

Collective Bargaining Agreement
Fiscal Year July 1, 2022 through June 30, 2025
Clerical Bargaining Unit

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PREAMBLE

This Agreement is made pursuant to the Local Government-Employee Management Relations Act by and between the City of Boulder City, Nevada, a local government employer, hereinafter referred to as "City", and Teamsters Local 14 representing General Sales Drivers, Delivery Drivers and Helpers, and representing the Public Sector affiliated, with the International Brotherhood of Teamsters, hereinafter referred to as the "Union", as the recognized bargaining agent for those positions identified in Article 1. All matters within the scope of bargaining have been negotiated and agreed upon. The terms and conditions set forth in this Agreement represent the full and complete understanding and commitment between the City and the Union.

Article 1. Classification and Representation

Section 1. The City and the Union agree that the classifications set forth in Exhibit A are represented by the Union.

Section 2. Representation by the Union for these classifications listed in Section 1 of this Article shall cease to exist at such time that less than fifty percent (50%) of the employees so classified are not dues paying members in good standing of the Union.

Section 3. Prior Conditions: No employee who, prior to the date of this Agreement, was receiving more than the rate of wages designated in the hourly wage schedule contained herein for the class of work in which the employee was engaged shall suffer a reduction of the rate of wages because of adoption of this Agreement.

Section 4. New Classifications: The City and the Union agree to comply with the provisions of NRS 288.170. The City shall notify the Union, via email at info2@teamsters14.com, of its intent to establish any new classification and state its determination whether the new classification is or is not a bargaining unit classification. Upon receipt of the notification from the City, the Union shall, within five (5) working days, notify the City, in writing if it believes the new classification belongs in the bargaining unit. The parties shall meet within five (5) working days to attempt to resolve the dispute. If the Union and the City cannot agree, the City's action may be submitted to the Employee-Management Relations Board as provided under NRS 288.

Section 5. This Agreement shall cover and be limited to all full-time, permanent appointments as specified in Section 1 above.

Article 2. Union Membership

Section 1. Union membership shall be at the sole discretion of the employee.

Section 2. Union membership shall carry no validity in the reclassification of any employee.

Article 3. Hiring Procedures

Section 1. The City shall notice all permanent position openings, referenced in Article 1, Section 1, and shall advise the Union via email at info@teamsters14.com.

Section 2. The Union may refer applicants in response to position openings in accordance with the City/employment application process.

Section 3. Membership or non-membership with the Union shall not constitute any criteria for employment with the City.

Section 4. Initial employment with the City shall be based solely upon competitive examination and at the sole discretion of the City.

Section 5. The City shall notify the Union via email at info2@teamsters14.com of all hires and separations within the bargaining unit.

Section 6. All initial appointments shall be subject to a probationary period of twelve (12) months. Any absence in excess of one (1) workweek shall automatically extend the probationary period by a like amount.

- a. The City reserves the right to extend said probationary period for an additional six (6) months or fraction thereof, not to exceed a total of eighteen (18) months.
- b. The Union shall be notified, in writing, of such extensions.
- c. An employee currently serving an initial probationary period is not eligible to be considered for in-house promotional recruitments within the Teamsters Bargaining Unit(s).
- d. Any employee currently serving an initial probationary period may apply for any position that is posted as an open competitive recruitment, open to the public.
 - (1) If an initial probationary employee is selected, they will serve the full required probationary period of the new position from the date of appointment to the new position.
- e. During the initial probationary period the employee shall receive and discuss with the appropriate supervisor a progress memorandum that reviews the employee's performance before the end of the sixth month of the initial probationary period. The employee shall be evaluated for retention in their position before the end of the twelve (12) month probationary period.

Section 7. Transfers – Voluntary and Involuntary

1. Voluntary transfers -All voluntary transfers requested by the employee, shall be subject to a qualifying period of six (6) months:
 - a. The City reserves the right to extend said qualifying period for an additional six (6) months, not to exceed a total of twelve (12) months, unless the qualifying period needs to be extended pending the employee receiving required certification(s) within eighteen (18) months of the date of appointment to the classification.
 - b. The Union shall be notified, in writing, of such extensions.
 - c. An employee who is not confirmed in the voluntary transferred classification at the end of the qualifying period shall be returned to the employee's previous classification and pay rate.
 - d. During the qualifying period the employee shall receive and discuss with the appropriate supervisor a progress memorandum that reviews the employee's performance before the end of the third month of the qualifying period. The employee shall be evaluated for retention in the transferred position before the end of the six (6) month qualifying period.
2. Involuntary Transfers - Involuntary Transfers shall be subject to a qualifying period of six (6) months.
 - a. The City reserves the right to extend said qualifying period for an additional six (6) months, not to exceed a total of twelve (12) months, unless the qualifying period needs to be extended pending the employee receiving required certification(s) within eighteen (18) months of the date of appointment to the classification.
 - b. The Union shall be notified, in writing, of such extensions.
 - c. An employee who is not confirmed in the involuntary transferred classification at the end of the qualifying period shall not have the right to return to the employee's previous classification and pay rate and employment shall be terminated.
 - d. During the qualifying period the employee shall receive and discuss with the appropriate supervisor a progress memorandum that reviews the employee's performance before the end of the third month of the qualifying period. The employee shall be evaluated for retention in the transferred position before the end of the six (6) month qualifying period

Article 4. Seniority

Section 1. Seniority shall be granted on the basis of the employee's continuous service to the City. Continuous service is defined as that not broken by dismissal or resignation without reinstatement.

Section 2. Seniority shall commence from the actual date an employee first renders paid service in a regular position. In the event seniority between two or more employees is the same, the employees will draw cards and be ranked on the seniority list accordingly. The list will be maintained by the Union. The employee higher on the list will be more senior. Seniority defined this way is applicable to reduction in force procedures. Classification seniority shall commence from the original date of appointment to classification/grade regarding all other issues including, but not limited to annual leave requests and shift bids.

Article 5. Promotion

Section 1. The term 'promotion' means the advancement of an employee to a post of a higher grade within the bargaining unit. All promotions shall be subject to a qualifying period of six (6) months:

- a. The City reserves the right to extend said qualifying period for an additional six (6) months, not to exceed a total of twelve (12) months, unless the qualifying period needs to be extended pending the employee receiving required certification(s) within eighteen (18) months of the date of appointment to the classification.
- b. The Union shall be notified via email at info2@teamsters14.com, in writing, of such extensions.
- c. An employee who is not confirmed in the promotional classification at the end of the qualifying period shall be returned to the employee's previous classification and pay rate.
- d. During the qualifying period the employee shall receive and discuss with the appropriate supervisor a progress memorandum that reviews the employee's performance before the end of the third month of the qualifying period. The employee shall be evaluated for retention in the promotional position before the end of the six (6) month qualifying period.

Section 2. Insofar as practicable and consistent with the best interest of the service, all vacancies will be filled by promotion from within after an examination has been given and a promotional list established.

Section 3. Appointments and promotions shall be determined by competitive examination, provided as follows:

- a. Examination may consist of written, oral, physical, mental, training and experience, performance tests, or any combination thereof, at the discretion of the City.
- b. The preparation and actual conduct of every examination shall be under the direction of the City.
- c. Notice of examination is to be given at least ten (10) days prior to the date of examination. The notice shall be posted on-line at least ten (10) days prior to the closing date for filing the applications.
- d. In all examinations, the minimum rating by which eligibility may be achieved shall be established by the Personnel Administrator with the approval of the City Manager. Such minimum ratings shall apply also to the ratings of any part of the test. Candidates shall be required to attain at least a minimum rating on each part of the test in order to receive a passing grade on the remaining parts of the test.
- e. The final earned rating of a competitor shall be determined by averaging the earned rating on each part of the examination in accordance with the weights established for each part prior to the examination.
- f. At the conclusion of any examination an eligibility list consisting of the names of persons successfully passing the examination, arranged in order of final ratings received, from the highest passing score to the lowest, shall be prepared and kept available.
 1. Whenever identical ratings are received, names will be arranged in order of application dates.
 2. Neither priority in date of application nor examination shall give any other advantage.

3. The appointment shall be made by the Department Head, upon written approval of the City Manager, unless there are less than four names on the list in which case the Department Head may request a new examination.
- g. Eligibility Lists shall remain in effect for such time as is prescribed by the City.

Article 6. Separation

Section 1. Resignation. A full-time employee who resigns shall submit the employee's resignation, in writing, to the employee's Department Head and give at least two weeks' notice.

- a. The City Manager, on the recommendation of the Department Head, may shorten or waive the notice period at the City Manager's discretion.

Section 2. Nonconfirmation of Appointment. If, during initial probationary period, an employee's performance or conduct is not satisfactory, or if the employee proves unsuited to the work, or if the employee fails to qualify medically or in any other way as defined by the classification specification, the appointment will not be confirmed, but terminated. A decision not to confirm an employee's probationary appointment may not be appealed or grieved. The Union shall be notified via email at info2@teamsters14.com whenever a bargaining unit eligible employee is separated because of non-confirmation of appointment.

