonable time for this purpose during working hours without loss of pay, subject to prior notification and approval of their supervisor.
 - b. If the Steward requests to leave the work site, they shall keep to a minimum the time spent in fulfilling their duties.
 5. It shall be the responsibility of all Stewards to discuss first with the affected employee's immediate supervisor any question regarding interpretation or application of this Contract.
 6. Any employee who is a real party in interest or who is subpoenaed as a Union or City witness in matters relating to employee-employer relations shall be released with pay by the City for reasonable periods of time spent concerning such matters, provided that:
 - a. The employee(s) have the prior approval of the City Manager or his/her designee. Such approval will not be unreasonably denied.
 - b. The time released with pay is during the employee's normally scheduled working hours.
 - c. No overtime shall be incurred as a result of an employee's participation in such matters.

7. Within six (6) months prior to the expiration of this contract the Union, subject to reasonable notice to the City, may request an aggregate total of sixty-four (64) hours of paid release time for preparation for upcoming contract negotiations. Said time shall be coordinated through the City's Human Resources Director or designee for coordination with the various City Departments.
8. The Union will be provided an additional one hundred (100) hours of paid release time for Union business to be used at their discretion. The Union shall notify the appropriate supervisor to assure there will be no business interruption due to granting of leave time.

ARTICLE 4. MANAGEMENT RIGHTS

A. GENERAL PROVISIONS

1. All rights, functions and responsibilities of the City not specifically modified by this Contract shall remain the vested functions of the City.
2. This Contract is not intended to restrict discussion with the Union regarding matters within the scope of the City's Management Rights.

B. SPECIFIC PROVISIONS

1. The City is entitled to the sole right and authority to operate and direct the affairs of the City in all its various aspects. Those rights include but are not limited to the following:
 - a. The right to hire, direct, assign or transfer an employee, but excluding the right to assign or transfer an employee as a form of discipline.
 - b. The right to reduce in force or lay off any employee because of the lack of work or lack of funds. In exercising this right, the local government employer shall comply with all other applicable provisions of the Nevada Revised Statutes, if any.
 - c. The right to determine:
 - (1) appropriate staffing levels and work performance standards except for safety considerations;
 - (2) the content of the workday, including without limitation workload factors, except for safety considerations;
 - (3) the quality and quantity of services to be offered to the public;
 - (4) the means and methods of offering those services; and
 - (5) the safety of the public.
 - d. The right to maintain the efficiency of its governmental operations.

2. Notwithstanding the provisions of this Contract, the City has the right to take whatever actions may be necessary to carry out its responsibilities in situations of emergency such as a riot, military action, natural disaster or civil disorder.

ARTICLE 5. GENERAL PROVISIONS

A. STRIKES AND LOCKOUTS

1. No lockout of employees shall be instituted by the City during the term of this Contract.
2. The Union agrees that during the term of this Contract neither it nor its officers, employees or members will engage in, encourage, sanction, support, or suggest any strikes, work stoppages, boycotts, slowdowns, mass resignations, mass absenteeism, picketing or any other similar actions which would involve suspension of, or interference with the normal work of the City.
3. In the event that Union members participate in such activities in violation of this provision, the Union shall notify those members so engaged to cease and desist from such activities and shall instruct the members to return to their normal duties.

B. DISCRIMINATION

1. The City will not unlawfully interfere with or discriminate in any way against any employee by reason of his/her membership in the Union or participation in any activity approved by this Contract, nor will the City unlawfully discourage membership in the Union or encourage membership in any other employee organization.
2. The Union, in turn, recognizes its responsibility as exclusive bargaining agent and agrees to represent all employees without discrimination, interference, restraint, or coercion.
3. The provisions of this Contract shall be applied equally to all employees, without discrimination as to physical or mental disability, age, sex, marital status, religion, race, color, creed, national origin, or political or Union membership.
4. The City and the Union shall share equally the responsibility for applying this provision of the Agreement. Allegations of Union membership discrimination are subject to the grievance procedure; all other allegations of discrimination shall be excluded from the grievance procedure and shall be heard by the appropriate City department and/or the appropriate State and/or Federal agency.

C. SAVINGS CLAUSE

1. In the event that any provision of this Contract is or shall be rendered invalid by applicable legislation or be declared invalid by any court or regulatory agency of

competent jurisdiction, such action shall only invalidate that provision of the Contract.

2. It is the express intention of the City and the Union that all other provisions not rendered invalid shall remain in full force and effect, and that the parties shall enter into negotiations to bring the invalid section or sections into compliance.

D. POLYGRAPH TESTING

1. The City may request but shall not require an employee to submit to a polygraph examination. Should the employee agree, the employee shall be informed of the topic of the examination and provided twenty-four (24) hours' notice of the examination.

ARTICLE 6. GRIEVANCE AND COMPLAINT PROCEDURE

A. PURPOSE

1. This grievance and complaint procedure shall be used to process and resolve grievances and complaints arising under this Contract.
2. The purposes of this procedure are:
 - a. To resolve grievances and complaints at the lowest possible level;
 - b. To provide an orderly procedure for reviewing and resolving grievances and complaints promptly.

B. DEFINITIONS

1. A "grievance" is a dispute by one or a group of employees, or a dispute between the Union and the City involving the interpretation, application or enforcement of the express terms of this Contract.
2. A "complaint" is a statement that a situation is unsatisfactory or unacceptable.
3. As used in this procedure the term "party and/or grievant" means an employee, the Union or the City.
4. For the purpose of this Article, a business day is defined as Monday through Friday, exclusive of holidays.

C. TIME LIMITS

1. Each party involved in a grievance shall act quickly so that the grievance/complaint may be resolved promptly.

2. Every effort should be made to complete action within the time limits contained in the grievance/complaint procedure, but with the written consent of both parties the time limitations for any step may be extended.

D. REPRESENTATION

1. The grievant may be represented at any of the specified steps of this grievance procedure by the Union Representative.

E. APPLICATION

1. Grievances as defined above in Section B shall be processed through this procedure.
2. Complaints that are outside the definition of a grievance may be processed through Step 3 but not subject to arbitration.
3. Appeals for discipline, excluding written reprimands, shall be processed through this procedure. Written reprimands shall be processed through Step 2.
4. All complaints involving or concerning payment of compensation shall be filed in writing and no adjustments shall be retroactive for more than six (6) months from the date of filing.

F. RESPONSE

1. At each step of the formal grievance procedure, a copy of the decision shall be sent to the Union at the same time as the decision is sent to the grievant.

G. GRIEVANCE PROCEDURE

1. Step 1. Within ten (10) business days of knowledge of the occurrence, the grievant shall present a written grievance on the prescribed form to the Department Head. The Department Head or his designee shall within ten (10) business days after receipt of the written grievance, contact the Union to schedule a meeting to hear said grievance. Within ten (10) business days following the meeting, the Department Head or designee shall issue a written decision. Should the Department Head fail to issue a decision pursuant to the above guidelines, the Union may proceed to the next step of the grievance procedure.
2. Step 2. In the event the recommendation of the Department Head is not accepted by the Union, within ten (10) business days following receipt of answer from Step 1, the Union may submit the grievance to the City Manager. Within ten (10) business days following receipt, the City Manager or his designee shall issue a written decision. Should the City Manager fail to issue a decision pursuant to the above guidelines, the Union may proceed to the next step of the grievance procedure.

- 1 3. Step 3. Within ten (10) business days of receipt of the City Manager's decision,
2 the Union may submit the grievance to arbitration. Once the grievance has been
3 submitted to arbitration, a representative from the Human Resources Department
4 and the Union shall meet within thirty (30) business days in an effort to resolve
5 the grievance.
6

7 H. ARBITRATION
8

- 9 1. If the City Manager's decision is unacceptable to the Union, the City and the Union
10 may agree upon an arbitrator who is experienced, impartial, disinterested and of
11 recognized competence.
12
13 2. If the parties are unable to agree upon an arbitrator, a request for a list of seven
14 (7) arbitrators shall be made to the American Arbitration Association by either party
15 and the parties shall be bound by the rules and procedures of the American
16 Arbitration Association.
17
18 3. The party requesting arbitration shall strike the first name and each party in turn
19 shall strike a name until one name remains.
20
21 4. Costs and expenses of arbitration shall be borne equally by the parties; however,
22 each party will pay their own expenses in preparation for any arbitration hearing.
23
24 5. All hearing(s) held by the arbitrator shall be in closed sessions and no news
25 releases shall be made concerning progress of the hearing(s).
26

27 I. DECISION
28

- 29 1. The decision of the arbitrator shall be final and binding.
30
31 2. The arbitrator shall have no authority to add to, delete, or alter any provisions of
32 this Contract, but shall limit his/her decision to the application and interpretation
33 of its provisions.
34

35 J. WITNESSES
36

- 37 1. Prior to the arbitration hearing, the Union shall furnish the City with a list of
38 witnesses it desires to call who would be otherwise working.
39
40 2. The parties will be reasonable in the scheduling of time off to accommodate both
41 the operations of the City and the grievant's fair hearing.
42
43 3. The City will assume no overtime liability as a result of a grievant's or witness's
44 testimony.
45

46 K. CITY INITIATED GRIEVANCE
47

- 48 1. In the event that the City initiates a grievance against the Union, it will be
49 forwarded in writing by the appointing authority to the Union.
50

2. Within ten (10) business days from the receipt of the grievance, the Union will meet with the City in an attempt to resolve the grievance.
3. Should the parties not be able to resolve the grievance at this meeting, the Union will have ten (10) business days from the day of the meeting to respond in writing.
4. Should no satisfactory agreement be reached, the City may proceed with arbitration as set forth in Section H above.

ARTICLE 7. DISCIPLINE/DISCHARGE

A. PURPOSE

1. All discipline shall be for just cause. Further, it is the purpose of this Article to provide for an equitable and expeditious manner for the resolution of disputes arising from the imposition of discipline.
2. The Supervisor, Manager and/or Department Head will evaluate each incident on its own merit and determine the appropriateness of disciplinary action following City policy on corrective action/progressive discipline. Disciplinary action will be initiated at the level most appropriate based on evaluation of the merits and the severity of the incident.

B. DEFINITIONS

1. "Just cause" for any discipline as defined in this Article is subject to appeal and review under Article 6, Grievance and Complaint Procedure, except as provided in Section D below.
2. The term discipline as used in this Article shall include discharge, demotion, suspension and written reprimands.

C. GENERAL PROVISIONS

1. An employee who reasonably believes that an interview or discussion will result in disciplinary action against him/her shall have the right to request that a Chief Steward or Union Representative be present during the interview or discussion. In instances where the employee has requested representation pursuant to the above, the employee shall be afforded fair opportunity to arrange for such representation.
2. The City and the Union agree that employee evaluations should not be used in lieu of disciplinary measures.
3. If the City decides to use a tape recording device, the City shall use two (2) tape recording devices and provide one (1) tape to the employee.

D. WRITTEN REPRIMANDS

1. A written letter of reprimand shall only be subject to review through the City Manager or designee and not subject to arbitration.
2. Upon completion of the review, the City Manager or designee may withdraw, modify or affirm the written reprimand.
3. Within thirty (30) calendar days of the final disposition by the City Manager or designee, the affected employee may submit a written statement responding to the reprimand and such statement shall be included in the Central personnel file.
4. Such written responses shall remain in the Central personnel file for as long as the reprimand remains in the file.
5. An employee shall have thirty (30) calendar days from the receipt of a written reprimand to submit a written statement to respond to the written reprimand

E. EMPLOYEE OPTION

1. Each regular employee who is covered by Civil Service regulations and who has been disciplined shall, except for written reprimands, have the option of pursuing the grievance-arbitration procedures set out in Article 6 of this Contract or Civil Service remedies where applicable.
 - a. Any employee choosing to pursue the remedy under Civil Service waives his/her right to pursue the remedy under Article 6 and such remedy shall no longer be available to that employee.
 - b. An employee pursuing an appeal under Article 6 waives his/her right to pursue Civil Service remedies. An employee who appeals under Article 6 shall begin at Step 1 within ten (10) work days following the notification of discipline.

F. PRE-DISCIPLINARY HEARING

1. Any employee being suspended four (4) or more days, demoted, or discharged shall have the opportunity to respond to the specific charges and present evidence on his/her behalf in a pre-disciplinary hearing before the Department Head or his/her designee prior to implementation of the disciplinary action.
2. The purpose of a pre-disciplinary hearing is for the employee to respond to the specific charges and present evidence on his/her behalf.
3. The employee shall have the right to be represented at this hearing by a Union Representative.
4. The City will follow legal requirements including *Skelly and Weingarten* for any applicable disciplinary actions or hearings.

