

**LABOR AGREEMENT**

**July 1, 2024 – June 30, 2026**

**CITY OF RENO**

**AND**

**INTERNATIONAL UNION OF OPERATING ENGINEERS**

**STATIONARY LOCAL #39**

**NON-SUPERVISORY UNIT**

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**NON-SUPERVISORY UNIT**

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1 **PREAMBLE**

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

9 **ARTICLE 1. RECOGNITION AND COVERAGE**

10  
11 A. RECOGNITION

- 12  
13 1. The City recognizes the Union as the sole and exclusive bargaining agent for all  
14 regular full-time, regular part-time employees and certain regular limited appointment  
15 employees as identified in Article 19, Limited Appointments and as may be modified  
16 by the parties during the term of this agreement in the Non-Supervisory Unit.  
17  
18 2. The Union recognizes the City Manager and his/her designee(s) as the negotiating  
19 representative(s) for the City and shall negotiate exclusively with him/her or his/her  
20 designee(s), except as otherwise specifically provided in this Agreement.  
21

22 B. COVERAGE OF EMPLOYEES

- 23  
24 1. The Non-Supervisory Unit consists of all City employees as stated in the listing of  
25 classes forth in Appendix A of this Agreement.  
26  
27 2. This Agreement applies only to employees in the above described representation  
28 unit.  
29  
30 3. It is understood that the composition of the above described representation unit is  
31 subject to change.  
32

33 **ARTICLE 2. EMPLOYEE RIGHTS**

34  
35 A. GENERAL PROVISIONS

- 36  
37 1. Any employee, except for those employees designated as confidential, in a  
38 classification listed in Appendix A of this Agreement has the right to the full benefits  
39 and protections of this Agreement as may be provided or set forth in this Agreement;  
40 except that,  
41  
42 2. Any employee dismissed from City employment while serving an initial probationary  
43 period shall not have the right to appeal such dismissal.  
44

45 B. UNION MEMBERSHIP

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

- 1           2. The City agrees to notify the Union of all new employees covered under the  
2           Agreement within three (3) days of distributing the first pay check.  
3

4       C. EMPLOYEE FILES  
5

- 6           1. The City shall keep the Central personnel file for each employee in the Human  
7           Resources Department.  
8

9           Departments and divisions may also keep working personnel files. In addition,  
10          supervisors may keep working personnel files. Documents in the working personnel  
11          files must be destroyed after 12 months.  
12

- 13          2. The City and the Union recognize that employee personnel files shall be maintained  
14          on a confidential basis.  
15

- 16          3. Access to personnel files shall be restricted to the employee and those individuals  
17          responsible for the supervision of the employee, or those City employees in authority  
18          with a legitimate need to know.  
19

- 20          4. Upon appropriate request, an employee may inspect his central or formal  
21          departmental and/or divisional personnel file subject to the following:  
22

23           a. Routine inspection of the file(s) may only take place within the calendar month of  
24           the employee's hire date;  
25

26           b. Non-routine inspection of the file(s) may take place:  
27

28               (1) When an employee has made application for a job, provided that such  
29               inspection must occur within thirty (30) calendar days of the filing of the  
30               employment application, or  
31

32               (2) When an employee has an active written grievance on file. The employee may  
33               have a representative present during such inspection.  
34

- 35          5. Upon appropriate request, an employee may obtain copies of materials in the central  
36          or formal departmental and/or divisional files. The employee shall bear the cost of  
37          duplication.  
38

- 39          6. Pre-employment information, e.g., reference checks and responses, copies of civil  
40          service testing materials, and information provided the City with the specific request  
41          that it remain confidential, shall not be subject to inspection or copying.  
42

- 43          7. Employee shall be notified when a formal, written warning is placed in the central or  
44          formal departmental and/or divisional files.  
45

- 46          8. The employee may present evidence in support of a request that material be removed  
47          from his central, departmental or divisional personnel file if he believes the material to  
48          be inaccurate or misleading. With respect to material contained in the formal  
49          departmental or divisional file, the decision to remove the material shall be made by the  
50          Department Head. With respect to material contained in the central personnel file, the  
51          decision to remove the material shall be made by the Labor Relations Administrator after

1 considering the evidence presented by the employee and the recommendation of the  
2 Department Head. The provisions of this paragraph shall not be subject to the  
3 grievance/arbitration procedure.  
4

#### 5 D. DISCIPLINARY RECORDS 6

7 1. Upon written request from the Union on behalf of the employee to the Human  
8 Resources Department, records of disciplinary action shall be sealed in the central  
9 departmental, divisional, and supervisory personnel files, including, but not limited to,  
10 any electronic files when there has been no recurrence of misconduct in accordance  
11 with the following schedule:  
12

- 13 a. Written reprimands shall be sealed after one (1) year from the date of issuance if  
14 there has been no recurrence.
- 15 b. Suspensions of less than five days shall be sealed after two (2) years from the  
16 date of issuance if there has been no recurrence.
- 17 c. Suspensions of five (5) days or more shall be sealed after five (5) years from the  
18 date of issuance if there has been no recurrence.