Section 3. Unsatisfactory Service. An employee, who has completed the probationary period, may be terminated if the employee's performance or conduct is not satisfactory or if the employee proves unsuited to the work, as follows:

- a. It shall be considered unsatisfactory service if the employee does not or cannot perform the function of the assigned position, or
- b. If the fails to establish satisfactory working relationships with other employees with whom the employee is working, subject to the provisions of Article 7, Section 1(C) or
- c. For just cause as established in the disciplinary process.

Section 4. Mental or Physical Disability. When, on the advice of a qualified physician designated by the City Manager, it is determined that an employee is incapable of performing the essential duties of the position satisfactorily because of a physical or mental impairment which is likely to continue indefinitely or to recur frequently, the appointment shall be evaluated for reasonable accommodation. If no accommodation can be reasonably made, the appointment shall be terminated. An employee may obtain a second opinion from a qualified physician if they disagree with the City-designated physician. If the City does not accept the second opinion, a third physician must be mutually selected by the parties, by selecting from a list of six individuals (three candidates proposed by each party). If the parties are unable to agree on a third physician within thirty (30) days after the City's rejection of the second opinion, then such dispute must be resolved through the grievance process.

Section 5. Abandonment of Post. An employee absent from duty without notice in excess of three (3) work days shall be considered to have abandoned the employee's post and the employee's appointment shall be terminated provided that the employee's Department Head made a reasonable effort to locate the employee during the three work days. Reasonable effort shall be satisfied if the Department Head or designee tries to contact the employee at the employee's address by certified letter and/or two witnessed calls to the employee's telephone number as the information is recorded in the employee's official personnel file.

Section 6. Abolition of Post and Procedure in Force Reduction.

- a. The City Council in the interest of the City may require the abolition of any post and a consequent reduction in force consistent with the provisions of NRS 288.150(3)(b).
- b. When a post of indefinite duration, which is filled, is abolished, a reduction in force shall take place in accordance with the following principles:
 1. Competition for retention shall be limited to other bargaining unit employees holding posts requiring similar qualifications, performing similar duties, and at the same grade.

2. Preference for retention shall be based first upon the ability to perform the job and this being equal, seniority shall be the determining factor.
3. As a result of the application of the reduction in force procedure, the City Manager may cause the transfer, or the reduction in grade, or the combination of the two, or termination of the employee.
4. An employee's appointment shall not be terminated before the employee has been made a reasonable offer of reassignment, if such offer is immediately possible.
5. Termination under this Section shall require the giving of at least two week's notice to the employee or payment in lieu of notice of an equivalent amount of salary.
6. There shall be no appeal from action under this rule where seniority is a deciding factor.

Section 7. Rules for Reemployment or Transfer -Forced Reduction. Any employee transferred, reduced in grade, or terminated, under forced reduction shall have the right to reemployment, employment, retransfer provided:

- a. An appointment is to be made to any post for which the employee is qualified within the bargaining unit.
- b. Not more than one year has elapsed since the reduction in force action.
- c. The employee does not waive the employee's right or if the employee fails to signify their interest to accept immediately within fifteen (15) calendar days after notice is mailed to the employee's last known address, by certified mail.

Section 8. Separation-Reemployment List. Regular employees separated from the service through a reduction in force, and for no other reason, may request, in writing within sixty (60) days after RIF, that they be placed upon a reemployment list.

- a. Such placement shall be in order of their efficiency as demonstrated while employed in their respective departments and their length of service with said department.
- b. The reemployment list and the relative positions shall be established by the Personnel Administrator and certified by the City Manager.
- c. The eligibility of all persons on the reemployment list will expire one year from the date upon which they are placed on the list. Continuation beyond the one year period of eligibility as above provided, may be granted at the discretion of the City upon application by the person concerned to the Personnel Administrator.
- d. The reemployment list shall be given preference over the regular employment list whenever vacancies shall occur in the competitive service.

Section 9. Written notification

- a. All separation/termination notices given by the City shall be in writing, shall set forth the reasons for such separation/termination and shall be given to the employee directly. If the employee is unavailable for direct service the notice shall be sent by certified mail to the employee's last known address. All time periods regarding appeal or grievance of the separation/termination shall start on the day following the day the certified letter was sent.

Article 7. Discipline, Demotion, or Discharge

Section 1.

- a. The right to issue discipline is vested exclusively with the City.
- b. The purpose of disciplinary action is to be corrective and will be used by the City to prevent work deficiencies, to seek improvement to the appropriate standards, and to ensure that City policies/procedures are followed.
- c. The City will follow progressive discipline, unless circumstances warrant more severe actions. The City reserves the right to skip one or more steps in appropriate cases based on the severity of the offense. Progressive discipline may include one or more of the following steps:
 1. Documented Verbal Counseling;
 2. Written Reprimand, (sometimes also referred to as a "Written Warning");

3. Suspension;
 4. Demotion; and
 5. Termination.
- d. The City may only discipline, demote, or terminate an employee who has completed the initial probationary period with just cause. Similar disciplinary offenses shall receive like discipline except in cases where the offense jeopardizes the safety and wellbeing of the public or other employees.
 - e. The purpose of each discipline shall be as follows:
 1. Documented Verbal Counseling-to communicate to the employee a violation of a work rule, City policy or procedure, or deficiencies in their work and that a repeat action may result in further discipline. It may include or also contain direction on how the employee is to correct the violation.
 2. Written Reprimand-a written communication to the employee for the same purposes as set out in 5(A) above or to inform the employee that a same or similar offense has been committed, and that a repeat offense may result in more severe discipline. It may include direction on how the employee is to correct the violation.
 3. Suspension-is the removal of an employee from duties without pay. The notice of the suspension shall contain the reasons for the suspension, past discipline on which the City relied, if any, to issue the suspension, and may include direction to the employee on how to correct the violation.
 4. Demotion-is the reduction of an employee's pay step or classification. The notice of demotion shall contain the reasons for the demotion and past discipline on which the City relied, if any, to issue the demotion.
 5. Termination-is the dismissal of the employee from service with the City. The notice of termination shall contain the reasons for the termination and past discipline on which the City relied, if any, to issue the termination.
 - f. When an allegation is made against an employee(s), or when the City receives an allegation against an employee and the City determines an investigation is warranted, if the City determines it is in its' best interest to remove the employee from the premises, it may place the employee on administrative leave pending the conclusion of the investigation. An employee on administrative leave during the investigation may be on leave with pay or without pay if the employee is subject to a criminal indictment or the allegations involve acts of moral turpitude. Administrative leave pending investigation is not considered disciplinary action.
 - g. Any employee who receives a documented verbal counseling, written warning, suspension, demotion or is terminated, shall receive a copy of the notice and shall sign a receipt to acknowledge having received the document. Such acknowledgement of receipt is not an admission to any allegations contained in the notice.
 - h. Employees shall receive copies of all disciplinary notices placed in their personnel files and shall have a right, within fourteen (14) calendar days of issuance of the disciplinary notice, in addition to any appeal and/or grievance rights, to submit a written rebuttal. The written rebuttal shall be reasonable in length, relate directly to the disciplinary notice and will be filed with the disciplinary notice.
 - i. Notices of discipline and rebuttals shall not be used for progressive disciplinary purposes and may be removed from the employee's personnel file with written request from the employee on the following schedule:
 1. Written Reprimands shall not be used after twelve (12) months have passed with no disciplinary notices having been issued to that employee.
 2. Suspensions shall not be used after twenty-four (24) months have passed with no disciplinary action having been issued to that employee.
 3. Any disciplinary action occurring during the aforementioned time periods shall extend all disciplinary actions until the appropriate amount of time has passed for the oldest infraction.
 4. Specific disciplinary actions will not be included in annual Performance Evaluations and recognition of sub-standard performance or conduct will be noted.
 5. Any disciplinary records removed from an employee's personnel file per the provisions of this Section will be retained in a separate sealed file consistent with the City of Boulder City Records Retention guidelines.

- j. Any non-probationary employee of the City shall be entitled to have a Union representative (field representative or union steward) present during an investigatory interview which may result in discipline.

Section 2: Discipline and Disciplinary Procedure:

- a. Discipline can be administered for any violation of any provision of this Labor Agreement.
- b. Discipline Categories are: conduct, attendance and performance. Each category is defined below.
- c. The following list of offenses shall be used in identifying offenses for which employees shall be given the appropriate penalty or discipline measure. However, since this list is not all inclusive, management personnel may identify offenses other than those listed and subsequently initiate the appropriate disciplinary action.

1. Conduct Category:

- a. Insubordination;
- b. Alcohol or substance abuse on the job;
- c. Conduct unbecoming an employee;
- d. Conduct which discredits the CITY;
- e. Acts of moral turpitude;
- f. Granting an improper privilege;
- g. Threatening or striking another person;
- h. Intentionally falsifying CITY documents;
- i. Intentionally giving false statement during an investigation;
- j. Engaging or conspiring in the theft of CITY property or supplies;
- k. Theft of the personal property of others;
- l. Sexual or racial harassment action;
- m. Violation of the criminal laws of the United States, State of Nevada, or any other state of which, had it occurred in Nevada, would be a crime in Nevada;
- n. Violation of any provision of the Charter of the CITY;
- o. Violation of department policies;
- p. Outside employment that conflicts or interferes with assigned duties;
- q. Improper use of one's employment with the CITY for the employee's personal and/or financial advantage;
- r. Unauthorized use and/or destruction of CITY property, equipment and/or materials;
- s. Solicitation as a CITY employee for money, goods, or services not specifically authorized by the City Manager or designee;
- t. Acceptance or solicitation of a bribe or any compensation intended to influence the employee in the performance of their duties for the CITY;
- u. Divulgence of any confidential material to anyone not authorized to receive it
- v. Malfeasance, misfeasance or misconduct in office.