ARTICLE 8. HOURS OF WORK AND OVERTIME

A. HOURS OF WORK

- 1
2 1. Regular full-time employees of the City will normally work five (5) days, forty
3 (40) hours per week, eight (8) hours per day, fifty-two (52) weeks per year,
4 including authorized absences with pay.
5
- 6 2. A work day is defined as commencing at the employee's reporting time and
7 ending at the completion of their shift, inclusive of two (2) rest periods but
8 exclusive of meal periods (with the exception of Section A (2) d).
9
 - 10 a. Such rest periods shall not be taken within one (1) hour of the employee's
11 starting time, or quitting time unless otherwise agreed to by the City and the
12 Union. Employees may, with approval of their Department Head, or his/her
13 designee, combine one (1) rest period and their lunch, but such time shall not
14 exceed forty five (45) minutes. The City agrees to reasonably allow this
15 combination, except when bona fide work reasons require otherwise.
16
 - 17 b. All employees, with the exception of those outlined in Sections A (2)c and
18 A (2)d below, shall normally be allowed an unpaid lunch period of not less
19 than thirty (30) minutes but no more than one (1) hour which shall be
20 scheduled generally in the middle of the work shift. All employees are
21 encouraged to take their lunch and rest breaks and will not be unreasonably
22 denied.
23
 - 24 c. Public Safety Dispatch Supervisors, Police Records Supervisor, Senior Code
25 Enforcement Officer, and Community Services Supervisors (when assigned to the
26 Reno Police Department) shall normally receive a thirty (30) minute paid lunch
27 break and two (2), fifteen (15) minute paid breaks. All employees are
28 encouraged to take their lunch and rest breaks and will not be unreasonably
29 denied. Lunch and rest breaks not taken shall not be subject to overtime.
30
 - 31 d. The agreed procedure for lunch breaks for employees in the class of Police
32 Records Supervisor assigned to the City of Reno, Department of Police,
33 Records and Identification Bureau working the swing and graveyard shifts
34 shall be as follows:
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 - 36 (1) Employees in the class noted above working the shifts noted above shall
37 work an eight (8) hour work day.
38
 - 39 (2) This work day includes two (2) fifteen minute rest breaks.
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 - 41 (3) The two (2) rest breaks provided for in the current Agreement may, at
42 the employee's request, be combined into a one-half (1/2) hour lunch
43 period.
44
 - 45 (4) The lunch period shall generally be scheduled in the middle of the
46 affected employee's work day, except as otherwise agreed to by the
47 employee and his/her supervisor.
48
- 49 3. Employees working a five (5) day, forty (40) hour week shall receive two (2)
50 consecutive days off in the work week unless otherwise approved by the employee

and the City or due to a permanent work schedule change. Employees on a 4/10 alternative work schedule will normally receive three (3) consecutive days off.

4. When an employee is ordered by the City to attend training, the time spent in training (classroom training and/or compulsory homework assignments) shall be counted as hours worked. Training which takes place during off-duty hours with voluntary attendance is not counted as hours worked. An employee's work schedule may be changed temporarily, without written notice, to accommodate attendance for training.
5. Employees shall be given at least fifteen (15) working days written notice prior to a permanent change in their assigned hours of work, unless due to an emergency or unless mutually agreed to by the City and the Union.
6. Notwithstanding Section A (1) above, employees of a specific section, unit, division or department may work a modified workweek, subject to approval by the City and the Union.
7. Nothing contained herein shall be construed as limiting or preventing the City from establishing other work shifts when mutually agreed to by the City and the Union.

B. OVERTIME AND COMPENSATORY TIME

1. The City Manager, Department Head, or a manager may require an employee to work overtime.
2. Employees will be compensated only for overtime ordered by authorized supervisory and/or management personnel.
3. Employees required to work in excess of forty (40) hours per week shall be compensated for such overtime with pay at one and one-half (1-1/2) times the employee's regular hourly rate for each quarter (1/4) hour or major portion thereof, or, at the request of the employee and approval of the Department Head, by Compensatory Time off on the basis of one and one-half (1-1/2) hours off for each hour of overtime worked for each quarter (1/4) hour or major portion thereof.
 - a. If the department is unable to schedule and grant time off within six (6) months from the date the overtime was performed, cash payment shall be made in lieu of Compensatory Time.
 - b. Management will not be unreasonable in the scheduling of Compensatory Time and will consider the employee's request and the operating demands.
 - c. No employee shall be permitted to accumulate over one hundred twenty (120) hours of Compensatory Time.
4. Absence with pay shall be counted as time worked.

5. Part-time employees shall be compensated for overtime at their regular hourly rate for each hour worked in excess of their normal workday or week; provided, however, for work performed in excess of forty (40) hours per week, they shall be compensated as provided in Section B(3) above.
6. Employees who work overtime shall promptly and accurately report such time in the manner prescribed by the City.
7. The City agrees to make a reasonable effort to distribute overtime among employees in the same work unit insofar as circumstances permit.
8. The City agrees to make a reasonable effort in assigning overtime work to employees on a voluntary basis if practical.
9. All overtime work will be assigned at the beginning of the workday whenever reasonable and practical.
10. Employees required to work on a holiday shall receive, in addition to straight time pay for the holiday, overtime compensation pay at one and one-half (1-1/2) times the employee's regular hourly rate for each quarter (1/4) hour or major portion thereof.

C. STANDBY AND CALL BACK ASSIGNMENTS

1. Any employee who is required to remain on standby shall be compensated for each hour the employee is in standby status at the rate of one-fifth (1/5th) of an hour's pay at the employee's regular hourly rate.
2. An employee assigned to standby shall not be required to remain at home but shall be issued and will carry a City owned cell phone. In the event the carrying of a cell phone is impractical or service is unavailable, the employee shall be responsible for keeping his/her department informed where he/she may be reached by telephone during said standby time. When assigned to standby, the employee shall remain in such proximity to work that he/she may reasonably report for duty within forty-five (45) minutes of notification.
3. An employee who is called in to perform work shall be compensated for all hours worked at the appropriate rate of pay, with a minimum guarantee of two (2) hours unless the call back merges with the employee's regular shift.
4. Any employee called in to work shall be paid travel time to and from the employee's "called in to work" assignment and the location from which the employee responds. It is understood that if the employee's work performed abuts his/her regular work shift or previously scheduled overtime, travel time will not be paid.
5. All pay earned shall be added to the payroll for the period during which the work was performed, unless the pay is earned concurrently with the close of a pay period and cannot be processed in that pay period.

6. When an off-duty employee receives a telephone call or page at home when no other supervisor or standby supervisor is available, the employee shall receive fifteen minutes of pay at the overtime rate for each ten (10) to twenty (20) minutes of calls received.

7. An employee who has completed a Standby Pay assignment may elect to have the entire amount of their Standby Pay assignment credited to Compensatory Time at the appropriate ratio pursuant to Section C(1).

ARTICLE 9. SALARIES

A. SALARY PAYMENT

1. The salary table shall be as reflected in Appendix D.
2. Effective after the Reno City Council adopts the new Collective Bargaining Agreement the City will issue a onetime payment to each employee in the bargaining unit employed by the City after the Council's adoption. That onetime payment will be calculated by taking the employee's W2 from the City for 2020 and dividing by twelve. The resulting number will be multiplied by seven. That number will then be multiplied by zero point zero two five and the resulting number will be the onetime payment that the employee will receive.
3. Effective the first full pay period following February 1, 2021, increase wages 2.5%. Effective the first full pay period following July 1, 2021, increase wages 2.5%. Effective the first full pay period following July 1, 2022, increase wages 2.5%.
4. All employees shall be paid on each biweekly Friday.
5. Those employees whose normal work schedule does not include Fridays may pick up their paychecks on the preceding Thursday after 2:00p.m.

B. SALARY ADMINISTRATION

1. Administration, Confirmation and Probationary Period
 - a. The City Manager or his/her designee shall be responsible for the administration of salaries in accordance with the provisions of this Article.
 - b. An employee shall be eligible for confirmation by the Civil Service Commission upon successful completion of a twelve (12) month probationary period.
2. Salary Rate Upon Initial Appointment
 - a. Upon initial appointment, the entrance rate will be the minimum rate of the range for the class of the position involved.
 - b. In exceptional cases where an applicant for a position may have qualifications distinctly above and beyond the minimum qualification requirements for the

class, or in cases where recruiting efforts have failed to fill a position at the minimum rate, the City Manager or his/her designee may authorize entrance at a rate above the minimum rate.

- c. In cases of inability to recruit at the minimum, any current employees in positions of the same class whose rates are below the rate established as entrance rate, shall have their pay adjusted to the rate at which the position was finally filled.

3. Salary Rate Upon Promotion

- a. Upon promotion to a position of a higher class, the employee's rate shall be the minimum rate of the range of the position to which promoted, or that rate within the range which is fifteen percent (15%) above the former rate, whichever is higher, not to exceed the salary range.
- b. Probationary employees promoted to a position of higher class in the same series prior to completion of his/her probationary period will be considered a regular employee of the City, and the balance of probationary period of the previous classification shall be waived.

4. Salary Rate Upon Demotion

- a. Upon involuntary demotion, the rate of pay in the lower range shall be set by the appointing authority.
- b. Upon demotion for failure to complete a promotional probationary period, the employee shall be placed in their former range at their previous rate, but shall be increased by any step increases the employee would have received.
- c. Upon demotion at the request of the employee, salary shall be reduced corresponding to the rate last held by the employee in the lower range prior to his/her promotion from that level, but shall be increased by any step increases the employee would have received.

5. Performance Step Increase

- a. An employee who successfully completes twelve (12) full months of satisfactory service, excluding overtime, after initial appointment or promotion to a position, shall be eligible for an increase and yearly thereafter, if appropriate, based upon the completion of successive twelve (12) month periods, excluding overtime.
- b. To be eligible for a performance step increase, the employee must meet a meritorious level of performance and competence since the last year's evaluation.
- c. If the advancement is delayed due to any performance or competence considerations, the effective anniversary date will also be delayed. However, if the delay was due to clerical or administrative delay or mistake, the proper adjustment shall be made retroactive to the date it was due.

(1) In the event that an employee is denied a performance step increase, the

1 employee and the Union will be informed in writing of the specific reasons for
2 such denial and may within ten (10) working days of such notification
3 request in writing a review before his/her Department Head, or his/her
4 designee, to discuss the reason for the denial.
5

6 (2) The review shall be attended by the employee, the employee's Union
7 Representative, the supervisor, and the Department Head or his/her designee.
8

9 (3) The decision of the Department Head or his/her designee may be appealed to the
10 City Manager or his/her designee for a final decision.
11

12 d. If the performance step increase has not been paid, and there is no denial of the
13 performance step increase in accordance with Section B(5)(c) above, at any time
14 after two (2) full pay periods following the employee's anniversary date, the Union
15 may notify the Human Resources Department in writing, with a copy to the
16 Department Head, and request award of the performance step increase. Following
17 notification from the Union, the Department Head shall notify of Human Resources
18 Department, within one (1) full pay period, if the employee's job performance is the
19 basis for the non-award. If there is no response within the specified time period, or if
20 the response indicates the delay is due to administrative oversight, the Human
21 Resources Department shall initiate the applicable performance step increase.
22

23 e. Management will not be arbitrary or capricious in the denial of a performance step
24 increase.
25

26 f. A standard performance step increase shall be one step above the employee's
27 present step in the assigned pay grade as provided in Appendices D-1 through D-
28 4.
29

30 g. For exceptional performance, the City Manager may approve a two (2) step
31 increase.
32

33 h. The decision to deny a step increase is not subject to the grievance procedure.
34

35 6. Salary Rate of Supervisors 36

37 a. Effective the first full pay period following July 1, 2006, after successful completion
38 of the probationary period, a supervisor shall be paid a base salary rate at least
39 fifteen percent (15%) higher than the regular base salary rate of his/her highest
40 paid subordinate. A subordinate's salary rate for out of class assignment shall not
41 be considered regular base salary. The percentage increase to the salary rate of a
42 supervisor shall not be calculated based on any salary in excess of the highest step
43 of the Local 39 Non-Supervisory current contract classification for which the
44 Supervisor has responsibility. The salary rate adjustment shall not apply to
45 temporary, temporary overtime, special event, emergency or other such short term
46 assignments for either the supervisor or the subordinate. For purposes of this
47 section, temporary assignment shall not exceed 31 calendar days. Effective July
48 1, 2017, newly promoted or newly hired supervisors shall not be eligible for the
49 fifteen percent (15%) premium pay above their highest paid subordinate.
50

- 1 b. In the event that a supervisor, who has been receiving fifteen percent (15%) higher
2 than his/her highest paid subordinate, will realize a reduction in salary due to the
3 fact that he/she is no longer supervising that subordinate; then, the supervisor will
4 retain the salary at his/her current adjusted rate, but have it frozen until such time
5 that his/her regular salary equals the adjusted salary. While his/her salary rate is
6 frozen, he/she will receive no across-the-board, cost-of-living, merit or any other
7 salary increases.
8