19 The schedule for sealing disciplinary records shall not apply to discipline for  
20 misconduct involving moral turpitude, or violations of sexual harassment and/or  
21 discrimination policies or laws. Sealed disciplinary records may be accessed by the  
22 City Attorney.  
23

24 The schedule for sealing disciplinary records shall not apply to disciplined for  
25 repeated similar misconduct. For example, an employee discipline for sick leave  
26 abuse three times within three years shall have their request denied.  
27

28 The City will notify the Union when the record has been sealed as requested.  
29

#### 30 E. EMPLOYEE PARKING 31

32 1. In the event employees begin to incur expenses for parking in the future, the City  
33 and the Union agree to meet and confer to discuss the impact of said expenses.  
34

### 35 **ARTICLE 3. UNION RIGHTS** 36

#### 37 A. PAYROLL DEDUCTION 38

39 1. The City agrees to deduct from the biweekly wages of each Union Member the  
40 authorized deduction for Union dues and assessments and for Union per capita  
41 payments.  
42

- 43 a. Such authorized deduction must be individually and voluntarily executed in writing  
44 by the employee in a format agreed upon by the City and the Union.  
45

46 (1) Such authorized deduction can be executed at any time during the life of this  
47 Agreement to become effective on the first full pay period after five (5) days  
48 prior submission to the appropriate City department.  
49  
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(2) Within sixty (60) days of the signing of this Agreement, the Union shall notify the City by certified mail, and/or electronically, of the amount to be deducted for Union dues and assessments and for Union per capita payments, said deductions to become effective the first full pay period following receipt of the Union's notice. Thereafter, the Union shall provide the City notice by certified mail, and/or electronically, of the amount to be deducted during the term of the Agreement with payment to become effective by the first full pay period following receipt of the Union's notice.

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

b. Such authorized deduction shall remain in full force and effect for the duration of this Agreement between the City and the Union unless cancelled in writing by the employee in a format agreed upon by the City and the Union, subject to the following:

(1) Such cancellation can only be made during an annual fifteen (15) day period from June 15 to June 30. The employee shall make notification of such cancellation by certified letter to the Union and the City postmarked during this time period.

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

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

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

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

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

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

- 1 3. The City agrees not to honor any check-off authorizations or dues deduction  
2 authorizations executed by any employee in the aforementioned bargaining unit in  
3 favor of any other labor organization or organization representing employees for  
4 purposes of negotiation or providing for wages, hours, and working conditions, and  
5 other fringe benefits for its members.  
6
- 7 4. The Union agrees to indemnify, defend and hold the City harmless against any and  
8 all claims or suits that may arise out of or by reason of action taken by the City in  
9 reliance upon any authorization cards submitted by the Union to the City. The Union  
10 agrees to refund to the City any amounts paid to it in error on account of the payroll  
11 deduction provisions upon presentation of proper evidence of error or mistake.  
12
- 13 5. The City agrees to deduct from the biweekly wages of each employee in the  
14 aforementioned bargaining unit the authorized deduction of such funds as he/she  
15 may specify for the City of Reno Credit Union, U.S. Savings Bonds, United Way,  
16 Operating Engineers Local #3 Credit Union, the authorized Health Plan or such  
17 other purposes as the City may hereafter approve.  
18

#### 19 B. UNION COMMUNICATIONS

- 20 1. The Union may use City conference rooms and similar building facilities with  
21 employees in the unit it represents; may post material on bulletin boards provided to  
22 serve employees in the unit it represents; and may visit work locations to confer with  
23 its members regarding grievances or other business within the scope of  
24 representation or as otherwise provided for in this Agreement.  
25  
26 a. Use of City meeting facilities requires reasonable advance notice to the  
27 appropriate City official and is subject to prior scheduling.  
28  
29 b. The Union shall be entitled to reasonable use of bulletin boards at work locations  
30 where they are established or where they may be located as agreed upon by the  
31 Union and the appropriate Department Head. The Chief Steward of the area or the  
32 Union Business Representative shall have the responsibility to update and  
33 maintain the bulletin boards.  
34  
35 c. Duly authorized representatives of the Union shall be permitted to enter offices to  
36 transact business within the scope of representation and to observe conditions  
37 under which employees are employed and carry out their responsibilities; provided,  
38 however, that Union representatives shall, upon arrival at the facility, notify the  
39 person in charge of the areas he wishes to visit. Access shall not be unreasonably  
40 denied. If denied, the reason or reasons for denial must be stated.  
41  
42 2. The Union may include notices with the payroll checks only when approved by the  
43 City Manager or his/her designee.  
44  
45