2. Attendance Category:

- a. Tardiness;
- b. Sick leave abuse;
- c. Unexplained absence from duty;
- d. Abandonment of post: Termination for abandonment of post shall be deemed to be for just cause.

3. Performance Category:

- a. Safety: Willful violation of safety practices in performance of duties, including operation of CITY equipment and vehicles.
- b. Unsatisfactory Service: An employee who has completed the probationary period may be terminated or subject to disciplinary action if their performance or conduct is not satisfactory. Unsatisfactory Service is:
 - i. If the employee fails to perform the functions of the assigned position;

- ii. If the employee fails to establish and maintain cooperative working relationships;
- iii. Incompetence;
- iv. Inefficiency;
- v. Neglect of duties.

Section 3. Types of Discipline:

An employee whose conduct, attendance or performance is considered unsatisfactory shall be subject to discipline. Depending on the nature and severity of the offense or performance problem, any one of, or combination of, the following types of discipline may apply: counseling, written reprimand, suspension, demotion, probation, and/or termination.

- a. Informal Discipline: The identification of an employee's unsatisfactory behavior and the opportunity is given to the employee for correction. Informal discipline consists of counseling and oral warning. This means the Supervisor counsels the employee regarding their unsatisfactory behavior and may give the employee an oral warning.
- b. Formal Discipline: Specific unsatisfactory behavior(s), continued unsatisfactory behaviors, or committing offenses of such serious nature that requires immediate expulsion from work, are subject to the formal discipline process. Formal discipline may consist of any one or a combination of the following:
 - 1. Written Reprimand: An employee receives official written notice to correct continued unsatisfactory behaviors.
 - 2. Suspension: An employee may be suspended with or without pay as a disciplinary measure. Suspension without pay requires a pre-disciplinary hearing approved by the City Manager, or designee.
 - (1) An employee may be suspended without pay for an indefinite period of time as a result of a criminal complaint in a court of law.
 - 3. Demotion: An employee may be demoted as a result of a disciplinary action. Demotion requires a pre-disciplinary hearing approved by the City Manager or designee.
 - 4. Probation: An employee may be placed back into a probationary period not to exceed six (6) months in an effort to further evaluate and rehabilitate the employee.
 - 5. Termination: An employee may be terminated as a result of disciplinary action. Any termination under this Article shall be in writing and shall set forth the reasons for such termination. Prior to termination, excluding temporary or probationary employees, the employee shall receive a pre-disciplinary hearing approved by the City Manager or designee.

Section 4. Discipline Appeal Process:

- a. When an employee is served with a written disciplinary notice, issued by the Department Head or designee, the employee may:
 - 1. Appeal the Written Reprimand; or
 - 2. File a Disciplinary Grievance on a Suspension, Demotion, or Termination, subject to the deadlines and procedures below.
- b. Appeal
 - 1. An appeal shall be made in writing and received by the Department Head within fourteen (14) calendar days of disciplinary notice and state the reason why the employee is disputing the written reprimand.
 - 2. The Department Head shall have a meeting with the employee, and the Union representative, within fourteen (14) calendar days of receiving the appeal. For the purpose of attempting to resolve appeals as early as possible, the parties, at any meeting prior to and at the meeting described in this section, shall make full disclosure to each other of all facts and evidence then known to them which bear on the appeal. This shall include the right of the employee to inspect the employee's personnel file.
 - 3. If the meeting does not resolve the appeal, the Department Head will have fourteen (14) calendar days to provide a written statement with a decision upholding the discipline, modifying

- the discipline, or removing the discipline. Such statement will contain the reasons for the decision, with a copy to the employee, the employee's personnel file and the Union.
4. If the employee disagrees with the decision, the employee may, within fourteen (14) calendar days of the decision, submit a written appeal to the City Manager, accompanied by all correspondence on the matter. The City Manager, after consultation with the appealing employee and/or the Union representative and the Department Head will make a final determination on the matter within fourteen (14) calendar days.
 5. Except as set out below, the City Manager's decision shall be final.

Section 5. Disciplinary Grievance

- a. A disciplinary grievance shall be made in writing and received by the Department Head within fourteen (14) calendar days of the disciplinary notice and state the reason why the employee is disputing the suspension, demotion or termination.
- b. The Department Head or designee shall have a meeting with the employee, and the Union representative within fourteen (14) calendar days of receiving the disciplinary grievance. For the purpose of attempting to resolve disciplinary grievances as early as possible, the parties, at any meeting prior to, and at the meeting described in this section, shall make full disclosure to each other of all facts and evidence then known to them which bear on the grievance. This shall include the right of the employee to inspect the employee's personnel file.
- c. If the disciplinary grievance is not resolved at the meeting described in B above, the Department Head shall have fourteen (14) calendar days to provide a written statement with a decision upholding the discipline, modifying the discipline, or removing the discipline. Such statement will contain the reasons for the decision, with a copy to the employee, the employee's personnel file and the Union.
- d. If the employee disagrees with the decision, the employee may, within fourteen (14) calendar days of the decision, submit the disciplinary grievance to the City Manager, accompanied by all correspondence on the matter. The City Manager, after consultation with the grieving employee and/or the Union representative and the Department Head will make a determination on the matter within fourteen (14) calendar days.
- e. The decision of the City Manager on the disciplinary grievance may be referred to arbitration by written arbitration notice from the Union or the party who filed the disciplinary grievance to the City Manager within fourteen (14) calendar days from delivery or mailing of the written decision from the City Manager.
- f. The arbitration notice shall contain a Request for Arbitrator from the Federal Mediation and Conciliation Service. The City Manager or designee shall sign the joint request and forward it to the FMCS. Each party shall pay half the cost of the fee.
- g. Upon receipt of list of seven arbitrators, the parties shall contact each other and take alternative strikes, with the Union striking first. Each side shall have the option to once reject the panel in its entirety.
- h. The arbitrator so selected shall hold a hearing at a time and place convenient to both parties and shall take such evidence as in the arbitrator's judgment is appropriate for the disposition of the grievance.
- i. Upon close of the hearing, the arbitrator shall have thirty (30) days to reduce the decision to writing and submit it to the respective parties.
- j. The arbitrator shall neither add to, subtract from, nor modify, the language of the Contract in arriving at a determination. The arbitrator shall expressly confine the arbitration award to the specific issue(s) submitted for arbitration and shall have no authority to determine any other issue not so submitted, or in the absence thereof, the question raised by the parties. The decision of the arbitrator shall be final and binding on the parties.

Section 6. Each party shall be responsible for bearing its own costs for representation and preparation of the case, including witnesses and transcript if requested.

Section 7. The fees and expenses of the arbitrator, the cost of the hearing room, and the cost of the court reporter, if requested by the arbitrator, shall be shared jointly by the parties. Should an individual employee file a disciplinary appeal or grievance the City shall promptly notify the Union.

Section 8. An employee has the right to have a Union representative at each step of the process, and a Union representative has the right to participate in each step of the process.

Section 9. The time limits in this Article may be waived or extended by mutual agreement of the parties in writing. Any grievance filed or arbitration demand filed after the time limit shall be null and void.

Article 8. Grievance and Arbitration

Section 1. Definitions In this article the following definition shall apply:

Grievance – means a dispute raised by an employee or the Union, concerning the interpretation or application of any provision in this Agreement. Throughout this article, the following definitions shall apply:

Days – means calendar days.

Working Days – means the days Monday through Friday but excluding any established holiday set forth in this agreement. Whenever a period of time is specified, the day of the event or action which commences the period shall not be included when calculating the length of period. If the last day for responding and acting is a Saturday, Sunday or contract holiday, the period shall be extended to the next day which is not a Saturday, Sunday or contract holiday.

Section 2. The City and the Union recognize that the goal of this grievance and arbitration procedure is to attempt to resolve the grievance at the lowest level possible with the least amount of time and resources.

- a. A representative of the Union, designated by the Union, shall be promptly notified by the City of any grievances filed by individual employees.
- b. A Union representative or steward, designated by the Union, has the right to be present at any grievance meeting called for the purpose of discussing an employee grievance.

Section 3. Informal Resolution – The employee, or Union representative (field representative or shop steward), should first confer with the supervisor or with such other person as the City may designate and attempt to settle the matter. The informal resolution period will not exceed twenty-one (21) days from the date the alleged event occurred.