9 **C. REQUEST FOR JOB RECLASSIFICATION**

- 10
11 1. A department or an employee may submit a written request for a job reclassification
12 to the Human Resources (HR) Department and with a copy to his/her Department
13 Head.
14
15 2. The City Manager shall make the final decision.
16
17 3. There is no appeal of the City Manager's final decision.
18

19 **D. LONGEVITY PAY**

- 20
21 1. In lieu of longevity, the parties have agreed to substitute a deferred compensation
22 benefit as more specifically set out below.
23

24 **E. DEFERRED COMPENSATION**

- 25
26 1. The City shall contribute one dollar (\$1.00) for each one dollar (\$1.00) deferred
27 and invested by the employee in the City approved Deferred Compensation
28 program, up to a maximum City contribution equal to five (5%) of the employee's
29 biweekly base wage not to exceed a total City contribution per calendar year of
30 one-half the limit allowed to be deferred by Federal Law.
31

32 **F. SHIFT DIFFERENTIAL**

- 33
34
35 1. Employees required to work between the hours of 6:00 pm and 6:00 am as part of
36 their regularly scheduled shift to include temporary regularly scheduled shift (for
37 example, a temporary change in scheduled shift for snow removal) shall be
38 compensated at the rate of three (\$3.00) per hour for each scheduled hour actually
39 worked during the period in addition to all other compensation.
40
41 2. Community Services Supervisors (when assigned to the Reno Police Department),
42 Public Safety Dispatch Supervisors, and Police Records Supervisors who work
43 between the hours of 6:00 p.m. and 6:00 a.m. as part of their regularly scheduled shift
44 work and who work that same shift on a holiday shall be paid Shift Differential.
45
46 3. If the employee works overtime between 6:00 p.m. and 6:00 a.m. as part of the
47 regularly scheduled shift, the employee will be paid overtime on the hourly rate and
48 will still receive the flat per hour Shift Differential.
49

1 a. Any employee who works any overtime between the hours of 6:00 p.m. and
2 6:00 a.m. shall receive Shift Differential for each hour worked between those
3 hours.

4
5 b. The provisions of this Article shall not apply to Standby.
6

7 **G. ACTING MANAGER PAY**
8

9 1. When an employee is qualified and assigned in writing to an acting manager
10 position, the employee shall receive a fifteen percent (15.0%) premium for the
11 period so assigned. To qualify for compensation, the assignment must be in
12 writing by the Department Head or his/her designee.
13

14 **H. LICENSES AND FEES**
15

16 1. After employment, if the City requires or requests that the employee obtain or
17 maintain a special license, certification, or physical examination, the City shall pay
18 all fees required for acquisition or renewal upon successful completion and
19 presentation of a receipt for payment. This provision is subject to prior approval of
20 the Department Head.
21

22 a. The employee shall be released from work with pay as necessary for acquisition
23 or renewal.
24

25 b. At the sole discretion of the City, an employee may be required to obtain any
26 physical examination from a physician designated by the City.
27

28 2. The City may designate a limited number of positions within the Supervisory Unit
29 which shall require a Commercial Driver's License. All employees required to hold
30 a Commercial Driver's License have the responsibility to maintain the Commercial
31 Driver's License and a Medical Card and the City shall pay fees as specified in
32 Section 1 above.
33

34 a. Effective the first full pay period following July 1, 2006, such positions will be
35 eligible for a license premium pay of twenty-five dollars (\$25.00) per pay period.
36

37 (1) Said license premium pay shall be paid to those employees required, as a
38 condition of employment, to hold a valid Commercial Driver's License and
39 Medical Card.
40

41 b. Eligibility for such positions shall be based upon the following criteria:
42

43 (1) Priority will be given to employees currently holding a valid Commercial
44 Driver's License.
45

46 (2) If there are more employees holding a license than positions available
47 which require the license, assignment to such positions shall be based
48 upon seniority within the class as determined by the Civil Service
49 Department.
50

1 (3) If there are insufficient employees available for assignment who currently
2 hold a Commercial Driver's License, then eligibility for obtaining a license
3 shall be based upon seniority within the class as determined by the Civil
4 Service Department.
5

6 c. Individuals hired into supervisory unit positions subsequent to July 1, 2006,
7 shall not be eligible for license premium pay as outlined within this Article.
8

9 I. BENEFIT ELIGIBILITY

10 1. Definition of Continuous Service

- 11
- 12 a. Service commencing the first day of employment in a regular position within the
13 bargaining unit until voluntary separation.
14
- 15 b. Authorized unpaid leaves of absence of more than ten (10) consecutive
16 working days will be deducted from continuous service.
17
- 18 c. Any suspension time not reversed by the City Manager or grievance procedure
19 will be deducted from continuous service.
20
- 21 d. Any absence without authorized leave of three (3) consecutive work days shall
22 cause an interruption in an employee's service with the City and may lead to
23 termination.
24

25 2. Continuous Service

- 26
- 27 a. A continuous service date shall be computed for each employee and will be part
28 of the service record.
29
- 30 b. This date will be adjusted based on continuous service and will be used to
31 calculate increased entitlement to Vacation Leave and Sick Leave based upon
32 successive two thousand eighty (2080) hour work periods, excluding overtime.
33
34

35 3. Regular Part-Time Employees

- 36
- 37 a. Any employee filling a regular part-time position of at least twenty (20) hours per
38 week will receive a pro-rata accumulation of all applicable pay, benefits, and
39 accruals provided to regular full-time employees.
40
- 41 b. Such pro-rata contributions shall be based on the employee's regularly
42 scheduled shift.
43
44
- 45 c. Should an employee's actual work hours exceed their regularly scheduled shift
46 for two (2) consecutive pay periods, the pro-rata contributions shall be
47 retroactively adjusted to the increase in hours.
48

- 1 d. If an employee is absent from work, he/she will have charged to the appropriate
2 leave the pro-rated hours (for example, an employee working twenty (20) hours
3 per week who is sick one day will be charged four (4) hours Sick Leave).
4

5 **J. BILINGUAL PAY**
6

7 Any employee who has been approved for Bilingual Pay by their Department Head
8 and who has completed the requisite certification process through the Civil Service
9 Department or Truckee Meadows Community College (TMCC) for a Level 1
10 certificate shall receive compensation in the amount of forty dollars (\$40.00) per pay
11 period. Employees who have been approved for Bilingual Pay by their Department
12 Head and who have earned the Level II certification from the Civil Service Department
13 or TMCC shall receive compensation in the amount of sixty dollars (\$60.00) per pay
14 period.
15

16 **K. CONFINED SPACE PAY**
17

- 18 1. An employee assigned by the Department Head, or his/her designee to be on the
19 Confined Space Team shall receive an additional fifty dollars (\$50.00) per
20 biweekly pay period when so assigned. To be eligible for the pay, the employee
21 must be fully trained in confined space rescue.
22

23 **ARTICLE 10. ALLOWANCES AND REIMBURSEMENT**
24

25 **A. UNIFORM ALLOWANCE**
26

- 27 1. Any employee who is required by virtue of the duty of employment, or by request
28 of his/her Department Head, to wear a uniform designated by the City, and which
29 is not furnished by the City, shall be paid a Uniform Allowance. Effective July 1,
30 2021, Senior Code Enforcement Officers shall receive nine hundred dollars
31 (\$900.00) per fiscal year.
32
33 2. The Uniform Allowance shall be seven hundred dollars (\$700.00) per year. For
34 Community Service Supervisors (when assigned to the Reno Police Department)
35 the Uniform Allowance shall be nine hundred dollars (\$900.00) per year.
36
37 3. The Uniform allowance shall be paid in two semi-annual installments equal to one-
38 half of the annual allowance with the final payroll during the month of December and
39 the month of June each fiscal year. The City will compensate the employee up to
40 five hundred dollars (\$500.00) per fiscal year for damage or loss of uniforms if the
41 loss or damage occurred while the employee was in performance of his/her duty
42 and/or through no fault of the employee.
43
44 4. In lieu of the Uniform Allowance provided for in this Section, the City may elect to
45 furnish either directly or through contract facilities the required uniform or required
46 replacement uniform items. The City shall provide one (1) uniform for every work
47 day of the employee's regular work week, plus one (1).
48

- 1 5. Upon termination from City employment, the Department Head, at his/her
2 discretion, may require the employee to return to the City any uniform or parts
3 thereof in his/her possession at the time of termination.
4

5 **B. VEHICLE ALLOWANCE**
6

- 7 1. Effective the first full pay period following July 1, 2002, those employees who held
8 the classification of Public Works Crew Supervisor as of January 1, 2002 and who
9 were no longer allowed to take home City vehicles as of that date, shall receive
10 the equivalent of fifteen dollars (\$15.00) biweekly to be paid once per month.
11 Employees hired as Public Works Crew Supervisors after January 1, 2002 or not
12 assigned a take home vehicle prior to that date, will not be eligible for this benefit.
13
14 2. Effective the first full pay period following July 1, 2006, the Traffic Signal
15 Maintenance Supervisor shall receive the same as the Public Works Crew
16 Supervisors.
17

18 **C. CITY-ISSUED CELLULAR TELEPHONE**
19

- 20
21 1. Upon termination from City employment, the employee shall return any City-issued
22 cellular telephone. Failure to return the City-issued cellular telephone may result in
23 the employee being charged for the equipment from their final paycheck.
24

25 **ARTICLE 11. HOLIDAYS**
26

27 **A. OBSERVANCE**
28

- 29 1. Every employee shall be entitled to a day off from work with pay on the following
30 holidays during each year:
31
32 a. New Year's Day (January 1)
33
34 b. Martin Luther King Jr. Day (Third Monday in January)
35
36 c. Presidents' Day (Third Monday in February)
37
38 d. Memorial Day (Last Monday in May)
39
40 e. Juneteenth National Independence Day (June 19)
41
42 f. Independence Day (July 4)
43
44 g. Labor Day (First Monday in September)
45
46 h. Nevada Day (Last Friday in October)
47
48 i. Veteran's Day (November 11)
49
50 j. Thanksgiving Day (Fourth Thursday in November)

1
2 k. Day after Thanksgiving (Friday)
3

4 l. Christmas Day (December 25)
5

6 m. And upon any other day that may be declared by the Mayor, the Governor of the
7 State of Nevada, or the President of the United States to be a legal holiday or day
8 of mourning applicable to and intended to be observed by closure of local
9 government public offices.

10
11 n. Two (2) floating holidays to be taken during the fiscal year.
12

13 2. To be eligible for Holiday Pay, an employee must be on the active payroll of the
14 City and must have worked his/her full regularly scheduled workday before and
15 after the holiday, unless expressly excused via an approved leave by the
16 Department Head, or his/her Designee.
17

18 3. For employees regularly scheduled a Monday-Friday workweek, whenever one of
19 these holidays falls on a Saturday, the preceding Friday will be observed as a
20 holiday; and should it fall on a Sunday, the following Monday will be observed as a
21 holiday.
22

23 4. Employees regularly scheduled on an other than Monday-Friday workweek, should
24 the holiday fall on his/her first non-workday, the previous workday will be observed
25 as that holiday, and should the holiday fall on his/her second or third non-
26 workday, the following workday will be observed as that holiday.
27

28 5. Employee's holiday time off shall be equivalent to their required shift schedule for
29 one (1) day.
30

31 **B. HOLIDAY WORKED PAY**
32

33 1. Should any employee be required by order of his/her Department Head, or his/her
34 designee, to work on any of the above-named holidays, if eligible for Holiday Pay,
35 in addition to this Holiday Worked Pay he/she shall receive one and one-half (1-
36 1/2) times his/her regular hourly rate of pay for each hour or major fraction
37 worked, up to a maximum number of hours equal to the number of hours he/she
38 is regularly scheduled for a normal workday.
39

40 2. Pay for a holiday worked will be added to the payroll for the period within which
41 the holiday falls.
42

43 **C. HOLIDAY BONUS LEAVE**
44

45 1. An employee may choose to receive Holiday Bonus Leave in lieu of Holiday
46 Worked Pay for any holiday worked.
47

48 2. The Holiday Bonus Leave will be accumulated at one and one-half (1-1/2) times
49 the number of hours worked for each hour or major fraction worked.
50

- 1 3. Holiday Bonus Leave must be used within one (1) year of the date earned.
2

3 **ARTICLE 12. LEAVES**
4

5 **A. VACATION**
6

- 7 1. The earned Vacation Leave for all regular full-time employees shall be based upon
8 years of service as a regular full-time employee with the City, and shall be as follows:
9

Years of Continuous Service	Hours of Vacation Earned Per Biweekly Pay Period
Less than 5 years	4
5 years, but less than 10 years	5
10 years, but less than 15 years	6
15 or more years	8