#### 46 C. UNION REPRESENTATION AND RELEASE TIME

- 47 1. The City recognizes and agrees to deal with designated stewards and  
48 representatives of the Union on all matters relating to discipline, grievances and the  
49 interpretation, application or enforcement of the express terms of this Agreement.  
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- a. The Union may designate seven (7) Chief Stewards from the Non-Supervisory Unit to be assigned as determined by the Union as specified in Appendix B.
  - b. The Union shall furnish the City in writing with the names of all Representatives and Stewards immediately after their designation.
2. At the request of the Union, Chief Steward(s) may be allowed reasonable time off without loss of pay to represent the Union in meetings with any formal City body or with representatives of the City for purposes deemed appropriate by the City and the Union.
  3. Effective July 1, 2006, the City will provide a pool of thirty-two (32) hours release time with pay per fiscal year for Chief Steward's training, provided that the City is given at least thirty (30) days advance written notice.
  4. Upon the request of an aggrieved employee, a Representative of the Union or the Chief Steward may investigate the specific grievance, provided that the employee is in the Chief Steward's assigned area of responsibility and the Chief Steward assists in its presentation.
    - a. A Chief Steward shall be allowed reasonable time for this purpose during working hours without loss of pay, subject to prior notification and approval of their supervisor.
    - b. If the Chief Steward requests to leave the work site, they shall keep to a minimum the time spent in fulfilling their duties.
  5. It shall be the responsibility of all Chief Stewards to discuss first with the affected employee's immediate supervisor any question regarding interpretation or application of this Agreement.
  6. Any employee who is a real party in interest or who is subpoenaed as a Union or City witness in matters relating to employee-employer relations shall be released with pay by the City for reasonable periods of time spent concerning such matters, provided that:
    - a. The employee(s) have the prior approval of the City Manager or his/her designee. Such approval will not be unreasonably denied.
    - b. The time released with pay is during the employee's normally scheduled working hours.
    - c. No overtime shall be incurred as a result of an employee's participation in such matters.
  7. Within six (6) months prior to the expiration of this Agreement the Union, subject to reasonable notice to the City, may request a total of sixty-four (64) hours of paid release time from a pool to be used by area representatives as defined in Appendix B. for preparation for upcoming Agreement negotiations. Said time shall be

1 coordinated through the City's Labor Relations Administrator for coordination with  
2 the various City Departments.  
3

4 **ARTICLE 4. MANAGEMENT RIGHTS**  
5

6 **A. GENERAL PROVISIONS**

- 7 1. All rights, functions and responsibilities of the City not specifically modified by this  
8 Agreement shall remain the vested functions of the City.  
9  
10 2. This Agreement is not intended to restrict discussion with the Union regarding  
11 matters within the scope of the City's Management Rights.  
12

13 **B. SPECIFIC PROVISIONS**  
14

- 15 1. The City is entitled to the sole right and authority to operate and direct the affairs of  
16 the City in all its various aspects. Those rights include but are not limited to the  
17 following:  
18  
19 a. The right to hire, direct, assign or transfer an employee, but excluding the right to  
20 assign or transfer an employee as a form of discipline.  
21  
22 b. The right to reduce in force or lay off any employee because of the lack of work or  
23 lack of funds. In exercising this right, the local government employer shall comply  
24 with all other applicable provisions of the Nevada Revised Statutes, if any.  
25  
26 c. The right to determine:  
27  
28 (1) Appropriate staffing levels and work performance standards except for safety  
29 considerations.  
30  
31 (2) The content of the workday, including without limitation workload factors,  
32 except for safety considerations.  
33  
34 (3) The quality and quantity of services to be offered to the public.  
35  
36 (4) The means and methods of offering those services; and  
37  
38 (5) The safety of the public.  
39  
40 d. The right to maintain the efficiency of its governmental operations.  
41  
42 2. Notwithstanding the provisions of this Agreement, the City has the right to take  
43 whatever actions may be necessary to carry out its responsibilities in situations of  
44 emergency such as a riot, military action, natural disaster or civil disorder.  
45  
46  
47  
48  
49