Section 4. Initiating a Grievance

- a. The Union must initiate the grievance procedure by completing a grievance form which must be received by the employees Department Head, with a copy to the City Manager within fourteen (14) calendar days of the end of the Informal Resolution process timeframe.
- b. A meeting shall be held with the Department Head or designee and the Union to resolve the grievance within fourteen (14) calendar days following the receipt of the written grievance. For the purpose of attempting to resolve grievances prior to arbitration, the parties, at any meeting prior to, and at the meeting described in this section, shall make full disclosure to each other of all facts and evidence then known to them which bear on the grievance.
- c. If the grievance is not resolved in the meeting described in B above, the Department Head shall, within fourteen (14) calendar days, provide a written statement with a decision sustaining or denying the grievance. Such statement will contain the reasons for the decision, with a copy to the employee, if an employee initiated the grievance, and the Union.
- d. If the Union or employee disagrees with the decision, the employee or the Union may, within fourteen (14) calendar days of the decision, submit the grievance to the City Manager, accompanied by all correspondence on the matter. The City Manager, after consultation with the grieving employee and/or the Union representative and the Department Head will make a determination on the matter within fourteen (14) calendar days.

- e. The decision of the City Manager on the grievance may be referred to arbitration by written notice from the Union or the party who filed the grievance to the City Manager within fourteen (14) calendar days from delivery or mailing of the written decision from the City Manager.
- f. Such notice shall contain a Request for Arbitrator from the Federal Mediation and Conciliation Service. The City Manager or designee shall sign such joint request and forward to the FMCS within seven (7) calendar days. Each party shall pay half the cost of the fee.
- g. Within fourteen calendar days of receipt of the list of seven arbitrators, the parties shall contact each other and take alternative strikes, with the Union striking first.
- h. The arbitrator so selected shall hold a hearing at a time and place convenient to both parties and shall take such evidence as in the arbitrator's judgment is appropriate for the disposition of the grievance and shall render a decision in writing within thirty (30) days after the closing of the hearing.
- i. **Arbitration Fees and Costs**
The fees and expenses of the arbitrator, the cost of the hearing room, and the cost of the court reporter, if requested by the arbitrator or jointly agreed to by the parties, shall be shared jointly by the parties. Each party will bear its own expenses of representation and presentation of its case, including witnesses, and including the cost of any transcript for the party's own use.
- j. **Arbitrator's Authority**
The Arbitrator shall have no power to add to, to subtract from or to change any of the terms or provisions of the Agreement. His or her jurisdiction shall extend solely to claims of violation of specific written provisions of the Agreement and involve only the interpretation and application of such Agreement. The award shall be based upon the joint submission agreement of the parties, or in the absence thereof, the questions raised by the parties in respect to the specific interpretation and application of the Agreement. Further, the arbitrator's decision will be final and binding upon all parties concerned.

Section 5. Time Limits

- 1. The time limits in this Article may be waived or extended by mutual agreement of the parties in writing. Any grievance filed or arbitration demand filed after the time limit shall be null and void.

Article 9. Rules and Regulations

Section 1. The Union agrees that its members shall abide by, and enjoy such benefits of the rules and regulations of the City of Boulder City that are not in conflict with, or otherwise covered by this Agreement.

Section 2. The City shall present to the Union copies of departmental rules, if any, and shall make such rules available to employees.

Section 3. A bulletin board (s) shall be furnished by the City, located mutually satisfactorily to both the Union and the City. Said bulletin board (s) shall be used by the Union to post notices of interest to the employees. The Union agrees to submit two (2) copies of all notices posted by the Union or Union Representative to the Office of the City Manager at the time of posting.

Section 4. Nothing in this Agreement shall be interpreted nor applied to cause the City or the Union to violate their policy on non-discrimination. The City and the Union shall cooperate to assure that no employee or applicant for employment is discriminated against by reason of race, religion, creed, color, national origin, disability, sex, sexual orientation, gender identity or expression or age.

Article 10. Safety and Health

Section 1. Union personnel are not to be employed in riots or other civil disorders without police protection.

Section 2. The City shall provide protective clothing, as it may deem necessary and as required by law.

Section 3. An employee believing any working condition or machinery is unsafe shall immediately call it to the attention of the employee's immediate supervisor for corrective action.

Section 4. Should the supervisor conclude that the working condition or equipment is within safety measure, and the employee insists to the contrary, the matter shall be brought to the attention of the Department Head and Union Shop Steward for conclusive action.

Section 5. If the Department Head and the Union Shop Steward are unable to agree at this time, the Department Head shall take whatever appropriate action he/she deems necessary.

Section 6. Employees who in the course of their duties fail to observe or correctly apply established safety practices or do not use appropriate safety equipment as provided by the City shall be subject to disciplinary action. The foregoing also applies to the operation of City equipment and City vehicles.

Article 11. Management Rights

Section 1. The City and the Union agree that the management officials of the City possess the sole right to operate the City and that all management rights remain with the City officials.

- A. These rights include, but are not limited to, the following:
1. The right to direct its employees;
 2. The right to hire, direct, assign, promote, classify, suspend, demote, discharge, or take disciplinary action against any employee;
 3. The right to maintain the efficiency of its governmental operations;
 4. The right to relieve any employee from duty because of lack of work, or lack of funds, or for any other legitimate reason;
 5. The right to determine appropriate staffing levels and work performance standards;
 6. The right to determine the content of the work day including, without limitation, work load factors;
 7. The right to determine the quality and quantity of services to offer to the public, and the means of offering those services;
 8. The right to issue, amend or revise policies, rules, regulations and practices legitimately necessary to carry out all managerial and administrative prerogatives;
 9. The right pursuant to NRS 288 to take whatever actions may be necessary to carry out its responsibilities in situations of emergency such as riot, military action, natural disaster or a civil disorder. Such actions may include the suspension of any collective bargaining agreement for the duration of the emergency.

Section 2. The City's failure to exercise any such prerogative or function in a particular manner shall not be considered a waiver of the City's right to exercise such prerogative or function, or preclude it from exercising the same in some other manner not in conflict with the provisions of this Agreement.

Article 12. Strikes and Lock-Outs

Section 1. The Union on behalf of itself, its members, agents, and employees it represents, hereby pledges not to strike (as defined in NRS 288.070), nor to call, authorize, participate or engage in any strike, including but not limited to any picketing, sympathy strike, work stoppage, slow-down or sit-down against the City under any circumstances.

This Agreement is a guaranty by the parties that for its duration there will be no lock-outs, strikes, suspension of work, slow-downs, or sick-outs, and that all complaints, grievances or disputes arising out of the interpretation of application of this Agreement will be settled pursuant to its grievance and arbitration machinery.

Article 13. Union Representatives

Section 1. The Secretary-Treasurer and/or the employee's Business Agent and/or the shop steward as representatives of the Union shall be given authority to enter the premises of the City during any shift for the purpose of conducting Union business such as investigating working conditions of employees covered by this Agreement, to assist in the settlement of grievances arising under this Agreement, and to post notices relative to Union activities and to ascertain adherence to the agreement.

Section 2. Whenever a representative of the Union plans on entering the City property for the purpose of conducting Union business or meets employees at a work site for the purpose of conducting Union business, the Union representative shall notify the City Manager or designated representative and the employee's immediate supervisor of their presence, the purpose of the visit and the expected duration of the visit.

Section 3. Shop stewards will be permitted to use a reasonable amount of time for the purpose of attending meetings with City management related to grievances or appeals of employees represented by the shop steward. Release time will not be unreasonably withheld, but will only be granted upon advance approval by the employees' immediate supervisor and will be scheduled so as to minimize interruption of City business.

Section 4. It is agreed that the Union representatives and shop stewards shall conduct himself (s) /herself (s) in such a manner so as not to interfere with the efficient operations of the City.

Section 5. The City agrees to allow one (1) employee representative and (1) one dispatcher to sit at the bargaining table for the purpose of negotiations without loss of pay or deduction from the employee's leave time.

- a. If for any reason additional employees are needed for informational purposes, upon agreement by the negotiating teams, said employee(s) may be called in the meeting without loss of pay. The negotiating teams shall determine what expertise is needed.

Section 6. The Union shall notify the City, in writing, of all current officers of Local #14 that are empowered to represent employees under this contract.

Section 7. The Union shall notify the City of the names of any Stewards that are appointed by the Union within 15 calendar days of the appointment. The City is not required to recognize anyone as a steward until written notice of appointment is received from the Union by the City Manager.

Should the legislation (SB 241 2015) creating this requirement, be subsequently modified by future legislation, the parties agree to meet a negotiate an appropriate modification to this language, if any.

Article 14. Check-Off

The City agrees to deduct from the wages of each Union member, upon the request of the employee, the sum certified as monthly Union dues and initiation fees, voluntary contributions to D.R.I.V.E., and deliver the same to the Union treasurer. The employee's authorization for such deductions is revocable, subject to the conditions stated on the check-off authorization or upon termination of employment.

If any controversy arises on account of such deductions the Union will furnish, at no expense to the City, competent legal counsel and the Union agrees to indemnify, save and hold the City harmless from any and all expenses, costs, or liability incurred by the City which is directly related to such controversy.

Article 15. Warranty of Authority

The officials executing this Agreement in behalf of the City and the Union signatory hereto hereby warrant and guarantee that they have the authority to act for, bind and collectively bargain on behalf of the organization which they represented, during the term of this Agreement.

Article 16. Savings Clause

This Agreement is declared to be severable and if any paragraph, phrase, sentence, or part is declared to be void by statute, or by a court of competent jurisdiction, it shall not be construed to void or nullify the entire Agreement; and those parts not declared void shall be binding upon the parties, provided, however, upon such invalidation the parties agree immediately to meet and negotiate such parts or provisions affected.