- 10
11 2. Vacation Leave hours may be maintained in the employee's Vacation Leave bank
12 up to a maximum number of hours equal to five hundred (500) hours.
13
14 3. Vacation Leave hours shall accrue for each pay period the employee is in full pay
15 status a major portion of his/her regularly scheduled biweekly hours.
16
17 a. A "major portion" is defined as full pay status for at least forty-eight (48) hours in
18 an eighty (80) hour pay period.
19
20 b. Vacation Leave shall be charged based on one-quarter (1/4) hour for each quarter-
21 hour or major portion thereof taken.
22
23 c. Vacation Leave taken during a biweekly period shall be charged before
24 Vacation Leave earned during that pay period is credited.
25
26 Employees may not use Vacation Leave before they have earned such leave.
27
28 d. Holidays, as enumerated in this Agreement, occurring within the vacation
29 period will not be counted as vacation days.
30
31 e. Sick Leave will not be granted in lieu of Vacation Leave.
32
33 4. When vacations may be taken shall be determined in advance by the
34 Department Head, or his/her designee, after considering the needs of the City and
35 the wishes and seniority of the employees.
36
37 5. Regular employees who leave the employment of the City for any reason shall
38 be compensated for earned Vacation Leave hours accrued at the time of
39 separation from the City's employment.
40
41 6. Upon request an employee may cash out up to forty (40) hours of accumulated, but
42 unused, regular Vacation Leave in increments of twenty (20) hours. To be eligible, the
43 employee must file a written request with the Department Head.
44

- 1 7. Effective July 1, 2021, City employees who are rehired and have five continuous
2 years of service from their rehire date shall have all years of City service counted for
3 the purpose of vacation accruals only.
4

5 **B. LEAVE OF ABSENCE**
6

- 7 1. Leaves of absence will only be granted if approved by the Human Resources
8 Department.
9
10 2. If the leave of absence is not approved by the Human Resources Department,
11 the employee may appeal to the Reno Civil Service Commission.
12

13 **C. SICK LEAVE**
14

- 15 1. All regular full-time employees shall be entitled to earn and accumulate Sick
16 Leave without limitation at the following rates:
17

Regularly Scheduled Hours per Week	Sick Leave Earning Rate Per Biweekly Pay Period
40	4.0 hours

- 18
19 2. Sick Leave hours shall accrue for each pay period the employee is in full pay
20 status a major portion of his/her regularly scheduled biweekly hours.
21
22 a. A "major portion" is defined as full pay status for at least forty-eight (48) hours
23 in an eighty (80) hour pay period.
24
25 3. Sick Leave shall be an absence from work by reason of illness, injury or death
26 under the following circumstances:
27
28 a. Sick Leave may be granted only as the result of:
29
30 (1) Illness or injury of the employee;
31
32 (2) Attendance for the illness or injury of any relative within the third degree of
33 consanguinity or affinity (Consanguinity is defined as kinship to include blood
34 relationship; whereas affinity is the connection existing in consequence of
35 marriage) e.g., spouse, parent, child, grandparent, brother or sister; or
36 grandchild, adopted child or stepchild that resides with the employee; or
37
38 (3) Death of any relative defined above.
39
40 b. The City shall comply with Federal regulations regarding leave under the Family
41 Medical Leave Act (FMLA), and shall administer the FMLA program according to
42 the City's FMLA policy.
43
44 c. In the event of a death in the immediate family as defined in Section C3.a.(3) above,
45 an employee shall be granted days off with pay to attend the funeral or services as
46 provided below:
47

(1) If attending services in town, up to three (3) days may be taken as Bereavement Leave and shall not be deducted from the employee's Sick Leave.

(2) If attending services out-of-town beyond one hundred (100) miles of Reno, up to five (5) days may be taken with the understanding that the additional two (2) days will be charged to Sick Leave.

*Consanguinity or affinity chart is attached as Appendix F.

4. Sick leave shall be charged on the basis of one-quarter (1/4) hour for each quarter-hour or major portion thereof taken.

a. Holidays occurring during Sick Leave periods shall not be counted as Sick Leave.

b. Sick leave taken during a biweekly pay period shall be charged before Sick Leave earned during that pay period is credited.

(1) Employees may not use Sick Leave before they have earned such leave.

5. If an employee does not have adequate accrued Sick Leave time, the employee may request the use of accrued vacation in lieu thereof and such request shall not be unreasonably denied.

6. An employee requiring Sick Leave must provide his/her Department Head, or his/her designee, with evidence of such need.

a. Thereupon, the Department Head shall guarantee his personal knowledge of the need by certifying to the payroll clerk the granting of Sick Leave.

b. To ensure such knowledge, he/she may reasonably require the employee to provide written doctor's statement before Sick Leave may be granted, provided the department has notified the employee in advance of such a requirement. As used in this section, "in advance" means:

(1) standing notification that all future requests for Sick Leave shall require a doctor's statement certifying the need;

(2) notification concurrent with the employee's request for Sick Leave; or

(3) notification following the employee's request for Sick Leave but prior to the employee's return to duty provided the employee is still in a Sick Leave status.

c. Additional documentation may be required of the employee for the use of Sick Leave.

7. Upon retirement, an employee hired prior to June 20, 1977, shall be compensated for accrued Sick Leave at the rate of one (1) hour's pay at his/her regular hourly rate for every two (2) hours of Sick Leave accrued up to one thousand three hundred (1,300) hours. To be eligible for this benefit, an employee

1 may not use more than sixty (60) hours of Sick Leave each year in the last two
2 (2) years of service, except in the case of a documented serious health condition.
3

4 8. Upon retirement, an employee hired after June 20, 1977, shall be compensated
5 for accumulated but unused Sick Leave as follows:
6

7 a. An employee having a minimum of four hundred fifty (450) to seven hundred
8 fifty (750) hours shall be compensated at the rate of forty percent (40%) of total
9 accumulated hours up to a maximum of forty percent (40%) of seven hundred
10 fifty (750) hours at his/her base hourly rate of pay. The amount of
11 compensation shall be paid in cash or used to purchase additional PERS, or
12 may be placed in a deferred compensation account.
13

14 b. An employee having a minimum of seven hundred fifty-one (751) to one
15 thousand three hundred (1,300) hours shall be compensated at the rate of sixty
16 percent (60%) of his/her total accumulated hours up to a maximum of sixty
17 percent (60%) of one thousand three hundred (1,300) hours, at his/her base
18 hourly rate of pay. The amount of compensation shall be paid in cash or used
19 to purchase additional PERS, or may be placed in a deferred compensation
20 account (within the law).
21

22 c. To be eligible for this benefit, an employee must not use more than one
23 hundred sixty (160) hours of Sick Leave during the last twenty-four (24) months
24 of service, except in the case of an approved leave provided by the Family
25 Medical Leave Act (FMLA).
26

27 d. An employee is only eligible for one Sick Leave payoff program upon
28 separation of employment or retirement.
29

30 9. In the event of on-the-job death of an employee all accumulated Sick Leave shall
31 be paid to the employee's estate at one hundred percent (100%) of the
32 employee's Sick Leave bank at the employee's last base hourly rate.
33

34 D. BONUS LEAVE 35

36 1. Effective July 1, 2006, for all employees covered by bonus Sick Leave, bonus
37 Sick Leave hours shall be converted to regular Sick Leave. Bonus Sick Leave
38 shall sunset.
39

40 E. JURY DUTY AND WITNESS APPEARANCE 41

42 1. Any employee required by legal process to serve on any jury or to appear for jury
43 selection shall receive his/her regular salary as though he/she were actually on the
44 job during this time, provided that he/she remits such jury fees (excluding mileage
45 and meal reimbursement, if any) to the City Clerk for deposit into the General Fund
46 of the City.
47

48 a. Any employee appearing on jury duty during scheduled days off shall retain any
49 witness fees but will not receive regular salary.
50

1 b. Any employee appearing for jury service shall have the jury service time
2 counted as time worked on that work day.
3

4 c. Employees receiving summons for jury service shall immediately notify their
5 Department Head, or his/her designee, to make the necessary scheduling
6 changes.
7

8 d. If the employee is released from jury service and four (4) or more hours are
9 remaining on the employee's scheduled work shift, he/she shall report back to
10 his/her department to resume work for the remainder of his/her regular shift.
11

12 2. Witness Appearance: An employee ordered by legal process to appear as a
13 witness in court, or at another judicial or administrative tribunal, shall be subject
14 to the following regulations:
15

16 a. If called as a witness during regular work hours for any proceeding which arises
17 out of the employee's work duties performed on behalf of the City of Reno, the
18 employee shall receive his/her regular salary for all hours involved in responding
19 to and being available for the witness service, and for all time spent in actual
20 testimony.
21

22 b. If called as a witness during regular work hours for any criminal proceeding or
23 for any civil proceeding wherein the employee is testifying on behalf of the City
24 of Reno, the employee shall receive his/her regular salary for all hours involved
25 in responding to and being available for the witness service, and for all time
26 spent in actual testimony.
27

28 c. If called as a witness in any other civil proceeding, the employee may utilize paid
29 or unpaid leave subject to the terms of this Agreement, or under other City or
30 departmental policy.
31

32 d. Any employee who is assigned "court standby" not during their regular duty hours
33 who may be called to respond to court in order to testify shall receive one (1)
34 hour Standby Pay for the appropriate A.M. or P.M. hours, or two (2) hours for
35 the entire day if the subpoena or standby is for both A.M. and P.M. In no case
36 will stand-by pay exceed one (1) hour for A.M. or one (1) hour for P.M. for the
37 same day. Upon arriving on duty when called up from Standby for court on their
38 day off, an employee will be compensated in accordance with the overtime
39 section of this contract. Overtime will only be paid for hours actually worked.
40 Should two or more court stand-by notices or subpoenas be issued for the
41 concurrent time period, an employee will only be paid once for the concurrent
42 time.
43

44 3. With respect to both Jury Duty and Witness Appearances, it is agreed that the
45 department and the employee shall cooperate to utilize flexible hours, temporary
46 shift changes and other techniques to facilitate the employee's appearance and
47 minimize the employee's inconvenience.
48

49 F. MILITARY LEAVE 50

1. Any employee who is an active member of the United States Army Reserve, the United States Naval Reserve, the United States Marine Corps Reserve, the United States Coast Guard Reserve, the United States Air Force Reserve or the National Guard must be relieved from the employee's duties, upon the employee's request, to serve under orders without loss of the employee's regular compensation for a period of not more than fifteen (15) working days in any one calendar year. No such absence may be a part of the employee's Vacation Leave provided for bylaw.
2. In addition to the foregoing benefit, Military Leave shall be handled in accordance with the requirements of applicable Nevada and Federal law.

G. ON-THE-JOB DISABILITY LEAVE

1. Whenever an employee receives injury or illness while on duty with the City, which is determined by the worker's compensation provider to be compensable, and the condition prevents the employee from performing his/her normal full-time duties, the City shall pay full salary to the employee for a period of up to but not exceeding thirty (30) calendar days from the date of absence from work. For qualifying conditions, the City shall pay full salary to the employee for a period of up to three hundred twenty (320) cumulative work hours not to exceed a period of twelve (12) consecutive months from date of injury.
 - a. During this period, the employee shall not forfeit any accrued Sick Leave.
 - b. Upon expiration of the applicable period provided for in Section G(1), after the compensable injury, if the employee is still unable to work, he/she may elect to utilize accrued Sick Leave, during which period the employee shall receive full compensation from the City, and his/her Sick Leave shall be charged at the rate of one (1) hour of Sick Leave for every two (2) hours of Sick Leave taken for the difference in hours between worker's compensation pay and his/her salary.
 - c. Holidays occurring during an industrial leave will not be counted as part of the applicable period provided in Section G(1) above.
 - d. To be entitled to the benefits of this Article, the employee shall return to the Reno City Clerk all workers' compensation payments covering the applicable period(s) provided in Section G(1) above.
2. When accrued Sick Leave has expired, if the employee is still unable to work, except for total accumulated Vacation Leave pay, the employee shall receive no additional compensation from the City.
3. When receiving workers' compensation benefits, an employee shall not accrue Sick Leave and Vacation Leave.
4. If the employee is continually confined to a duly licensed hospital, as a result of the compensable injury, the City will pay full regular salary to the employee during the entire period of the confinement until the Workers' Compensation payments cease in connection with this injury.