1 **ARTICLE 5. GENERAL PROVISIONS**

2  
3 **A. STRIKES AND LOCKOUTS**

- 4  
5 1. No lockout of employees shall be instituted by the City during the term of this  
6 Agreement.  
7  
8 2. The Union agrees that during the term of this Agreement neither it nor its officers,  
9 employees or members will engage in, encourage, sanction, support, or suggest  
10 any strikes, work stoppages, boycotts, slowdowns, mass resignations, mass  
11 absenteeism, picketing or any other similar actions which would involve suspension  
12 of, or interference with the normal work of the City,  
13  
14 3. In the event that Union members participate in such activities in violation of this  
15 provision, the Union shall notify those members so engaged to cease and desist  
16 from such activities and shall instruct the members to return to their normal duties.  
17

18 **B. DISCRIMINATION**

- 19  
20 1. The City will not unlawfully interfere with or discriminate in any way against any  
21 employee by reason of his/her membership in the Union or participation in any  
22 activity approved by this Agreement, nor will the City unlawfully discourage  
23 membership in the Union or encourage membership in any other employee  
24 organization.  
25  
26 2. The Union, in turn, recognizes its responsibility as exclusive bargaining agent and  
27 agrees to represent all employees without discrimination, interference, restraint, or  
28 coercion.  
29  
30 3. The provisions of this Agreement shall be applied equally to all employees, without  
31 discrimination as to physical or mental disability, age, sex, marital status, religion,  
32 race, color, creed, sexual orientation, national origin, or political or Union  
33 membership.  
34  
35 4. The City and the Union shall share equally the responsibility for applying this provision  
36 of the Agreement. Allegations of Union membership discrimination are subject to the  
37 grievance procedure; all other allegations of discrimination shall be excluded from the  
38 grievance procedure and shall be heard by the appropriate City department and/or  
39 the appropriate State and/or Federal agency.  
40

41 **C. SAVINGS CLAUSE**

- 42  
43 1. In the event that any provision of this Agreement is or shall be rendered invalid by  
44 applicable legislation or be declared invalid by any court or regulatory agency of  
45 competent jurisdiction, such action shall only invalidate that provision of the  
46 Agreement.  
47  
48 2. It is the express intention of the City and the Union that all other provisions not  
49 rendered invalid shall remain in full force and effect, and that the parties shall enter  
50 into negotiations to bring the invalid section or sections into compliance.

1  
2 **D. POLYGRAPH TESTING**  
3

- 4 1. The City may request but shall not require an employee to submit to a polygraph  
5 examination. Should the employee agree, the employee shall be informed of the  
6 topic of the examination and provided twenty-four (24) hours' notice of the  
7 examination.  
8

9 **ARTICLE 6. GRIEVANCE AND COMPLAINT PROCEDURE**

10  
11 **A. PURPOSE**  
12

- 13 1. This grievance and complaint procedure shall be used to process and resolve  
14 grievances and complaints arising under this Agreement.  
15  
16 2. The purposes of this procedure are:  
17  
18 a. To resolve grievances and complaints at the lowest possible level;  
19  
20 b. To provide an orderly procedure for reviewing and resolving grievances and  
21 complaints promptly.  
22

23 **B. DEFINITIONS**  
24

- 25 1. A "grievance" is a dispute by one or a group of employees, or a dispute between  
26 the Union and the City involving the interpretation, application, or enforcement of the  
27 express terms of this Agreement.  
28  
29 2. A "complaint" is a statement that a situation is unsatisfactory or unacceptable.  
30  
31  
32 3. As used in this procedure the term "party and/or grievant" means an employee, the  
33 Union or the City.  
34  
35 4. For the purpose of the Article, a business day is defined as Monday through Friday  
36 exclusive of holidays.  
37

38 **C. TIME LIMITS**  
39

- 40 1. Each party involved in a grievance or complaint shall act quickly so that the  
41 grievance/complaint may be resolved promptly.  
42  
43 2. Every effort should be made to complete action within the time limits contained in  
44 the grievance or complaint procedure, but with the written consent of both parties  
45 the time limitations for any step may be extended.  
46

47 **D. REPRESENTATION**  
48

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

1  
2 E. APPLICATION  
3

- 4 1. Grievances as defined above in Section B shall be processed through this  
5 procedure.  
6  
7 2. Complaints that are outside the definition of a grievance may be processed through  
8 Step 3 of this Article, but not subject to arbitration.  
9  
10 3. Appeals for all discipline, excluding written reprimands, shall be processed through  
11 this procedure. Written reprimands shall be processed through Step 2.  
12  
13 4. All complaints involving or concerning payment of compensation shall be filed in  
14 writing and no adjustments shall be retroactive for more than six (6) months from  
15 the date of filing.  
16