Article 17. Local Government Employee-Management Relations Act

Each party reserves all rights as set forth in the Local Government Employee-Management Relations Act (the "Act") (NRS 288. 010 and following). In this context, the parties acknowledge that in respect to any non-mandatory subject of bargaining as defined in the Act which may be included in this Agreement, the City is not waiving or in any way limiting its right pursuant to the Act to refuse to bargain over non-mandatory subjects during these or in future negotiations.

Article 18. Fidelity Bond

When the City requires a fidelity bond of any employee, the premium of said bond shall be paid by the City.

Article 19. Liability Insurance

The City shall provide liability insurance for all unit employees to cover accidents occurring while in performance of employment from claims of the public as well as City employees.

Article 20. Compensation for On Duty Injuries

Section 1. Since Nevada State Law prescribes all employees to be covered under workers compensation benefits, payment for medical and surgical treatment as well as compensation for lost work time and other benefits shall be as determined by the Nevada Revised Statutes and the Nevada Administrative Code.

Section 2. The following is intended to supplement the aforesaid coverage:

- a. Should an employee suffer a service-incurred accident or illness and the employee is determined to be eligible for workers compensation benefits, and the employee's present gross salary excluding overtime, is not entirely protected under workers compensation, the City will compensate employee an amount equal to the difference between the compensation received and the employee's then present gross salary, excluding overtime, for a period of seven hundred and twenty (720) hours. Upon expiration of the seven hundred and twenty (720) hour salary continuation, an employee who continues to receive workers' compensation benefits may elect to use their accrued sick leave, then annual leave, comp time, and donated leave to supplement workers' compensation and receive a full salary.
- b. Employees who are eligible to receive workers' compensation benefits for a lost time claim may elect to have the insurer forward the disability checks directly to the City.
- c. Upon request by the employee, the City Manager may approve a one-time suspension of the seven hundred and twenty (720) hour period defined in Section 2(a), for a delay in scheduled treatment necessary to repair the injury (i.e. surgery) until such treatment occurs, but not to exceed five hundred (500) hours. The suspension of the time limitation will not occur if any of the delay is the responsibility of the injured employee.

- d. Return to Work - Before an employee may return to work following a disabling, on-the-job injury, the employee shall present a release from the attending physician. Any questions concerning an employee's fitness to return to work may result in the employee being required to consult, at the City's expense, a qualified physician of the City's choice. In administering the provisions of the policy, the City may exercise such safeguards as are deemed appropriate and necessary to protect the City's and the employee's interest including the requirement for a medical examination by the City designated qualified physician.
- e. Transitional Light Duty – Transitional light duty as defined by City personnel policies may be authorized and offered to the employee by the City for up to 120 calendar days, at the discretion of the City. It may be extended at the discretion of the City Manager
- f. Return to Work
Before an employee may return to work following a disabling, on-the-job injury, the employee shall present a release from the attending physician. Any questions concerning an employee's fitness to return to work may result in the employee being required to consult, at the City's expense, a qualified physician of the City's choice. In administering the provisions of the policy, the City may exercise such safeguards as are deemed appropriate and necessary to protect the City's and the employee's interest including the requirement for a medical examination by the City designated qualified physician.
- g. Health Insurance
During the employee's employment the City shall continue to pay the City's portion of the employee's health insurance premium during the period of coverage by workers compensation benefits.

Section 3. In the event of a Family Medical Leave, referring to the Family Medical Leave Act of 1993, leave days used will be charged against any Family Medical Leave time in accordance with the Family Medical Leave Act policy of the City and City compliance with the statutorily required notice provisions.

Article 21. Compensation for Non-Service Incurred Accidents or Illness

Section 1. An employee who is incapacitated due to non-service incurred accident or illness shall be entitled to draw the employee's full wage against sick, comp time, or annual leave accrued to the employee's benefit.

Section 2. The City shall continue to pay the City's portion of the employee's health insurance premium during the use of accrued sick, comp time, or annual leave during the time of absence from work from the City or for a period consistent with Family Medical Act Leave Act of 1993 following the date on which the accident or illness was incurred, whichever is greater.

Section 3. Annual leave, comp time and sick leave must be used continuously in full normal workday increments.

Section 4. In the event of a Family Medical Leave, referring to the Family Medical Leave Act of 1993, leave days used will be charged against any Family Medical Leave time in accordance with the Family Medical Leave Act Policy of the City.

Section 5. Transitional Light Duty. Transitional light duty as defined by City personnel policies may be authorized and offered to the employee by the City for up to One Hundred Twenty (120) calendar days, at the discretion of the City.

Section 6. The City may require the employee to provide a statement from the employee's health care provider with an estimated date that the employee will be able to perform all of the essential functions of the employee's regular job classification with or without accommodation in accordance with City personnel policies.

Section 7. In the event of medical separation, employee will be eligible for rehire if and when a position of similar classification becomes available within eighteen (18) months of the date of separation; provided that, the employee must meet all qualifications and certifications required for the position, and make a written request for rehire within the thirty (30) days of the position being posted.

Article 22. Retirement

Section 1. Employer-Pay Contribution Plan

The City will pay the employee's portion of the retirement contribution under the employer-pay contribution plan in the manner provided for by this Collective Bargaining Agreement and by Chapter 286 of the Nevada Revised Statutes (NRS).

Section 2. Increases And Decreases

Effective July 1, 2014, any future increase in the percentage rate of the retirement contribution above the rate set forth in NRS 286.421 will be borne equally by the City and employee and will be paid in the manner provided by NRS 286.421.

Any decrease of the retirement contribution will be shared equally by the City and the employee.

Section 3. Retirement Contribution The term retirement contribution does not include any payment for the purchase of previous credit service on behalf of any employee.

Article 23. Time Records

Section 1. The employee shall sign and submit to the employee's supervisor a daily time sheet, electronic record, or time card, indicating thereon the exact hours worked and the department in which the employee worked, and the work order number, if applicable. The City reserves the right to request any additional information on this report as it deems necessary.

Section 2. The supervisor shall certify, as to the exactness of each time sheet, or time card, and shall submit such time control reports to the Department Head.

Article 24. Jury Duty

Section 1. Jury leave shall be granted as follows: Full-time employees called to serve on jury duty shall receive their regular pay and submit all jury pay to the City. Those persons called but not selected to serve on the jury shall report back to work when excused. The travel allowance shall also be submitted by the employee to the City.

Article 25. Leave of Absence

Section 1. Leave of absence shall be granted as follows:

- A. Leaves of absence without pay shall be granted to an eligible classified employee in compliance with the provisions of the Family and Medical Leave Act of 1993 and regulated by the Family and Medical Leave Act 'policy' of the City.

Section 2. Other Leaves of absence for employees. Upon application to the employee's supervisor and Department Head, an employee shall be granted a leave of absence without pay for a period not to exceed ninety (90) calendar days without prejudice to the employee's status, providing that such application shall have first been approved by the employee's Supervisor, Department Head, and the City Manager. Any employee on such leave shall accrue no benefits or seniority until such time as the employee reports back to work. The City may fill the position on a temporary basis. If the employee does not return to work on the day

specified in the approved leave of absence letter the employee shall be terminated in accordance with the abandonment of post process in this agreement.

Article 26. Military Leave

Section 1. Military leave shall be granted as follows:

When an employee enters the Armed Forces of the United States, whether by enlistments or by selective service, the following rules shall apply:

- a. The employee shall be given military leave without pay.
- b. During the period of military service the employee shall retain all rights to which the employee is entitled under the provisions of the Charter of the City and under the provisions of the City policies, and State and Federal Laws, provided that during a period of military leave in excess of thirty (30) days, annual or sick leave credit shall not accumulate.
- c. After the completion of service the employee may be restored to the employee's former position or an equivalent position in accordance with Title 38 of the US Code Annotated or any other State or Federal law relating to Veteran's reemployment rights.
- d. Persons employed to fill positions becoming vacant under these rules shall hold such positions subject to being transferred to another post, if available, or terminated upon the reinstatement of the returning employee to the employee's former position in accordance with Subsection c.
- e. An employee having a reserve status in any of the regular branches of the Armed Services of the United States or National Guard, upon request to serve under orders for training duty shall be relieved from the employees duties, upon request, to serve under orders on training duty without loss of pay for a period not to exceed fifteen (15) working days within three (3) consecutive calendar weeks in any one calendar year. The employee shall file with the City a copy of such orders indicating thereon the date said duty is to commence and the date duty is to cease. The employee shall receive regular compensation in addition to military pay. It is understood that this provision is in accordance with NRS 281.145.

Article 27. Funeral Leave

Section 1. Funeral leave shall be granted as follows:

All full-time employees will be granted thirty (30) hours leave with pay in the event of a death in the immediate family, for making funeral arrangements and attending the funeral. "Immediate family" shall mean the employee's spouse, domestic partner per the provisions of NRS 122A, children or adopted children, father, stepfather, father-in-law, mother, step-mother, mother-in-law, sister, step-sister, sister-in-law, brother, step-brother, brother-in-law, grandparents, grandchildren, or any natural or adopted child or grandchildren of the employee's spouse.

Section 2. Funeral leave may be increased to forty (40) hours when funeral services are held 500 miles or more from Boulder City.