1 a. If there are special circumstances that warrant the action, the above requirements
2 of continual confinement to a duly licensed hospital may be waived by action of
3 the City Council.
4

5 b. During this period, the employee will not forfeit Sick Leave or Vacation Leave
6 benefits, but will refund all workers' compensation payments to the City.
7

8 5. Whenever medically and administratively feasible the City will provide light duty
9 work.
10

11 a. The City may send, at the City's expense, an injured worker to a physician of
12 its choosing to ascertain whether light duty work is physically harmful to the
13 employee.
14

15 6. The employee has the right to seek, at the employee's expense, a second opinion
16 if the employee disagrees with the findings of the physician with which the City
17 contracted to evaluate whether light duty work is physically harmful to said
18 employee.
19

20 H. FAMILY MEDICAL LEAVE ACT 21

22 1. Family Medical Leave Act shall be administered equally for all employees as
23 required by Federal Law. The City agrees to allow employees to use Sick Leave
24 for the birth, adoption or placement of a child or children when the employee's
25 application for FMLA is approved.
26

27 I. CATASTROPHIC LEAVE DONATION 28

29 1. All employees will be allowed to donate vacation to fellow employees in
30 accordance with the City Voluntary Leave Donation procedure. Employees may
31 also donate up to eighty (80) hours of Sick Leave as long as that donation leaves
32 five hundred twenty (520) hours of Sick Leave in the donating employee's bank.
33 Employees may donate up to eighty (80) hours of leave per calendar year.
34 Employees receiving donations of Catastrophic Leave may use that leave in
35 accordance with the City Sick Leave policy.
36

37 ARTICLE 13. HEALTH AND WELFARE 38

39 A. CITY OF RENO GROUP INSURANCE 40

41 1. The City shall make contributions equal to one hundred percent (100%) of the
42 employee only cost of the health and life insurance premiums for each full-time
43 probationary employee, and full-time regular employee and for each qualified
44 part-time employee on a pro rata basis (pursuant to Article 9, Section I (3)) to any
45 of the following insurance plans:
46

47 a. A group medical and dental indemnity plan, the benefits of which shall be
48 provided through a self-insured plan or under a group insurance policy or policies
49 issued by an insurance company or insurance companies selected by the City.
50

1 b. Any other prepaid or indemnity group medical and dental plan or plans
2 (including health maintenance organizations) determined appropriate by the
3 City.
4

5 2. Each employee enrolled in the City's group health and life insurance program shall,
6 as part of the coverage provided in Section A(1) above, be provided term life
7 insurance under a policy which offers coverage in an amount equivalent to one (1)
8 times the employee's annual base salary. The amount of the term life insurance
9 coverage shall revert to ten thousand dollars (\$10,000) for those employees who
10 retire and continue as part of the City of Reno insurance group, regardless of the
11 type of retirement. The term life insurance coverage for retirees shall be subject
12 to the reduction formula specified in the group term life insurance policy.
13

14 3. The City shall contribute to the cost of dependent coverage an amount equal to fifty
15 percent (50%) of the cost of the indemnity plan coverage for each dependent
16 category, for those qualifying employees who decide to be covered by Section A(1)
17 above.
18

19 a. This amount shall be used as a credit to the appropriate category of dependent
20 coverage selected by the employee.
21

22 b. This credit shall only be available to those employees who qualify and elect to
23 receive dependent coverage.
24

25 c. Under no circumstances will the City contribute more to the cost of dependent
26 coverage than the actual cost of that coverage.
27

28 4. If the cost of dependent coverage selected by the employee under Section A(3)
29 above exceeds the maximum City contributions, the employee shall pay the
30 additional cost.
31

32 5. All qualified employees who elect coverage under Section A(1) above, shall be
33 covered by, and the City contributions shall be made for, the plan(s) of his/her choice
34 on the first of the month following thirty (30) calendar days of his/her initial date of
35 hire.
36

37 6. Specific medical and dental benefit levels and premium costs are not set forth in this
38 Agreement for the insurance programs available under this Contract.
39

40 a. It is understood that plan benefits are determined by the providers and the City. As
41 such, plan benefit levels are not subject to bargaining under this Agreement.
42

43 b. The City assumes no responsibility for replacement of benefits which may be
44 changed.
45

46 c. It is understood that plan costs, premiums or funding levels for employee and
47 dependent categories are determined by the providers and not subject to
48 bargaining under this Agreement.
49

1 d. The City assumes no responsibility for increased plan costs except as provided in
2 Section A(1) of this Article.
3

4 7. The City agrees to provide an open enrollment period at least annually. Such
5 enrollment period and employee and dependent eligibility shall be in accordance with
6 the policies and rules of the insurance carrier or carriers including the City for self-
7 funded plans.
8

9 8. Each medical insurance or health plan provides for coordination with Medicare
10 coverage and any employee who participates in a plan is subject to the requirements
11 of that plan, including provisions relating to Medicare.
12

13 a. The City is not responsible for the replacement of benefits which may be reduced,
14 eliminated or made more expensive as a result of coordination with Medicare.
15

16 b. City contributions are not payable toward contributions an employee is required to
17 make to the Federal government for Medicare coverage.
18

19 9. The City agrees to pay one hundred percent (100%) of the health and life insurance
20 premium for the employee only coverage category for any employee who retires, and
21 who has thirty (30) or more full-time years of continuous, regular service with the City
22 of Reno or twenty-five (25) or more full-time years of continuous, regular service with
23 the City of Reno, plus up to five (5) years of additional PERS credit for a total of thirty
24 (30) years PERS credit. To qualify, the employee must be eligible to retire, must
25 immediately go from City of Reno employment into PERS retirement status and must
26 receive retirement benefits under PERS. This benefit shall continue so long as the
27 retiree remains in the City's group health insurance program and until the retiree is
28 eligible for Federal benefits under Medicare or other Federal programs or reaches
29 age sixty-five (65), whichever occurs first. The City reserves the right to alter the plans
30 and benefit schedules available to such retirees in accordance with changes
31 implemented under the City's health and life insurance program for active employees.
32 This benefit will not apply to employees hired on or after July 1, 2013.
33

34 10. The City agrees to pay seventy five percent (75%) of the health and life
35 insurance premium for the employee only coverage category for any employee who
36 retires, and who has fifteen (15), but less than thirty (30) full-time years of
37 continuous, regular service with the City of Reno or fifteen (15) or more full-time
38 years of continuous, regular service with the City of Reno, plus up to five (5) years
39 of additional PERS credit for a total of twenty (20) years PERS credit. To qualify, the
40 employee must be eligible to retire, must immediately go from City of Reno
41 employment into retirement status and must receive retirement benefits under
42 PERS. This benefit shall continue so long as the retiree remains in the City's group
43 health insurance program and until the retiree is eligible for Federal benefits under
44 Medicare or other Federal programs or reaches age sixty-five (65), whichever
45 occurs first. The City reserves the right to alter the plans and benefit schedules
46 available to such retirees in accordance with changes implemented under the
47 City's health and life insurance program for active employees. This benefit will not
48 apply to employees hired on or after July 1, 2013.
49

1 11. The City agrees to pay fifty percent (50%) of the health and life insurance
2 premium for the employee only coverage category for any employee who retires
3 and who has ten (10), but less than fifteen (15) full-time years of continuous, regular
4 service with the City of Reno. To qualify, the employee must be eligible to retire,
5 must immediately go from City of Reno employment into retirement status and must
6 receive retirement benefits under PERS. This benefit shall continue so long as the
7 retiree remains in the City's group health insurance program and until the retiree
8 is eligible for Federal benefits under Medicare or other Federal programs or
9 reaches age sixty-five (65), whichever occurs first. The City reserves the right to
10 alter the plans and benefit schedules available to such retirees in accordance with
11 changes implemented under the City's health and life insurance program for active
12 employees. This benefit will not apply to employees hired on or after July 1, 2013.
13

14 12. The retiree medical benefits described in Subsections 9, 10, and 11 will not apply
15 to employees hired after July 1, 2013.
16

17 B. LONG-TERM DISABILITY INSURANCE

18
19 The City shall provide long-term disability insurance to employees covered under
20 this Agreement in accordance with the terms of the long-term disability policy in
21 effect between the City and the long-term disability carrier.
22

23 ARTICLE 14. RETIREMENT

24
25 1. The retirement system for all regular employees shall be the Public Employees'
26 Retirement System of Nevada (PERS) in accordance with applicable provisions
27 of the Nevada Revised Statutes (NRS).
28

29 a. Future PERS rate increases/decreases on and after July 1, 2011 shall be split
30 equally between the City and the employee. The Salary Table in Appendix E
31 and the salary of each employee shall be considered to be automatically
32 decreased by one-half (1/2) of any PERS rate increase and increased by one-
33 half (1/2) of any PERS rate decrease.
34

35 b. If there is an increase in the PERS contributions attributed to the employee as
36 outlined in Section A(1) due to the 2019 Nevada State Legislative session, and
37 that increase to the employee contribution is greater than one percent (1%),
38 the City shall contribute the amount over one percent (1%) on behalf of the
39 employee.
40

41 (1) The parties agree that the contribution arrangement outlined in Section A(2)
42 shall sunset June 30, 2020.
43

44 2. The parties recognize that an employee may not be mandatorily retired because of
45 attaining a particular age. It is agreed, however, that continued employment in City
46 service is contingent upon satisfactory performance of his/her assigned duties.
47

48 ARTICLE 15. SAFETY AND HEALTH

49 A. OBJECTIVE

50

1. The City and the Union will cooperate in the continuing objective of eliminating accidents and health hazards.
2. The City shall continue to make reasonable provisions for the safety and health of its employees during the hours of their employment.

B. SAFETY COMMITTEE

1. One (1) employee representative of the bargaining unit will serve as a member of the City's Executive Safety Committee. The employee representative will be selected by the Union.
2. The employee member's attendance at the City's Executive Safety Committee meetings shall be without loss of pay, provided that there will be no overtime payment for time spent in such meetings.

C. PROTECTIVE GEAR AND EQUIPMENT

1. When it is determined by the City that specific protective devices, wearing apparel, and other equipment necessary to protect an employee from injury or exposure is reasonable and prudent, the City shall furnish such devices, apparel and/or equipment, which may include, but shall not be limited to, coveralls, safety boots, safety glasses and rain gear.
2. In lieu of furnishing the specified items of safety boots and safety glasses, the City may elect to reimburse covered employees up to one hundred dollars (\$100.00) per purchase as governed by the replacement provisions below. In order to be eligible for reimbursement as provided in this paragraph, the employee must submit proof of purchase with his/her claim.
3. Effective July 1, 2021, the City will reimburse up to an additional one hundred and fifty dollars (\$150.00) for safety boots only.
4. When replacement of any item provided pursuant to this section is required due to normal wear, such replacement shall be at the City's expense. When replacement of any item is required as a result of an employee's negligence or misconduct, such replacement shall be at the employee's expense.

ARTICLE 16. CAREER DEVELOPMENT

A. TRAINING COURSES

1. An employee will be reimbursed for educational training courses pursuant to the following conditions:
 - a. The training must be directly related to the employee's career development plan as approved by the Department Head.

- b. Only a regular full-time employee who has been so employed for at least one (1) year will be eligible for reimbursement.
 - c. Reimbursement must be approved by his/her Department Head prior to starting educational training courses and shall be for required and elective courses needed to complete a declared Associate's, Bachelor's or Master's Degree; or for specialized training.
 - d. No employee will be reimbursed for more than two thousand dollars (\$2,000.00) per fiscal year, however, reimbursement will not be effected if the cost is assumed by any other institution, scholarship or grant-in-aid.
 - e. No employee shall be reimbursed for more than four hundred dollars (\$400.00) for seminars.
 - f. Reimbursement will not be effected if the cost is assumed by any other institution, scholarship or grant-in-aid.
 - g. Reimbursable expenses shall be restricted to tuition, course fees and required textbooks.
 - h. A course must be taken from a recognized and accredited school or NENA or APCO for specialized training.
 - i. Employees must present evidence of passing grade as certified by the accredited institution, and must the surrender all textbooks for placement in the departmental reference library.
2. While courses should normally be taken on the employee's own time, exception may be granted by his/her Department Head, in which case hours away from work must be deducted from earned Vacation Leave, Compensatory Time or be recorded as an unpaid leave of absence. Subject to the Department Head's approval up to four (4) hours per week away from work to take courses may be granted without deduction from regular pay.
 3. For purposes of this Article, approval or determination by the Department Head is not subject to the grievance procedure.

B. TRAINING PROGRAMS

1. The City and the Union agree, when feasible, and when the number of employees warrant, to cooperate in City in-house training programs.
2. The City may contract with the Union to provide training programs.

C. CAREER DEVELOPMENT/SUPERVISOR TEAMWORK DEVELOPMENT FUND

1. Each supervisor will be allowed a reimbursement up to two hundred dollars (\$200.00) per fiscal year for supplies, products, or non-cash awards used in promoting the team

environment in which they directly supervise. Reimbursement is subject to the Department Head's approval, and must be approved in advance.