17 F. RESPONSE  
18

- 19 1. At each step of the grievance procedure, a copy of the decision shall be sent to the  
20 Union at the same time the decision is sent to the grievant.  
21

22 G. GRIEVANCE PROCEDURE  
23

- 24 1. Step 1. Within ten (10) business days of knowledge of the occurrence the grievant  
25 shall present a signed, written grievance on the prescribed form to the Department  
26 Head. The Department Head or Designee shall within ten (10) business days after  
27 receipt of the written grievance, contact the Union to schedule a meeting. Within ten  
28 (10) business days after the meeting, the Department head or Designee shall issue  
29 a written decision. Should the Department Head/Designee fail to issue a decision  
30 pursuant to the above guidelines, the Union may proceed to the next step of the  
31 grievance procedure.  
32  
33 1. Step 2. In the event the recommendation of the Department Head/Designee is not  
34 accepted by the Union, within ten (10) business days following receipt of answer  
35 from Step 1, the Union may submit the grievance to the City Manager. Within ten  
36 (10) business days following receipt, the City Manager or Designee shall issue a  
37 written decision. Should the City Manager/Designee fail to issue a decision pursuant  
38 to the above guidelines, the Union may proceed to the next step of the grievance  
39 procedure.  
40  
41 2. Step 3. Within ten (10) business days of receipt of the City Manager's decision, the  
42 Union may submit the grievance to arbitration. Once the grievance has been  
43 submitted to arbitration, a representative from the Human Resources Department  
44 and the Union shall meet within thirty (30) business days in an effort to resolve the  
45 grievance.  
46

47 H. ARBITRATION  
48

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

#### 19 I. DECISION

- 20
- 21 1. The decision of the arbitrator shall be final and binding.
- 22
- 23 2. The arbitrator shall have no authority to add to, delete, or alter any provisions of this  
24 Agreement, but shall limit his/her decision to the application and interpretation of its  
25 provisions.
- 26

#### 27 J. WITNESSES

- 28
- 29 1. Prior to the arbitration hearing, the Union shall furnish the City with a list of  
30 witnesses it desires to call who would be working otherwise.
- 31
- 32 2. The parties will be reasonable in the scheduling of time off to accommodate both  
33 the operations of the City and the grievant's fair hearing.
- 34
- 35 3. The City will assume no overtime liability as a result of a grievant's or witness's  
36 testimony.
- 37

#### 38 K. CITY INITIATED GRIEVANCE

- 39
- 40 1. In the event that the City initiates a grievance against the Union, it will be forwarded  
41 in writing by the appointing authority or designee to the Union.
- 42
- 43 2. Within ten (10) business days from the receipt of the grievance the Union will meet  
44 with the City in an attempt to resolve the grievance.
- 45
- 46 3. Should the parties not be able to resolve the grievance at this meeting, the Union  
47 will have ten (10) business days from the day of the meeting to respond in writing.
- 48
- 49 4. Should no satisfactory agreement be reached, the City may proceed with arbitration  
50 as set forth in Section H above.

1 **ARTICLE 7. DISCIPLINE/DISCHARGE**

2  
3 **A. PURPOSE**

- 4  
5 1. All discipline shall be for just cause. Further, it is the purpose of this Article to  
6 provide for an equitable and expeditious manner for the resolution of disputes  
7 arising from the imposition of discipline.  
8  
9 2. The Supervisor, Manager and/or Department Head will evaluate each incident on its  
10 own merit and determine the appropriateness of disciplinary action following City  
11 policy on corrective action/progressive discipline. Disciplinary action will be initiated  
12 at the level most appropriate based on evaluation of the merits and the severity of the  
13 incident.  
14

15 **B. DEFINITIONS**

- 16  
17 1. "Just cause" for any discipline as defined in this Article is subject to appeal and  
18 review under Article 6, Grievance and Complaint Procedure, except as provided in  
19 Section D below.  
20  
21 2. The term "discipline" as used in this Article shall include discharge, demotion,  
22 suspension and written reprimands.  
23