Section 3. Whenever an employee is excused for funeral leave the employee shall provide a signed notice and it shall include the name of the departed, relationship, date of funeral (or services) and the location of the funeral (or services) and the leave dates within thirty (30) calendar days after the absence. The parties acknowledge that funeral leave days may not be consecutive due to travel and family circumstances but must be taken within twelve (12) months of the death.

Article 28. Holidays

Section 1. The following days are designated as ten (10) hours and set apart as holidays for all employees:

- a. New Year's Day, January 1st
- b. Martin Luther King's Birthday, Third Monday in January
- c. Washington's Birthday, Third Monday in February

- d. Memorial Day, Last Monday in May
- e. Independence Day, July 4th
- f. Labor Day, First Monday in September
- g. Nevada Day, Last Friday in October
- h. Veteran's Day, November 11th
- i. Thanksgiving Day, Fourth Thursday in November
- j. Day after Thanksgiving, Fourth Friday in November
- k. Christmas Eve, December 24th – Last half of shift
Last 5 hours of shift
- l. Christmas Day, December 25th

and any day that may be proclaimed by the City Council or NRS 236.015 as a legal holiday.

Section 2. In addition to the holidays specified in Section 1 above, each employee covered by this Agreement shall be entitled to one (1) ten (10) hour Floating Holiday annually. Said holiday must be scheduled off in advance by the employee with the employee's supervisor and must be taken during the calendar year in which it is earned.

Section 3.

- a. On such occasion as any of the above holidays fall on a Sunday, the following Monday shall be observed as the holiday except for those employees whose regular work day is Sunday, in which case the day shall be taken off, Alternatively, the employee may be required to work on the holiday and paid per the provisions of Section 4 below.
- b. Employees shall receive either ten (10) hours of pay at their straight time rate or accumulate banked holiday leave at their straight time rate for each holiday that falls on their day off with the exception of five (5) hours for Christmas Eve their day off.
- c. An employee may accumulate up to forty (40) hours compensatory time over the allotted maximum in Article 32 for the holidays as set forth in subsection b of this Article 28, Section 3.

Section 4. An employee required to work on any of the holidays listed in Article 28 above shall receive the employee's regular pay (ten (10) hours times the employee's currently hourly rate) for the holiday and, in addition, shall be compensated at the rate of time and one-half (1 1/2) the employee's regular rate of pay for the hours actually worked on employee's regular scheduled hours excepting emergency call outs which shall be compensated at two (2) times the regular rate of pay.

Section 5. In order to receive compensation for the holiday, the employee must work or be on paid leave, the workday preceding and/or following a holiday. In case of sick leave, documentation may be required by the supervisor in the form of a doctor's certificate.

Article 29. Annual Leave

Section 1. Annual leave will accrue and be credited on a prorated basis on or around the 15th of every-month at the established rate according to the employee's years in service as follows:

- a. Eighty (80) hours - 1st year
- b. One-hundred twenty (120) hours - 2nd through 9th year
- c. One-hundred sixty (160) hours - 10th through 14th year
- d. Two-hundred (200) hours - 15th year and each year thereafter

Employees will not have access to credited annual leave until they have completed six (6) months with the City.

Section 2. Employees may carry over a maximum of the equivalent of two years of accrued annual leave. Any annual leave which exceeds the allowed maximum will be forfeited on December 31st of each year.

Section 3. Employees with more than one year's service who are terminated are entitled to payment for unused annual leave up to the allowable maximum accrued.

Section 4. Applications for annual leave must be submitted to, scheduled and approved by the Department Head or designee in advance of taking leave. The City retains the right to deny or to cancel annual leave if such denial or cancellation is necessary for the efficient operations of the City.

Section 5. No annual leave will be paid unless the employee has completed the employee's probationary period.

Section 6. There shall be no "pay in lieu of time off" paid for annual leave days, except for those hours referred to in Article 29, Section 9.

Section 7. Seniority will constitute a factor in vacation scheduling.

Section 8. In the event of a Family Medical Leave, referring to the Family Medical Leave Act of 1993, annual leave days accrued, will be available to cover the absent hours while on FMLA if the employee has exhausted accumulated leave and compensatory time hours.

Section 9. Employees may elect to exchange up to a maximum of forty (40) hours of annual leave for forty (40) hours pay, subject to the following conditions:

1. Exchange of annual leave shall only be done at the first payday of each December unless otherwise authorized by the City Manager.
2. To be eligible to exchange annual leave for pay, the employee must have taken the equivalent of at least eighty (80) hours vacation during the twelve (12) month period immediately preceding the exchange.
3. Exchange privileges apply only to accrued annual leave.
4. The employee's accrued annual leave balance must be forty (40) hours or more at the time of exchange.

Section 10. In the event of the death of an employee prior to separation from the City, one hundred percent (100%) of the accumulated annual leave with the paid to the deceased employee's beneficiary(s). This includes any hours above the maximum annual carryover hours defined in Section 2 of the Article.

Article 30. Sick Leave

Section 1. Sick leave shall accrue at the rate of ten (10) hours per month on or around the 15th of each month. Employees who are in a non-pay status for part of a pay period shall have their sick leave accumulation reduced on a prorated basis. Employees shall be paid their current hourly rate of pay for all sick leave used, and such leave taken shall be charged as used.

a. Use of Sick Leave

Sick leave is for use in situations in which the employee must be absent from work due to:

1. His/her own physical illness or injury.
2. His/her own exposure to contagious diseases or when attendance at work is prevented by public health requirements.
3. The need to provide medical care for an ill or injured dependent child, spouse/domestic partner, or parent who resides in the employee's household. Medical care includes accompanying a dependent child, spouse/domestic partner, or parent who resides in the employee's household to medical appointments.
4. Medical or dental appointments for the employee; provided that the employee makes a reasonable effort to schedule such appointments at times which have the least interference with the workday.
5. Any disability.

- b. **Physician's Certificate of Recovery and Fitness:** The City may require a certificate of recovery and fitness to return to duty to be submitted by an employee upon return to work from any illness that required the use of sick leave for periods longer than three working days.

Section 2. In the event of a Family Medical Leave, referring to the Family Medical Leave Act of 1993, sick leave days accrued, will be charged against any Family Medical leave time in accordance with the Family Medical Leave Act Policy of the City.

Section 3. Death: In case of death of an employee, 100% of the employee's unused sick leave shall be paid to the employee's beneficiaries.

Section 4. Separation from Employment: An employee, who has achieved ten (10) years of service with the City is eligible for the payment of accumulated sick leave hours upon their separation from the City. Accumulate sick will be paid per the following schedule:

Length of Service	Percentage of Accumulated Sick Leave Paid
Ten (10 years of service)	50%
Each full year of service after ten (10) years	An additional five percent (5%) of accumulated hours up to the one hundred percent (100%) of accumulated hours; subject to the maximum hour threshold defined below.

Employees must reach the next full year to receive the five percent (5%) additional accumulated hours; there will be no proration of hours for partial years of service. The maximum number of accumulated sick leave hours available for payment at separation is one thousand four hundred forty (1440).

The employee's hourly rate at separation will be used to calculate this payment.

Article 31. Insurance

Section 1. All City bargaining unit employees shall participate in the Teamsters Health Insurance plan offered by the Teamsters Security Fund of Southern Nevada Local 14 ("Fund"). Participation in the health insurance plan shall not require membership in the Union. This medical group benefits plan shall include but not be limited to health, life, dental and vision plans as administered by the Trustees of the Fund. Any health maintenance options required to be available by law shall be made available exclusively through the Fund. The City shall pay the trust fund as designated by Teamsters Local Union #14 up to the maximum amount per month per affected employee as shown below. The City shall collect the balance of the employee's share of the total monthly premium by payroll deduction if the City contribution does not cover the full premium cost of the insurance.

Section 2. The City will make per employee monthly contributions to the Fund per the schedule below for each City employee covered by this Agreement.

Effective Date	Maximum City Monthly Contribution to the Fund
July 1, 2022	One Thousand One Hundred Fifty Dollars (\$1,150.00)
July 1, 2023	One Thousand One Hundred Ninety Dollars (\$1,190.00)
July 1, 2024	One Thousand Two Hundred Forty Dollars (\$1,240.00)

Section 3. Effective July 1, 2023, the City will provide a term-life insurance policy valued at twenty-five thousand dollars (\$25,000.00) to each employee.

Article 32. Shift Arrangement

- a. Section 1. Shift Arrangement: Effective July 1, 2022, a work week shall consist of four (4) consecutive days, Monday through Sunday, except Dispatchers whose work week shall be five (5) consecutive days Monday through Sunday. Unless an alternate work schedule is in effect for Dispatchers. Whenever deviations from regular shift hours are necessary, the supervisor shall provide employees with sufficient notification prior to such deviation. Sufficient notification is deemed to be a minimum of 24 hours. Such notice shall not be required for emergency work.

Section 2. There shall be no split shifts.

Section 3. Work Day

- a. Except for Dispatchers, the normal workday shall be ten (10) hours and the normal work week forty (40) hours. The unpaid lunch break will be either thirty (30) minutes or sixty (60) minutes depending upon the starting and quitting time of the employee and should be taken no earlier than four and one-half hours into the shift.