D. EDUCATION PAY

1. Education Pay shall be paid in accordance with the following:

- a. A full time employee who has obtained an Associate's Degree from an accredited college or university shall receive twenty-five dollars (\$25.00) per biweekly pay period.
- b. A full time employee who has obtained a Bachelor's Degree from an accredited college or university shall receive fifty dollars (\$50.00) per biweekly pay period.
- c. A full time employee who has obtained a Master's Degree from an accredited college or university shall receive one hundred dollars (\$100.00) per biweekly pay period.
- d. No employee shall receive Education Pay for a degree that has been determined to be a minimum qualification of their job classification.
- e. A full-time employee who has obtained a NENA or APCO certificate shall receive twenty-five dollars (\$25.00) per biweekly pay period.
- f. No employee shall receive compensation under more than one of the degree incentive Sections D(a) through D(d) above; however, an employee who receives the NENA or APCO in Section D(e) above shall be eligible to compound that incentive with either the Associate's or Bachelor's degree incentive, not to exceed one hundred dollars (\$100.00) per biweekly pay period.
- g. An employee requesting Education Pay shall be required to provide proof of the degree and such pay shall begin the first full pay period following the date the certification or degree is received in Central payroll.

E. SENIOR ENVIRONMENTAL CONTROL OFFICER CERTIFICATION PAY:

1. Employees in the Senior Environmental Control Officer job classification, shall be eligible for Certification Pay as specified in Appendix D.
2. No employee shall receive Certification pay for certifications that have been determined to be minimum qualifications of a job classification.

F. SENIOR CODE COMPLIANCE OFFICER CERTIFICATION PAY

1. The Senior Code Compliance Officer classification shall be eligible for Certification Pay as specified in Appendix D.
2. No employee shall receive more than ten percent (10%) of his/her base pay under this section.

- 1 3. No employee shall receive Certification Pay for certifications that have been
2 determined to be minimum qualifications of a job classification.
3

4 **G. INSPECTOR CERTIFICATION PAY**
5

- 6 1. Employees in Inspector job classifications within the Local 39, Supervisory Unit,
7 shall be eligible for Certification pay as specified in Appendix D.
8
9 2. No employee shall receive more than ten percent (10%) of his/her base pay
10 under this section.
11
12 3. No employee shall receive Certification Pay for certifications that have been
13 determined to be minimum qualifications of a job classification.
14

15 **ARTICLE 17. LABOR/MANAGEMENT COMMITTEE**
16

- 17 1. A Labor/Management Committee consisting of three (3) Supervisory Bargaining
18 Unit members, seven (7) Rank and File Bargaining Unit members, four (4)
19 representatives designated by the City Manager, the Human Resources
20 Director or his/her designee, and the Union Business Representative shall
21 hold meetings as may be agreed upon by the Committee. This Committee shall
22 meet at least two (2) times per year, once in the first half of the calendar year
23 and second in the latter half of the calendar year. Minutes of the meeting shall
24 be made available to the members of the Committee and the Union.
25
26 2. The Union and the City agree to furnish to the other in writing the names of
27 the representatives, their titles and areas of responsibility, and the co-
28 chairpersons immediately after their designation. The City and the Union
29 agree to present in writing to each other on January 1 of each year of this
30 agreement an updated list of the representatives and co-chairpersons.
31
32 3. The meetings will be held for the purpose of:
33
34 a. Discussing the administration of this Contract.
35
36 b. Exchanging general information of interest to the parties.
37
38 c. Giving the representatives the opportunity to share the views and concerns of
39 represented employees and their management.
40
41 4. The meetings shall be conducted alternately by two (2) co-chairpersons, with
42 one (1) co-chairperson designated by the Union and one (1) co-chairperson
43 designated by the City. The co-chairpersons shall be responsible for
44 conducting all advance notifications and preparing and distributing advance
45 meeting agendas to all concerned parties. It shall be the responsibility of the
46 alternate co-chairperson for documentation of the minutes.
47
48 5. It shall be the responsibility of the Union representatives to personally notify
49 their Department Head or his/her designee of the dates and times of such
50 meetings.

1
2 6. Attendance at such meeting shall be without loss of pay, provided that no
3 employee shall be eligible for any overtime payment for time spent in any
4 meetings authorized by the provisions of this Article.
5

6 7. No discussion or consideration of any item before the Labor/Management
7 Committee shall be deemed as a limitation on the City's rights, the Union's
8 rights or any other specific contractual language.
9

10 **ARTICLE 18. MISCELLANEOUS**

11 **A. LAYOFF**

12
13 1. Should it become necessary in any department to lay off any employee, the parties
14 hereby agree that employee(s) will be laid off in accordance with the following
15 guidelines:
16

17
18 2. Layoff Procedure
19

20 3. The order of layoffs is as follows:
21

22 a. Temporary employees;
23

24 b. Probationary employees;
25

26 c. Part-time employees;
27

28
29 d. Full-time employees in reverse order of their seniority. The employee with the
30 least classification seniority shall be released first. In the case of a tie, within
31 classification seniority, the employee with the least City employment shall be
32 released first.
33

34 4. Any employee laid off shall have his/her name placed on the layoff register for that
35 classification pursuant to Section C below.
36

37 **B. BUMPING AND RECALL RIGHTS**

38
39 a. An employee who is laid off shall have the right to bump to another classification
40 that the employee previously held within the bargaining unit, and/or within the
41 Job Series Progression within the bargaining unit as indicated in Appendix B,
42 where they have sufficient seniority and that is in the same or lower grade as
43 the employee's current grade.
44

45 b. Bumping shall be into the position occupied by the least senior employee in
46 the classification. That least senior employee will then be added to the list of
47 employees included in the layoff and may exercise all the rights contained in
48 this Article.
49

- c. An employee who bumps to another previously held classification shall carry their current classification seniority to the new job.
- d. An employee who elects to bump into another classification previously held retains the right to be on the layoff register for the classification from which they were laid off.
- e. Any employee who is recalled to a job with the same or more scheduled work hours they held prior to the layoff shall forfeit any future right to be recalled to that same classification if they decline the recall offer.
- f. An employee who was laid off may accept an offer of a part-time position with fewer scheduled work hours in that same classification without forfeiting their right to be recalled to their prior scheduled work hours in that same classification.
- g. Any employee who is recalled, or bumped into a prior classification, shall obtain any required certifications within six (6) months of reinstatement. Employees may not bump outside bargaining units represented by Local 39.
- h. When a reduction in force is contemplated, the City agrees to meet and confer with the Union on the impact including consideration of PERS buyout, continuation of employee medical plans and other possible incentives to early separation.

C. RECALL

1. The names of employees who are laid off shall be placed on a departmental layoff register for the job classification held at the time of layoff.
 - a. Names shall be placed on this layoff register in the inverse order of their layoff, that is, the last person laid off shall be the number one person on the layoff register.
 - b. The name of the employee shall remain on that list for a period not to exceed three (3) years.
2. Persons on the layoff register shall have preference for recall over all others to the job classification and department from which laid off.
 - a. Persons whose names are placed on a layoff register shall be recalled according to his/her City-wide seniority in the affected job classification, the most senior person the first to be offered an opportunity to return.
 - b. An individual who has been recalled pursuant to the above, who fails to respond or refuses to accept the job, shall have his name removed from the layoff register.
3. The names of persons on the layoff register shall also be placed on the top of the City-wide promotion or open eligible list for the job classification in which they

1 were employed at the time of lay off. Department managers shall retain discretion
2 to select and make appointments as provided under the Civil Service Rules and
3 Regulations. The City and the Union agree to meet to discuss any proposed
4 changes to the Civil Service Rules and Regulations which serve to expand the
5 department manager's right to select and make appointments.
6

7 4. During the time an individual is on a departmental layoff register, the City will notify
8 that individual of vacancies which may occur in positions which have been
9 authorized for hire.
10

11 5. When the City Manager authorizes the filling of a regular position in the Civil
12 Service where the vacancy is not reserved for individuals with recall rights, and so
13 long as names on departmental layoff registers are still active, said vacancy shall
14 be filled by selection from an eligibility list established using a City-wide
15 competitive examination; except that:
16

17 a. If the City-wide competitive examination fails to produce an eligibility list
18 containing three (3) qualified names, the certification may include names taken
19 from an open competitive eligibility list. The City may, at its discretion, provide
20 for simultaneous open and City-wide examinations.
21

22 b. For purpose of this section, "City-wide competitive examination" shall mean that
23 the competition is restricted to active employees of the City and individuals
24 whose names appear on departmental layoff registers.
25
26

27 6. If a job classification is modified subsequent to the time the employee is laid off, the
28 employee's rights of return as specified within this Article shall extend to the
29 successor classification.
30

31 7. If an individual is hired to a job classification other than the job classification from
32 which he was laid off, he shall have the right to return to the department and job
33 classification he held prior to being laid off should it subsequently become
34 available, provided that his name is still on the departmental layoff register.
35

36 Further, if an individual is offered a job in a different job classification, the individual
37 shall have the right to refuse the offer without affecting his standing on the
38 departmental layoff register.
39

40 8. Individuals eligible for recall shall be given fourteen (14) calendar days' notice of
41 recall. Notice of recall shall be sent to the individual by certified mail with a copy to
42 the Union. The individual must notify the Department Head of his intention to return
43 within five workdays after receiving notice of recall. The City shall be deemed to
44 have fulfilled its obligations by mailing the recall notice by certified mail, return
45 receipt requested, to the mailing address last provided by the individual. It shall be
46 the obligation and responsibility of the individual to provide the City with his latest
47 mailing address.
48

49 D. The following provisions shall apply upon recall or return to active City service
50 immediately following a layoff:

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1. Time spent in the laid off status shall be deducted from the employee's continuous service date, but shall not be considered as a break in continuous service.
 2. Upon recall or return to the job classification held at the time of layoff, the employee shall be placed on the pay schedule within the grade assigned to the job classification at the same step that he/she held at the time of his/her layoff.
 - a. In the event the employee returns to a job classification other than the job classification held at the time of his/her layoff, the employee shall be placed on the pay schedule within the grade assigned to the job classification at that step which corresponds to the step held at the time of his layoff. (For example, if the employee was at Step 5 at the time of his layoff, he shall be placed at Step 5 upon his return.)
 3. Except where the bank ceased to exist because the City Manager approved cash out, the employee shall receive full credit for vacation, sick and sick bonus hours accumulated but unused at the time of his layoff.
- E. In lieu of the grievance-arbitration procedures specified in Article 6 of this labor agreement, the parties agree to the following appeal process:
1. Upon signing of this agreement, a four person panel will be established to hear appeals that arise regarding the administration of the Layoff provisions of this Article. This panel shall be comprised of four members, with the City selecting two members and the Union selecting two members.
 2. Within five (5) calendar days of receipt of notification of pending layoff, an individual may appeal his layoff if he believes the layoff was taken out of the order specified above where said error directly resulted in his/her layoff. The appeal must be filed in writing with the Department of Human Resources. The appeal must state the employee's exact reasons therefore and must include copies of any substantiating documentation.
 - a. Within five (5) calendar days from the receipt of the appeal, the panel established under 1. above shall convene to examine the relevant evidence and take testimony.
 - b. Within five (5) calendar days of that meeting, the panel shall render its decision and reasons therefore in writing. A copy of this decision shall be provided to the employee and the Union.
 - c. If the majority of the panel is unable to reach consensus, the standing members of the panel shall jointly select a fifth (5th) member who, after review of the evidence, shall issue decision breaking the tie.
 - (1) If the panel is unable to mutually agree upon the selection of a fifth (5th) member, the Human Resources Director and the Union Representative shall meet to jointly select and appoint the fifth (5th) member.