24 **C. GENERAL PROVISIONS**

- 25  
26 1. An employee who reasonably believes that an interview or discussion will result in  
27 disciplinary -action against him/her shall have the right to request that a Chief  
28 Steward or Union Representative be present during the interview or discussion. In  
29 instances where the employee has requested representation pursuant to the above,  
30 the employee shall be afforded fair opportunity to arrange for such representation.  
31  
32 2. The City and the Union agree that employee evaluations should not be used in lieu  
33 of disciplinary measures.  
34  
35 3. If the City decides to use a tape recording device, the City shall use two (2) tape  
36 recording devices and provide one (1) tape to the employee.  
37

38 **D. WRITTEN REPRIMANDS**

- 39  
40 1. A written letter of reprimand shall only be subject to review through the City  
41 Manager or designee and not subject to arbitration.  
42  
43 2. Upon completion of the review, the City Manager or designee may withdraw, modify  
44 or affirm the written reprimand.  
45  
46 3. Within thirty (30) calendar days of the final disposition by the City Manager or  
47 designee, the affected employee may submit a written statement responding to the  
48 reprimand and such statement shall be included in the Central personnel file.  
49

- 1 4. Such written responses shall remain in the Central personnel file for as long as the  
2 reprimand remains in the file.  
3  
4 5. Within thirty (30) calendar days of the receipt of a written reprimand, an employee  
5 who is not appealing to the City Manager or designee may submit a written  
6 statement responding to the reprimand and such statement shall be included in the  
7 Central personnel file.  
8

9 **E. EMPLOYEE OPTION**

- 10  
11 1. Each regular employee who is covered by Civil Service regulations and who has  
12 been disciplined shall, except for written reprimands, have the option of pursuing the  
13 grievance-arbitration procedures set out in Article 6 of this Agreement or Civil  
14 Service remedies where applicable.  
15  
16 a. Any employee choosing to pursue the remedy under Civil Service waives his/her  
17 right to pursue the remedy under Article 6 and such remedy shall no longer be  
18 available to that employee.  
19  
20 b. An employee pursuing an appeal under Article 6 waives his/her right to pursue  
21 Civil Service remedies. An employee who appeals under Article 6 shall begin at  
22 Step 1 within ten (10) work days following the notification of discipline.  
23

24 **F. PRE-DISCIPLINARY HEARING**

- 25  
26 1. Any employee being suspended four (4) or more days, demoted, or discharged  
27 shall have the opportunity to respond to the specific charges and present evidence  
28 on his/her behalf in a pre-disciplinary hearing before the Department Head or  
29 his/her designee prior to implementation of the disciplinary action.  
30  
31 2. The employee shall have the right to be represented at this hearing by a Union  
32 Representative.  
33  
34 3. The City will follow legal requirements including Skelly and Weingarten for any  
35 applicable disciplinary actions or hearings.  
36

37 **ARTICLE 8. HOURS OF WORK AND OVERTIME**

38  
39 **A. HOURS OF WORK**

- 40  
41 1. Regular full-time employees of the City will normally work five (5) days, forty (40)  
42 hours per week, eight (8) hours per day, fifty-two (52) weeks per year, including  
43 authorized absences with pay.  
44  
45 2. A work day is defined as commencing at the employee's reporting time and ending  
46 at the completion of their shift, inclusive of two (2) rest periods but exclusive of meal  
47 periods. For every extension of four (4) hours, employees will receive an additional  
48 rest period.  
49



- 1 a. Such rest periods shall not be taken within one (1) hour of the employee's starting  
2 time, quitting time, or meal breaks, unless otherwise agreed to by the City and the  
3 Union. Employees may combine one (1) rest period with the meal break if  
4 approved by the Department Head, or his/her designee.  
5
- 6 b. All employees shall normally be allowed a lunch period of not less than thirty (30)  
7 minutes nor more than one (1) hour which shall be scheduled generally in the  
8 middle of the work shift.  
9
- 10 c. Public Safety Dispatch Trainees, Public Safety Dispatchers, Public Safety Call  
11 Takers, Police Assistants, Victim/Witness Advocates, Code Enforcement Officers,  
12 and Community Service Officers (when assigned to the Reno Police Department)  
13 shall receive a thirty (30) minute paid lunch.  
14
- 15 3. Employees working a five (5) day, forty (40) hour work week shall receive two (2)  
16 consecutive days off in the work week unless otherwise approved by the employee  
17 and the City or due to a permanent work schedule change. Employees working a  
18 four (4) day, ten (10) hour shift shall generally receive three (3) consecutive days  
19 off, unless by mutual agreement.  
20
- 21 4. When an employee is ordered by the City to attend training, the time spent in  
22 training (classroom training and/or compulsory homework assignments) shall be  
23 counted as hours worked. Training which takes place during off-duty hours with  
24 voluntary attendance is not counted as hours worked.  
25
- 26 5. Regular employees shall be given at least fifteen (15) working days written notice  
27 and probationary employees shall be given at least ten (10) working days written  
28 notice prior to a permanent change in their assigned hours of work, unless due to an  
29 emergency or unless mutually agreed to by the City and the Union.  
30
- 31 6. Notwithstanding Section A (1) above, employees of a specific section, unit, division,  
32 or department may work a modified work week, subject to approval by the City and  
33 the Union.  
34
- 35 7. Nothing contained herein shall be construed as limited or preventing the City from  
36 establishing other work shifts when mutually agreed to by the City and the Union.  
37
- 38 8. Alternate work schedules may be agreed to by the Union and the City, subject to  
39 approval by the Department Head and the City Manager, or his/her designee.  
40