Section 4. Rest Periods

- a. One 15-minute rest period will be allowed in the morning and one in the afternoon.
- b. Rest periods will not fall within one hour of starting time, lunch breaks, or quitting time.
- c. Specific rest period times may be arranged by the Supervisor for the most efficient application of personnel and equipment.

Section 5. Compensatory Time Off

- a. Because the workload of some functions fluctuates both within and beyond the payroll periods, employees may accumulate Comp Time rather than be paid overtime. The purpose of Comp Time is to allow employees to take paid time off in conjunction with workload lows rather than be paid at the overtime rate during workload peaks.
- b. To accumulate Comp Time, employees may volunteer, and the supervisor may allow the employee to accept time off rather than overtime pay. This Comp Time will be accumulated at the contractual rate earned. (If the payment for overtime is at the one- and one-half-time rate then the employee shall get one and one-half times of Comp Time for each hour of overtime worked. If overtime is at a double time rate, then the Comp Time will be at the double time rate). No employee will be required to accumulate Comp Time rather than be paid at the overtime rate.
- c. To use Comp Time employees must schedule their absence from work with their supervisor five working days in advance of the absence. Such absences will normally be scheduled when, based on the workload, manpower, or other recognizable needs, it will not place a hardship on the City or other employees.
- d. Compensatory time off may accumulate to a maximum of eighty (80) hours. Comp Time accumulation and usage will be reported to the Finance Department by appropriate coding on the bi-weekly time cards. Comp Time balances will be reported to the employees on the paycheck stub in the same manner as vacation and sick leave hours are reported. If an employee accumulates and uses the same number of Comp Time hours within a pay period, the records may not show on the paycheck stub. Nevada PERS-eligible call-back Overtime and the premium pay for working on a holiday, as detailed in Article 28, Section 4, are not eligible for accumulating comp time hours.
- e. No employee may have an accumulated balance of Comp Time exceeding eighty (80) hours at the end of any pay period. Employees may not have a deficit Comp Time balance. Whenever an employee requests comp time in lieu of overtime and such comp time accrual would exceed eighty (80) hours the employee must be paid at the applicable overtime rate for all hours above eighty (80) that would otherwise be in the employee's comp time accrual balance.
- f. Whenever an employee separates from City employment any unused Comp Time will be paid at a straight time hourly salary rate.

Article 33. Wages

Section 1. Payroll payments will be paid two weeks after the pay period end date. . All paychecks will be paid through direct deposit and the employee will be able to view and print his/her payroll information electronically.

Section 2. On the pay period that includes July 1, 2022, all employees shall receive a three percent (3%) general adjustment, and one percent (1%) retention adjustment for a total of four percent (4%) of all salary schedules. In addition, all current employees will receive a one-time retention bonus equivalent to four percent (4%) of the newly adjusted base hourly rate multiplied by 2080 hours. This bonus must be paid in lump sum within ninety days of approval of this Agreement.

On the pay period that includes July 1, 2023, all employees shall receive a three percent (3%) general adjustment, and a one percent (1%) retention adjustment for a total of four percent (4%) of all salary schedules. In addition, in July of 2023 all current employees will receive a one-time retention bonus equivalent to four percent (4%) of the newly adjusted base hourly rate multiplied by 2080 hours paid in a lump sum.

On the pay period that includes July 1, 2024, all employees shall receive a three (3.00%) general adjustment.

Article 34. Work Out-Of-Classification

Section 1. Temporary work assignments to an established classification of higher grade within the bargaining unit shall be compensated as follows:

- a. If the assignment is for two (2) hours or more the employee shall receive a five percent (5%) increase for the time worked in the higher classification.

Section 2. No supervisor shall be allowed to work an employee in a higher classification and replace him/her with another employee for the purpose of not paying for the higher scale within a standard work shift for the work being performed.

Section 3. This article shall not apply to employees who request and are granted the opportunity to train and improve their effectiveness at a higher classification.

Section 4. Temporary work assignments to an established classification of lower grade shall be compensated to the employee at the employee's regular appointment, classification, and salary range.

Article 35. Emergency Call-Out Pay and Overtime Pay

Section 1. Employees having been called out on emergency, other than holidays, shall be paid at the classification at which they are directed to work at two (2) times the regular rate and shall be paid for no less than two (2) hours Emergency overtime pay shall cease at the beginning of their regular shift, once the two hour minimum has been met.

Section 2. Overtime

An employee having been directed by the employee's supervisor to work beyond the employee's regular work shift or scheduled to work on a regular day off shall be paid at the rate of time and one-half (1 1/2) for such time worked. Any employee in the Court Clerk classification scheduled to work on an assigned day off for a purposes of a court hearing shall be guaranteed two (2) hours pay at time and one-half (1 ½) the employee's regular rate of pay, and if a court hearing takes place shall be guaranteed four (4) hours pay at time and one-half (1 ½) the employee's regular rate of pay.

Article 36. Uniforms

The City will provide appropriate uniforms of its choice to the employees in the Clerical Bargaining Unit employed in the Boulder City Police Department. Enough uniform clothing items as outlined below will be provided so that each employee will have one serviceable uniform set for each normal workday within a normal workweek, i.e. four-day per week employees shall receive up to four uniform sets per fiscal year. A uniform set shall consist of one City approved uniform shirt, one City approved uniform pant. The city will also supply at least two City approved uniform sweaters or similar cool weather garments. Once a year, the City will provide one uniform belt and one pair of mutually agreeable uniform work shoes of its choice to these employees.

For uniforms damaged or rendered unserviceable may be replaced outside of the four sets per year issue on a case by case basis and with the permission of a supervisor. At the discretion of the Chief of Police, those items that are rendered unserviceable due to neglect or misuse use, may be required to be replaced by the employee.

The clothing provided for in this Article shall be worn and used only in respect to City employment. In this context, employees shall not wear the clothing for personal use. The employee shall be responsible for the cost of purchasing any optional or additional items, which must be approved by the City. The City shall pay for necessary alterations.

Employees with City provided uniforms must have uniforms that are not torn or worn out.

The employee shall be responsible for the loss of clothing provided for in this Article. All uniforms shall be returned to the City upon separation of employment.

Article 37. Duration of Agreement

This Agreement, dated this 13th day of June, 2023, shall be effective from July 1, 2022 to June 30, 2025. However, this Agreement shall continue in effect until ten (10) days following receipt of the award of factfinder if statutory impasse procedures have been undertaken or such procedures may yet be implemented.

CITY OF BOULDER CITY, NEVADA

By: 
Taylor R.B. Tedder, City Manager

Attest: 
Tami McKay, MMC, CPO, City Clerk

Approved as to form: E-SIGNED by Brittany Walker
on 2023-06-14 18:40:29 GMT
Brittany Walker, Esq., City Attorney

**TEAMSTERS LOCAL 14
REPRESENTING GENERAL SALES DRIVERS,
DELIVERY DRIVERS AND HELPERS AND
REPRESENTING THE PUBLIC SECTOR,
AFFILIATED WITH THE INTERNATIONAL
BROTHERHOOD OF TEAMSTERS.**

By: E-SIGNED by Fred Horvath
on 2023-06-10 17:24:19 GMT
Fred Horvath, Secretary/Treasurer

PUBLIC SAFETY DISPATCHER ADDENDUM

The addendum is arranged by article and augments those provisions with specific elements relative to the Public Safety Dispatcher classification only. All other terms of the Collective Bargaining Agreement remain unchanged. The parties shall attempt to construe the terms and conditions of the documents comprising this Agreement in a manner that avoids conflict or inconsistency and in a manner that is supplementary or complementary rather than in conflict. If, however, a conflict or inconsistency between the Collective Bargaining Agreement and this Addendum exists as applied to a member of the Public Safety Dispatcher classification within the bargaining unit, the terms of this Addendum shall control.

Article 24 Jury Duty

Employees scheduled for a 12-hour shift the day before the employee is to report for jury will be released from work with pay, no later than 8:00 p.m. the evening prior to reporting for jury duty.

Article 27. Funeral Leave

Section 1. Full time Dispatchers will be granted thirty-six (36) hours instead of thirty (30) hours under Article 27, Section 1.

Section 2. Funeral leave for full time Dispatchers may be increased up to forty-four hours when funeral services are held 500 statute miles or more from Boulder City.

Article 28 Holidays

All designated holidays defined in Section 1 will provide holiday pay equivalent to the assigned work hours on the holiday. For example, twelve hours of holiday pay if working a 12-hour shift.

Christmas Eve is a 6-hour holiday while working a 12-hour shift schedule.

The floating holiday defined in Section 2 is a 12-hour holiday when working a 12-hour shift schedule.

Article 29 Annual Leave

Bidding for annual leave will be done each December for the entire calendar year. First bid cycle: Annual leave bid requests must be submitted to the Police Chief, or designee, for approval and scheduling no later than January 15th of each calendar year. Annual leave schedule to be approved by the Police Chief, or designee will be posted prior to January 31st of each calendar year. Second bid cycle must be submitted to the Police Chief, or designee for approval and scheduling no later than February 1st of each calendar year. The second bid cycle to be approved by the Police Chief and posted prior to February 10th of each calendar year. The City retains the right to deny or to cancel annual leave if such denial or cancellation is necessary for the efficient operations of the City. Subsequent annual leave requests will be considered on a first-come-first served basis. In the instance where two requests are submitted on the same date and time, seniority will determine the first honored.