1 d. The decision of the panel shall be final and binding on the parties.
2

3 **ARTICLE 19. SENIORITY** 4

5 A. A list of employees arranged in order of departmental seniority by years of service and
6 classification shall be maintained and made available for examination by employees,
7 provided the seniority list be revised and updated as necessary. A copy of the same
8 shall be given to the Union.
9

10 B. Seniority shall be the primary consideration, along with departmental needs, in
11 granting employee preferences relative to holidays worked, holidays off, vacation
12 leave time, shift assignments and days off.
13

14 1. Seniority will be observed for employees wanting to work holidays on their regular
15 scheduled work day, should the department require working on a holiday. If said
16 employee declines to work, then the next regularly scheduled senior employee
17 will be given the opportunity, and so on. If no employee requests to work the
18 holiday, then management has the right of assignment, starting with the least
19 senioremployee.
20

21 2. A holiday schedule requesting employee sign up will be posted 45 days prior to a
22 holiday, for staffing levels to be met.
23

24 **ARTICLE 20. EFFECTIVE DATE AND DURATION** 25

26 **A. EFFECTIVE DATE AND DURATION** 27

28 1. This Agreement shall be in full force and effect February 1, 2021, and shall continue
29 in force until June 30, 2023.
30

31 2. Any side letters dated prior to July 1, 2020, and not included in an Appendix or
32 incorporated in this Agreement are null and void. This Agreement supersedes any
33 previous agreements between the City of Reno, its employees, and the Union.
34 The parties will not be bound by any past understandings, customs, or practices.
35 The parties agree that the relations between them will be governed by the terms
36 of this Agreement, including any written amendments executed by the parties
37 subsequent to the effective date of this Agreement.
38

39 3. In the event that prior to the expiration of this Agreement, the City claims a "fiscal
40 emergency" as defined below, the parties shall then meet and confer in good faith
41 for the purpose of determining means of alleviating revenue shortfalls for the next
42 fiscal year beginning July 1. Only Article 9, Salaries, shall be opened, unless
43 mutually agreed upon by both parties.
44

45 4. The City shall identify the fund(s), the affected department(s) and the names and
46 classifications of all affected employees within the identified(s).
47

48 a. A "fiscal emergency" exists when as a result of decreasing revenues, one of the
49 following events occur:
50

1 (1) A severe financial emergency of the City is determined by the Nevada
2 Department of Taxation in accordance with NRS 354.685; or
3

4 (2) The consolidation tax revenue and ad valorem receipts received by the City
5 decline by more than eleven percent (11%) from the fiscal year in the month
6 ending April 30, compared to the prior fiscal in the month ending April 30,
7 and no additional funds have been received to make up less than the eleven
8 percent (11%) decline.
9

10 b. A "fiscal emergency" shall not exist or be claimed by the City, if the following
11 exists:
12

13 (1) The City has any reserve fund balances, including any "stabilization
14 reserve" with the exception of minimum reserve funds required by law and
15 those that meet the definition of "restricted assets" as defined by GASB 34.
16 The City agrees to provide the Union with any and all information in regards
17 to all reserve funds.

IN WITNESS WHEREOF, the City and the Union have caused these presents to be duly executed by their authorized representatives this _____ day of _____, 2021.

X [Signature]

Mayor

X [Signature]

City Clerk



Negotiations Committee Attest:

[Signature]
Bart Florence, Business Manager

[Signature]
Jeff Gladieux, President

[Signature]
Charlie Solt, Director of Public Employees

[Signature]
Jerry Frederick, Business Representative

[Signature]
Mary Bieth, Member/Negotiator

[Signature]
Tim Hendricks, Member/Negotiator

[Signature]
Sara Skroch, Member/Negotiator

WITNESSETH: APPROVED AS TO LEGAL FORM

X

Karl Hall

DEPUTY CITY ATTORNEY

APPENDIX A

ALPHABETICAL LIST OF CLASSES LOCAL 39 SUPERVISORY

<u>GRADE</u>	<u>CLASS</u>
GS 25	Business License Technician Supervisor
GS 27	Community Services Supervisor
GS 25	Evidence Technician Supervisor
GS 23	Golf Services Coordinator
GS 30	Inspection Services Supervisor
GS 25	Management Assistant
GS 27	Permit Services Supervisor
GS 30	Plans Examiner Supervisor
GS 24	Police Records Supervisor
GS 24	Police Services Supervisor
GS 28	Public Safety Dispatch Supervisor
GS 28	Public Works Crew Supervisor
GS 24	Records Management Program Coordinator
GS 23	Recreation Program Coordinator
GS 26	Safety and Training Specialist
GS 29	Senior Code Compliance Officer
GS 30	Senior Combination Inspector
GS 26	Senior Engineering Technician II
GS 26	Survey Party Chief
GS 29	Traffic Signal Maintenance Supervisor
GS 24	Tree Maintenance Crew Supervisor

APPENDIX B

Job Series Progression

Community Services Supervisor
Community Services Officer
Parking Enforcement Officer
Evidence Technician Supervisor
Evidence Technician

Management Assistant
Administrative Secretary
Secretary/Program Assistant
Office Assistant II
Office Assistant I

Permit Services Supervisor
Development Permit Technician

Plans Examiner Supervisor/Senior Combination Inspector
Plans Examiner
Combination Inspector
Building Inspector II
Building Inspector I

Police Records Supervisor
Police Assistant II
Police Assistant I

Police Services Supervisor
Police Services Specialist

Public Safety Dispatch Supervisor
Public Safety Dispatcher
Public Safety Dispatch Trainee
Public Safety Call Taker

Public Works Crew Supervisor
Maintenance Worker III/Equipment Operator II/Parking Meter Technician
Maintenance Worker II
Maintenance Worker I

Senior Code Enforcement Officer
Code Enforcement Officer II
Code Enforcement Officer I

Job Series Progression (Continued)

Traffic Signal Maintenance Supervisor
Public Works Crew Supervisor
Traffic Signal Technician
Traffic Signal Mechanic

Tree Maintenance Supervisor
Senior Tree Maintenance Worker
Tree Maintenance Worker

Accounting Technician/Purchasing Technician
Accounting Assistant

Public Works Construction Inspector
Senior Engineering Technician II
Senior Engineering Technician I
Engineering Assistant

Environmental Control Officer
Environmental Control Technician

Public Works Crew Supervisor
Senior Equipment Mechanic
Equipment Mechanic
Equipment Service Worker

Equipment Service Writer
Equipment Parts Technician

Information Systems Technician II
Information Systems Technician I

Senior Irrigation Systems Technician
Irrigation Systems Technician

Senior Parks Maintenance Worker
Parks Maintenance Worker II
Parks Maintenance Worker I

Senior Water Reclamation Plant Operator
Water Reclamation Plant Operator

Maintenance Technician Public Works/Parks

APPENDIX B CONTINUED
Supervisors Not Listed

Supervisors Not Listed

Police Services Supervisor
Records Management Program Coordinator
Recreation Program Coordinator
Safety and Training Specialist
Survey Party Chief

Non-Supervisory Not Listed

Application Support Technician
Business License Compliance Officer
Civil Service Technician
Communications Technician
Equipment/Supply Technician
GIS Technician
Land Development Plans Examiner
Logistics Officer
Park Ranger
Property Program Technician
Records Technician
Recreation Program Assistant
Reprographics Technician
Senior Groundskeeper
Senior Recreation Leader (Full-Time)

APPENDIX C

SUPERVISORY STEWARD REPRESENTATION AREAS

The Supervisory Unit is divided into four (4) Representation Areas. Each Representation Area will have a Stewards.

1. City Hall, City Hall Annex, Police Department Building, Municipal Court.
2. Public Safety Dispatch.
3. Public Works Corporation Yard.
4. Parks, Recreation, City Hall Garage and Police Communications Shop.

APPENDIX D

Job Title	2.5% Each, Max 10%
Plans Examiner Supervisor Plans Examiner	Residential Building Inspector ICC (B1) Residential Plumbing Inspector ICC (P1) Residential Mechanical Inspector ICC (M1) Residential Electrical Inspector ICC (E1) Commercial Building Inspector ICC (B2) Commercial Plumbing Inspector ICC (P2) Commercial Mechanical Inspector ICC (M2) Commercial Electrical Inspector ICC (E2)
Development Permit Technician Permit Services Supervisor	Building Plans Examiner ICC (B3) Residential Building Inspector ICC (B1) Residential Plumbing Inspector ICC (P1) Residential Mechanical Inspector ICC (M1) Residential Electrical Inspector ICC (E1) Residential Plans Examiner ICC (P3) Residential Energy Inspector ICC (79) Zoning Inspector ICC (75) Property Maintenance and Housing Inspector ICC (64)
Residential Plans Examiner	Residential Building Inspector ICC (B1) Residential Plumbing Inspector ICC (P1) Residential Mechanical Inspector ICC (M1) Residential Electrical Inspector ICC (E1) Commercial Building Inspector ICC (B2) Commercial Plumbing Inspector ICC (P2) Commercial Mechanical Inspector ICC (M2) Commercial Electrical Inspector ICC (E2) Building Plans Examiner ICC (B3)
Senior Combination Inspector Combination Inspector	Accessibility Inspector ICC (21) Commercial Energy Inspector ICC (77) Building Plans Examiner ICC (B3) Fire Inspector 1 ICC (66) Commercial Energy Plans Examiner ICC (78) Certified Building Official ICC (CBO) Completion of a recognized journeyman program in one of the following trades: Carpentry/Framing, HVAC/Mechanical/Sheet Metal, Plumbing/Pipefitting, Electrical
Building Inspector II	Accessibility Inspector ICC (21) Commercial Energy Inspector ICC (77) Building Plans Examiner ICC (B3) Residential Plans Examiner ICC (R3) Fire Inspector 1 ICC (66) Residential Energy Inspector ICC (79)

Job Title	2.5% Each, Max 10%
Building Inspector I	Commercial Building Inspector ICC (B2) Commercial Plumbing Inspector ICC (P2) Commercial Mechanical Inspector ICC (M2) Commercial Electrical Inspector ICC (E2) Residential Energy Inspector ICC (79) Accessibility Inspector ICC (21)
Senior Code Officer Code Enforcement Officer II	Code Enforcement Administrator ICC/AACE Residential Building Inspector ICC (B1) Permit Technician ICC (14) P.C. 832 – Peace Officer Training Commercial Building Inspector ICC (B2) Fire Inspector 1 ICC (66)
Code Enforcement Officer I	Code Enforcement Administrator ICC/AACE Residential Building Inspector ICC (B1) Permit Technician ICC (14) P.C. 832 – Peace Officer Training Commercial Building Inspector ICC (B2) Fire Inspector 1 ICC (66) CACE Certified Code Enforcement Officer ICC/AACE Zoning Inspector ICC (75)

APPENDIX E

Local 39 Supervisory Unit Schedule

Local 39 Supervisory Unit
Salary Schedule Effective February 12, 2021 - Exhibit E-2
WAGE INCREASE OF 2.5%

		*****STEP*****							
Classification	Grade	1	2	3	4	5	6	7	8
Golf Services Coordinator Recreation Program Coordinator	GS23	26.19	27.47	28.87	30.32	31.81	33.42	35.06	36.83
		2,095.37	2,197.99	2,309.38	2,425.42	2,544.62	2,673.41	2,804.73	2,946.50
		54,479.73	57,147.63	60,043.81	63,060.80	66,160.19	69,508.74	72,923.03	76,609.09
Police Records Supervisor Police Services Supervisor Records Mgmt Program Coordinator Tree Maintenance Crew Supervisor	GS24	27.47	28.87	30.32	31.81	33.42	35.06	36.83	38.68
		2,197.99	2,309.38	2,425.42	2,544.62	2,673.41	2,804.73	2,946.50	3,094.76
		57,147.63	60,043.81	63,060.80	66,160.19	69,508.74	72,923.03	76,609.09	80,463.87
Business License Tech Supervisor Evidence Technician Supervisor Management Assistant	GS25	28.87	30.32	31.81	33.42	35.06	36.83	38.68	40.61
		2,309.38	2,425.42	2,544.62	2,673.41	2,804.73	2,946.50	3,094.76	3,248.72
		60,043.81	63,060.80	66,160.19	69,508.74	72,923.03	76,609.09	80,463.87	84,466.78
Safety & Training Specialist Senior Engineering Technician II Survey Party Chief	GS26	30.32	31.81	33.42	35.06	36.83	38.68	40.61	42.65
		2,425.42	2,544.62	2,673.41	2,804.73	2,946.50	3,094.76	3,248.72	3,411.77
		63,060.80	66,160.19	69,508.74	72,923.03	76,609.09	80,463.87	84,466.78	88,706.11
Community Services Supervisor	GS27	31.81	33.42	35.06	36.83	38.68	40.61	42.65	44.77
		2,544.62	2,673.41	2,804.73	2,946.50	3,094.76	3,248.72	3,411.77	3,581.56
		66,160.19	69,508.74	72,923.03	76,609.09	80,463.87	84,466.78	88,706.11	93,120.53
Public Safety Dispatch Supervisor Public Works Crew Supervisor	GS28	33.42	35.06	36.83	38.68	40.61	42.65	44.77	47.02
		2,673.41	2,804.73	2,946.50	3,094.76	3,248.72	3,411.77	3,581.56	3,761.33
		69,508.74	72,923.03	76,609.09	80,463.87	84,466.78	88,706.11	93,120.53	97,794.62
Senior Code Compliance Officer Traffic Signal Maintenance Supervisor	GS29	35.06	36.83	38.68	40.61	42.65	44.77	47.02	49.37
		2,804.73	2,946.50	3,094.76	3,248.72	3,411.77	3,581.56	3,761.33	3,949.40
		72,923.03	76,609.09	80,463.87	84,466.78	88,706.11	93,120.53	97,794.62	102,684.35
Inspection Services Supervisor Permit Services Supervisor Plans Examiner Supervisor Senior Combination Inspector	GS30	36.83	38.68	40.61	42.65	44.77	47.02	49.37	51.83
		2,946.50	3,094.76	3,248.72	3,411.77	3,581.56	3,761.33	3,949.40	4,146.69
		76,609.09	80,463.87	84,466.78	88,706.11	93,120.53	97,794.62	102,684.35	107,813.84