#### 41 B. OVERTIME AND COMPENSATORY TIME

42

- 43 1. The City Manager, Department Head, or a supervisor may require an employee to  
44 work overtime.  
45
- 46 2. Employees will be compensated only for overtime ordered by authorized  
47 supervisory and/or management personnel.  
48
- 49 3. Employees required to work in excess of forty (40) hours per week shall be  
50 compensated for such overtime with pay at one and one-half (1 1/2) times the

1 employee's regular hourly rate for each quarter (1/4) hour or major portion thereof,  
2 or, at the request of the employee and approval of the Department Head, by  
3 Compensatory Time off on the basis of one and one-half (1 1/2) hours off for each  
4 hour of overtime worked for each quarter (1/4) hour or major portion thereof.  
5

6 a. If the department is unable to schedule and grant time off within six (6) months  
7 from the date the overtime was performed, cash payment shall be made in lieu of  
8 Compensatory Time.  
9

10 b. Management will not be unreasonable on the scheduling of Compensatory Time  
11 and will consider the employee's request and the operating demands.  
12

13 c. No employee shall be permitted to accumulate over one hundred sixty (160) hours  
14 of Compensatory Time.  
15

16 4. Absence with pay shall be counted as time worked.  
17

18 5. Part-time employees shall be compensated for overtime at their regular hourly rate  
19 for each hour worked in excess of their normal workday or week; provided,  
20 however, for work performed in excess of forty (40) hours per week, they shall be  
21 compensated as in section B(3) above.  
22

23 6. Employees who work overtime shall promptly and accurately report such time in the  
24 manner prescribed by the City.  
25

26 7. The City agrees to make a reasonable effort to distribute overtime among  
27 employees in the same work unit insofar as circumstances permit. For the  
28 Corporation Yard, the City shall, on a quarterly basis, provide and post a quarterly  
29 report of all voluntary overtime hours offered and all voluntary overtime hours  
30 worked by the bargaining unit personnel, for all employees to be available for  
31 review. For the purpose of this report, all voluntary overtime hours offered but not  
32 worked shall count as hour(s) offered but refused.  
33

34 8. The City agrees to make a reasonable effort in assigning overtime work to  
35 employees on a voluntary basis if practical.  
36

37 9. All overtime work will be assigned at the beginning of the workday whenever  
38 reasonable and practical.  
39

40 10. Employees required to work on a holiday shall receive, in addition to straight time  
41 pay for the holiday, overtime compensation pay at one and one-half (1 1/2) times  
42 the employee's regular hourly rate for each quarter (1/4) hour or major portion  
43 thereof.  
44

45 11. Employees who receive telephone calls from their supervisor, management, law  
46 enforcement, other government agencies or coworkers with the supervisor's  
47 permission, to conduct City business outside of their normal working hours who are  
48 not on standby, shall receive a minimum of one (1) hour's pay at the appropriate  
49 overtime rate, or for the duration of the call, whichever is greater. Telephone calls  
50 received within the same compensated one (1) hour minimum are not entitled to

1 additional compensation. In order to qualify for the telephone call compensation, the  
2 employee must notify their supervisor or Department Head of the following  
3 information within a reasonable period of time:  
4

- 5 a. The date and time the call was received.
- 6
- 7 b. The time the call was ended.
- 8
- 9 c. The name and/or entity that placed the call.
- 10
- 11 d. The subject of the call.
- 12