Annual leave requests will be submitted in one or more consecutive week time blocks during the first bid cycle in accordance with the time frame set forth in this article. Requests for individual days may be submitted during the second bid cycle and will be awarded per full time seniority. After each person has submitted his/her first choice(s) for annual leave time (first bid cycle), all parties will be allowed to submit their second choices (second bid cycle) in accordance within the time frame set forth in this article.

Annual leave selection will be done by full time seniority per bid cycle. Full time seniority is based on continuous full time within the classification series.

Article 32 Shift Arrangement

To effect modified schedules the Union has been granted the overtime exemption under Section 7 (b) of the Fair Labor Standards Act of 1938.

Section 1. Shift Arrangement

Generally, the work week shall consist of either twelve hour (12-hour), ten hour (10-hour) or an eight hour (8-hour) work-week schedule or a combination of such schedules as determined appropriate by the Chief of Police. The 12-hour work schedule shall be the standard schedule utilized, unless the Chief of Police determines that one of the alternate schedules, either the 10-hour work schedule or the 8-hour work schedule, or a combination, is required to meet staffing and work requirements.

- a. With a 12-hour schedule the work week will consist of either three consecutive 12-hour shifts or three consecutive 12-hour shifts and one 8-hour shift adjacent to the three consecutive 12-hour shifts. The defined work week is dictated by the schedule of days employees work in a two-calendar week period Monday through Sunday, and the work week begins and ends at the midpoint of the 8-hour shift.

Hours of work when working a 12-hour shift schedule

Day Shift	0600 hours to 1800 hours
Swing Shift	1200 hours to 0000 hours
Grave Shift	1800 hours to 0600 hours

- b. With a 10-hour schedule the work week will consist of four consecutive 10-hour shifts within the work week, followed by three consecutive days off.

Hours of work when working a 10-hour shift schedule

Dayshift	0600 hours to 1600 hours
Swing Shift	1500 hours to 0100 hours
Grave Shift	2000 hours to 0600 hours

- c. With an 8-hour schedule the work week will consist of five consecutive 8-hour shifts within the work week, followed by two consecutive days off.

Hours of work when working an 8-hour shift schedule (not applicable to the 8-hour shift in the 12-hour shift schedule)

Dayshift	0600 hours to 1400 hours
Swing shift	1400 hours to 2200 hours
Grave Shift	2200 hours to 0600 hours

- d. Whenever deviations from regular shift hours are necessary, the Police Support Service Manager shall provide employees with sufficient notification prior to such deviation per the provisions of Section 7 below.

Section 3. Work Day. The normal workday shall be twelve (12) hours or eight (8) hours and the normal work week forty (40) hours. A regular two week pay period shall consist of eighty (80) work hours. Work in excess of the employee's regularly scheduled shift or work hours in excess of eighty (80) during one pay period shall be considered overtime and compensated at time and one-half (1 ½) the employee's regular rate of pay.

As scheduling issues arise, management shall work with employees to ensure adequate coverage, reduce overtime, and reduce the negative impact on the employee, other employees and the operations. Examples of schedules include, but are not limited to the following:

- 1. Six 12-hour shifts and one 8-hour shift, or
- 2. Five twelve hour shifts and two ten-hour shifts.

Management shall work with the employees to determine whether to use an eight-hour day or a twelve-hour day for a sick day or a vacation day when the occasions arise.

Section 4. Lunch and Rest Periods

- a. Each Work Day must include a paid fifteen (15) minute rest period during the first four hours of the shift and a paid fifteen (15) minute rest period during the second four hours of the shift. The paid lunch break will be thirty (30) minutes and should be taken no earlier than four and one-half (4.5) hours into the shift. For the 12-hour day, this shall include a paid twenty (20) minute rest period in during the first six hours of the shift and a paid twenty (20) minute rest period in during the second six hours of the shift. The paid lunch break of forty-five (45) minutes should be taken no earlier than six and one-half hours into the shift. Breaks cannot be combined to provide longer break periods without the supervisor permission.
- b. Rest periods will not fall within one hour of starting time.

Section 6. Dispatchers Shift Bid

Shifts shall be bid each November of each calendar year for the twelve (12) month period starting the first full pay period of January of each year. Awards of bids will be done by classification full time seniority. If a new shift is established during an existing bid cycle, the shift shall be first filled by seeking full time Dispatcher volunteers. The most senior full time Dispatcher volunteer will get the shift.

Bid process: Bids for the new rotation shall be distributed to each full-time dispatcher by Management no later than November 15th of each calendar year. Management must receive bids from Dispatchers by 5:00 p.m. on the 30th of November every calendar year. In the event bids are not received from individual Dispatchers by 5:00 p.m. on the 30th of November of every calendar year, shifts will be assigned by Management.

Management will post shift schedules for the following year by December 15th of each calendar year.

Section 7. Dispatchers - The CITY reserves the right to alter shifts to:

1. accomplish training of new employees;
2. further train existing employees;
3. improve department operations through cross-training not to exceed six (6) months in a 12-month period;
4. address emergency situations;
5. accomplish shift bid movements;
6. cover temporary lead dispatcher assignments;
7. accomplish relief shift movement;
8. vacation coverage -Scheduled vacation periods shall be covered by full time Dispatcher overtime signup as a first option. Applicable overtime payment requirements apply.

If, in the event of an unforeseen circumstance as determined by the Chief of Police, it is necessary to reschedule a Dispatcher employee from their bid shift for more than two consecutive pay periods at any one time, the City will first seek volunteers to modify their schedule. If no one volunteers the Chief of Police will accommodate the vacant bid shift with the employee of lowest seniority on a schedule with similar days off as the vacant shift.

Whenever the City alters shifts pursuant to this Section 7, the City shall provide employees with sufficient notification prior to such alteration of a minimum of seven (7) days. Such notice is not required for emergency work as determined by the Police Chief.

Section 8. Dispatchers - If a new shift is established or a current shift schedule becomes available during an existing bid cycle, the shift schedule will be posted for seven (7) days as soon as it is known that a schedule will become available. The shift schedule must be awarded by classification seniority from those that have

applied. The subsequent schedule vacancy, if any, will be filled in the same manner. The potential third schedule vacancy will be filled with the lowest classification seniority for the remainder of the year.

Section 9. Shift Differential pay - Dispatchers required to work a graveyard shift will have their base hourly rate adjusted as follows:

Graveyard Shift: Employees assigned to the graveyard shift will have their base hourly rate increased by one dollars and fifty cents (\$1.50) for all hours worked. Dayshift employees working beyond 1800 hours and before 0600 hours will receive the shift differential for such hours worked.

Off-site Training - If total time of commute from duty post to training, training and return commute to duty post is ten (10) hours or more, not to exceed twelve (12) hours, that time will be considered a full work shift. Hours in excess of twelve (12) will be paid at the applicable overtime rate.

Article 33 Wages

The City will add two additional steps to the Dispatcher classification, each equivalent to a five and one-half percent (5.5%) increase to the highest base salary of the immediately preceding step. Dispatchers in the current highest step will advance to next step increase in accordance with City personnel policies on the pay period that includes July 1, 2023.

Article 34 Work Out-Of-Classification

1. Assignment differential will be paid at the rate of ten percent (10%) above the dispatcher's regular hourly rate. Dispatchers earn this temporary monetary compensation when specifically assigned extra duties. ADP assignments are not promotional and, therefore, no property right exists. An employee will not automatically assume assignments or assignment shifts based on seniority or job classification but must be officially assigned by the Police Support Service Manager. Employees shall only be paid ADP for the duration of their ADP assignments which are listed below:
 - a. Lead Dispatcher
2. Dispatchers assigned to training new dispatchers shall receive an additional 5% above their regular hourly rate. This is a temporary monetary compensation paid to some members of the Unit. ADP assignments are not promotional and therefore no property right exists. Employees shall only be paid ADP for the duration of the assignment.
3. Employees having more than one (1) ADP assignment/duty under Article 34 shall only be compensated for one ADP assignment at a time, at the highest ADP rate.
4. In addition, any new specialty assignments created during the term of this agreement will be covered under this Section.

Article 35. Emergency Call-Out Pay and Overtime Pay

Section 3. Overtime Meal Policy

- a. Employees called out one and one-half (1 1/2) hours or more before normal starting time, who work into their regular twelve hour shift shall be given a meal break.
- b. Employees required to work two (2) hours or more beyond twelve hours shall be given a meal break.
- c. Employees called in to work on an emergency on the weekend or a holiday for four hours or more shall be given a meal break if the time exceeds four (4) hours.
- d. Meal breaks taken during overtime hours will be considered work time and shall not exceed forty-five (45) minutes in length for a twelve hour shift.
- e. Meal reimbursement costs shall be limited to those which are appropriate at the time and location. Meals reimbursement allowances are a maximum of : Breakfast \$15.00; Lunch \$15.00; Dinner \$25.00.

Section 4. Whenever an employee works more than fourteen (14) consecutive hours the employee shall be paid (or continue to be paid) at two (2) times the regular rate of pay until such time as the employee is relieved from duty. A minimum of eight hours shall be provided before the employee is required to report to work for the next shift whether scheduled or unscheduled.