Local 39 Supervisory Unit
Salary Schedule Effective July 2, 2021 - Exhibit E-2
WAGE INCREASE OF 2.5%

		*****STEP*****							
Classification	Grade	1	2	3	4	5	6	7	8
Golf Services Coordinator Recreation Program Coordinator	GS23	26.85	28.16	29.59	31.08	32.60	34.25	35.94	37.75
		2,147.74	2,252.95	2,367.11	2,486.03	2,608.26	2,740.23	2,874.89	3,020.19
		55,841.21	58,576.82	61,544.91	64,636.80	67,814.70	71,245.94	74,747.12	78,524.86
Police Records Supervisor Police Services Supervisor Records Mgmt Program Coordinator Tree Maintenance Crew Supervisor	GS24	28.16	29.59	31.08	32.60	34.25	35.94	37.75	39.65
		2,252.95	2,367.11	2,486.03	2,608.26	2,740.23	2,874.89	3,020.19	3,172.14
		58,576.82	61,544.91	64,636.80	67,814.70	71,245.94	74,747.12	78,524.86	82,475.52
Business License Tech Supervisor Evidence Technician Supervisor Management Assistant	GS25	29.59	31.08	32.60	34.25	35.94	37.75	39.65	41.62
		2,367.11	2,486.03	2,608.26	2,740.23	2,874.89	3,020.19	3,172.14	3,329.94
		61,544.91	64,636.80	67,814.70	71,245.94	74,747.12	78,524.86	82,475.52	86,578.51
Safety & Training Specialist Senior Engineering Technician II Survey Party Chief	GS26	31.08	32.60	34.25	35.94	37.75	39.65	41.62	43.71
		2,486.03	2,608.26	2,740.23	2,874.89	3,020.19	3,172.14	3,329.94	3,497.05
		64,636.80	67,814.70	71,245.94	74,747.12	78,524.86	82,475.52	86,578.51	90,923.30
Community Services Supervisor	GS27	32.60	34.25	35.94	37.75	39.65	41.62	43.71	45.89
		2,608.26	2,740.23	2,874.89	3,020.19	3,172.14	3,329.94	3,497.05	3,671.10
		67,814.70	71,245.94	74,747.12	78,524.86	82,475.52	86,578.51	90,923.30	95,448.58
Public Safety Dispatch Supervisor Public Works Crew Supervisor	GS28	34.25	35.94	37.75	39.65	41.62	43.71	45.89	48.19
		2,740.23	2,874.89	3,020.19	3,172.14	3,329.94	3,497.05	3,671.10	3,855.37
		71,245.94	74,747.12	78,524.86	82,475.52	86,578.51	90,923.30	95,448.58	100,239.52
Senior Code Compliance Officer Traffic Signal Maintenance Supervisor	GS29	35.94	37.75	39.65	41.62	43.71	45.89	48.19	50.60
		2,874.89	3,020.19	3,172.14	3,329.94	3,497.05	3,671.10	3,855.37	4,048.13
		74,747.12	78,524.86	82,475.52	86,578.51	90,923.30	95,448.58	100,239.52	105,251.50
Inspection Services Supervisor Permit Services Supervisor Plans Examiner Supervisor Senior Combination Inspector	GS30	37.75	39.65	41.62	43.71	45.89	48.19	50.60	53.13
		3,020.19	3,172.14	3,329.94	3,497.05	3,671.10	3,855.37	4,048.13	4,250.36
		78,524.86	82,475.52	86,578.51	90,923.30	95,448.58	100,239.52	105,251.50	110,509.23

Local 39 Supervisory Unit
Salary Schedule Effective July 16, 2021 - Exhibit E-2
WAGE DECREASE OF .25% - PERS CONTRIBUTION RATE INCREASE

*****STEP*****	
Classification	Grade
Golf Services Coordinator Recreation Program Coordinator	GS23
	1
	2
Police Records Supervisor Police Services Supervisor Records Mgmt Program Coordinator Tree Maintenance Crew Supervisor	GS24
	1
	2
Business License Tech Supervisor Evidence Technician Supervisor Management Assistant	GS25
	1
	2
Safety & Training Specialist Senior Engineering Technician II Survey Party Chief	GS26
	1
	2
Community Services Supervisor	GS27
	1
	2
Public Safety Dispatch Supervisor Public Works Crew Supervisor	GS28
	1
	2
Senior Code Compliance Officer Traffic Signal Maintenance Supervisor	GS29
	1
	2
Inspection Services Supervisor Permit Services Supervisor Plans Examiner Supervisor Senior Combination Inspector	GS30
	1
	2

Local 39 Supervisory Unit
Salary Schedule Effective July 1, 2022 - Exhibit E-2
WAGE INCREASE OF 2.5%

Classification		*****STEP*****									
Grade	1	2	3	4	5	6	7	8			
Golf Services Coordinator Recreation Program Coordinator	GS23	27 45 2,195.97 57,095.13	28 80 2,304.38 59,913.89	30 26 2,421.13 62,949.26	31 78 2,542.74 66,111.23	33 33 2,666.68 69,333.59	35 02 2,801.57 72,840.76	36 75 2,940.10 76,442.51	38 60 3,087.87 80,284.66	Hourly Bi-Weekly Annual	
	Police Records Supervisor Police Services Supervisor Records Mgmt Program Coordinator Tree Maintenance Crew Supervisor	GS24	28 80 2,304.38 59,913.89	30 26 2,421.13 62,949.26	31 78 2,542.74 66,111.23	33 33 2,666.68 69,333.59	35 02 2,801.57 72,840.76	36 75 2,940.10 76,442.51	38 60 3,087.87 80,284.66	40 55 3,244.01 84,344.19	Hourly Bi-Weekly Annual
		Business License Tech Supervisor Evidence Technician Supervisor Management Assistant	GS25	30 26 2,421.13 62,949.26	31 78 2,542.74 66,111.23	33 33 2,666.68 69,333.59	35 02 2,801.57 72,840.76	36 75 2,940.10 76,442.51	38 60 3,087.87 80,284.66	40 55 3,244.01 84,344.19	42 57 3,405.39 88,540.15
Safety & Training Specialist Senior Engineering Technician II Survey Party Chief			GS26	31 78 2,542.74 66,111.23	33 33 2,666.68 69,333.59	35 02 2,801.57 72,840.76	36 75 2,940.10 76,442.51	38 60 3,087.87 80,284.66	40 55 3,244.01 84,344.19	42 57 3,405.39 88,540.15	44 70 3,576.27 92,982.91
	Community Services Supervisor		GS27	33 33 2,666.68 69,333.59	35 02 2,801.57 72,840.76	36 75 2,940.10 76,442.51	38 60 3,087.87 80,284.66	40 55 3,244.01 84,344.19	42 57 3,405.39 88,540.15	44 70 3,576.27 92,982.91	46 92 3,753.48 97,590.36
		Public Safety Dispatch Supervisor Public Works Crew Supervisor	GS28	35 02 2,801.57 72,840.76	36 75 2,940.10 76,442.51	38 60 3,087.87 80,284.66	40 55 3,244.01 84,344.19	42 57 3,405.39 88,540.15	44 70 3,576.27 92,982.91	46 92 3,753.48 97,590.36	49 28 3,942.68 102,509.61
Senior Code Compliance Officer Traffic Signal Maintenance Supervisor			GS29	36 75 2,940.10 76,442.51	38 60 3,087.87 80,284.66	40 55 3,244.01 84,344.19	42 57 3,405.39 88,540.15	44 70 3,576.27 92,982.91	46 92 3,753.48 97,590.36	49 28 3,942.68 102,509.61	51 74 4,139.01 107,614.29
	Inspection Services Supervisor Permit Services Supervisor Plans Examiner Supervisor Senior Combination Inspector		GS30	38 60 3,087.87 80,284.66	40 55 3,244.01 84,344.19	42 57 3,405.39 88,540.15	44 70 3,576.27 92,982.91	46 92 3,753.48 97,590.36	49 28 3,942.68 102,509.61	51 74 4,139.01 107,614.29	54 33 4,346.76 113,015.80

APPENDIX F

Degree of Consanguinity and Affinity

							7 OOOOO Great-Grandchildren
						6 OOOO Grandchildren	OOOOO Great-Grandchildren
				5 OOOO Grandchildren		OOOOO Great-Grandchildren	OOOOO Great-Grandchildren
			4 OOO Grandchildren		OOOO Great-Grandchildren	OOOOO Great-Grandchildren	OOOOO Great-Grandchildren
		3 OO Grandchildren		OOO Grandchildren	OOOO Great-Grandchildren	OOOOO Great-Grandchildren	OOOOO Great-Grandchildren
	2 OO Grandchildren		OO Grandchildren	OOO Grandchildren	OOOO Great-Grandchildren	OOOOO Great-Grandchildren	OOOOO Great-Grandchildren
1 Grandparent		OO Grandchildren	OOO Grandchildren	OOOO Great-Grandchildren	OOOOO Great-Grandchildren	OOOOO Great-Grandchildren	OOOOO Great-Grandchildren
Parent	Grandparent	OO Grandchildren	OOO Grandchildren	OOOO Great-Grandchildren	OOOOO Great-Grandchildren	OOOOO Great-Grandchildren	OOOOO Great-Grandchildren
Decedent	Parent	Grandparent	OO Grandchildren	OOO Grandchildren	OOOO Great-Grandchildren	OOOOO Great-Grandchildren	OOOOO Great-Grandchildren
	Child	Grandchild	OO Grandchildren	OOO Grandchildren	OOOO Great-Grandchildren	OOOOO Great-Grandchildren	OOOOO Great-Grandchildren
	Brother/Sister	Grandnephew/Grandniece	OO Grandchildren	OOO Grandchildren	OOOO Great-Grandchildren	OOOOO Great-Grandchildren	OOOOO Great-Grandchildren
	Cousin	Grandcousin	OO Grandchildren	OOO Grandchildren	OOOO Great-Grandchildren	OOOOO Great-Grandchildren	OOOOO Great-Grandchildren
	Second Cousin	Grandsecond Cousin	OO Grandchildren	OOO Grandchildren	OOOO Great-Grandchildren	OOOOO Great-Grandchildren	OOOOO Great-Grandchildren
	Third Cousin	Grandthird Cousin	OO Grandchildren	OOO Grandchildren	OOOO Great-Grandchildren	OOOOO Great-Grandchildren	OOOOO Great-Grandchildren
	Child	Grandchild	OO Grandchildren	OOO Grandchildren	OOOO Great-Grandchildren	OOOOO Great-Grandchildren	OOOOO Great-Grandchildren
	Grandchild	Grandgrandchild	OO Grandchildren	OOO Grandchildren	OOOO Great-Grandchildren	OOOOO Great-Grandchildren	OOOOO Great-Grandchildren
	Niece/Nephew	Grandniece/Grandnephew	OO Grandchildren	OOO Grandchildren	OOOO Great-Grandchildren	OOOOO Great-Grandchildren	OOOOO Great-Grandchildren
	Child of Cousin	Grandchild of Cousin	OO Grandchildren	OOO Grandchildren	OOOO Great-Grandchildren	OOOOO Great-Grandchildren	OOOOO Great-Grandchildren
	Child of Second Cousin	Grandchild of Second Cousin	OO Grandchildren	OOO Grandchildren	OOOO Great-Grandchildren	OOOOO Great-Grandchildren	OOOOO Great-Grandchildren
	Grandchild of First Cousin	Grandgrandchild of First Cousin	OO Grandchildren	OOO Grandchildren	OOOO Great-Grandchildren	OOOOO Great-Grandchildren	OOOOO Great-Grandchildren
	Great Grandchild of Cousin	Greatgrandchild of Cousin	OO Grandchildren	OOO Grandchildren	OOOO Great-Grandchildren	OOOOO Great-Grandchildren	OOOOO Great-Grandchildren
	OO Grandchild	OO Grandchild	OO Grandchildren	OOO Grandchildren	OOOO Great-Grandchildren	OOOOO Great-Grandchildren	OOOOO Great-Grandchildren
	OOO Grandchild	OOO Grandchild	OO Grandchildren	OOO Grandchildren	OOOO Great-Grandchildren	OOOOO Great-Grandchildren	OOOOO Great-Grandchildren
	OOOO Grandchild	OOOO Grandchild	OO Grandchildren	OOO Grandchildren	OOOO Great-Grandchildren	OOOOO Great-Grandchildren	OOOOO Great-Grandchildren
	OOOOO Grandchild	OOOOO Grandchild	OO Grandchildren	OOO Grandchildren	OOOO Great-Grandchildren	OOOOO Great-Grandchildren	OOOOO Great-Grandchildren