### 13 C. STANDBY AND CALLBACK ASSIGNMENTS

- 14
- 15 1. Any employee who is required to remain on standby shall be compensated for each  
16 hour the employee is in standby status at the rate of one-fifth (1/5th) of an hour's  
17 pay at the employee's regular hourly rate.  
18
- 19 2. An employee assigned to standby shall not be required to remain at home but shall  
20 be issued and will carry a City owned cellular telephone. In the event the carrying of  
21 a cellular telephone is impractical or service is unavailable, the employee shall be  
22 responsible for keeping his/her department informed where he/she may be reached  
23 by telephone during said standby time. When assigned to standby, the employee  
24 shall remain in such proximity to work that he/she may reasonably report for duty  
25 within forty-five (45) minutes of notification.  
26
- 27 3. An employee who is called to work shall be compensated for all hours worked at the  
28 appropriate rate of pay, with a minimum guarantee of two (2) hours unless the call  
29 back merges with the employee's regular shift.  
30
- 31 4. Any employee called in to work shall be paid travel time to and from the employee's  
32 "called in to work" assignment and the location from which the employee responds.  
33 It is understood that if the employee's work performed abuts his/her regular work  
34 shift or previously scheduled overtime, travel time will not be paid.  
35
- 36 5. All pay earned shall be added to the payroll for the period during which the work  
37 was performed, unless the pay is earned concurrently with the close of a pay period  
38 and cannot be processed in that pay period.  
39
- 40 6. An employee who has completed a Standby Pay assignment may elect to have the  
41 entire amount of their Standby Pay assignment credited to Compensatory Time at  
42 the appropriate rate pursuant to Section C(1) of this Article.  
43

## 44 **ARTICLE 9. SALARIES**

### 45 **A. SALARY PAYMENT**

- 46
- 47
- 48 1. The salary table shall be as reflected in Appendix D.

49 Effective the first full pay period in July 2024, increase wages three percent (3.0%).

1 Effective the first full pay period in July 2025, increase wages three percent (3.0%).  
 2 In the case that the total PERS contribution rate increase, this COLA section of  
 3 Article 9. Salaries, Section A. Salary Payment, Subsection 3 wages for July 2025,  
 4 shall be reopened by either the City or the Association.  
 5

- 6 2. All employees shall be paid on each biweekly Friday.
- 7
- 8 3. Those employees whose normal work schedule does not include Fridays may pick  
 9 up their paychecks on the preceding Thursday after 2:00 p.m.
- 10
- 11 4. As a result of the City's classification and compensation study, the following  
 12 positions shall be adjusted, effective the first full pay period in July, 2024:  
 13

14	<b>Position</b>	<b>Current Grade</b>	<b>New Grade</b>
15	Accounting Assistant	G19	G20
16	Accounting Technician	G22	G23
17	Administrative Secretary	G23	G24
18	Application Support Tech	G25	G26
19	Building Inspector I	G22	G24
20	Building Inspector II	G24	G26
21	Business License Tech	G19	G20
22	Clean & Safe Coordinator	G24	G25
23	Code Enforcement Officer I	G22	G23
24	Code Enforcement Officer II	G26	G27
25	Combination Inspector	G27	G28
26	Communications Tech	G27	G28
27	Community Outreach Prgm Crd	G24	G26
28	Development Permit Specialist	G23	G24
29	Development Permit Technician	G21	G22
30	Environmental Control Off.	G26	G29
31	Equipment Parts Technician	G20	G22
32	Equipment Service Worker	G19	G21
33	Equipment/Supply Tech	G21	G23
34	Information Systems Tech I	G23	G24
35	Information Systems Tech II	G27	G28
36	Logistics Officer	G23	G25
37	Maintenance Technician	G24	G26
38	Park Ranger	G24	G25
39	Parking Enforcement Officer	G19	G22
40	Program Assistant	G19	G20
41	Secretary	G19	G20
42	Senior Engineering Tech I	G24	G25
43	Senior Engineering Tech II	G26	G27
44	Senior Equipment Service Writer	G23	G25
45			

46 **B. SALARY ADMINISTRATION**

- 47
- 48 1. Administration, Confirmation and Probationary Period
- 49

1 a. The City Manager or his/her designee shall be responsible for the administration  
2 of salaries in accordance with the provisions of this Article.

3  
4 b. An employee shall be eligible for confirmation by the Civil Service Commission  
5 upon successful completion of a probationary period, not to exceed twelve (12)  
6 months with the exception of Section B (6) below.  
7

8 **2. Salary Rate Upon Initial Appointment**  
9

10 a. Upon initial appointment, the entrance rate will be the minimum rate of the range  
11 for the class of the position involved.  
12

13 b. In exceptional cases where an applicant for a position may have qualifications  
14 distinctly above and beyond the minimum qualification requirements for the class,  
15 or in cases where recruiting efforts have failed to fill a position at the minimum rate,  
16 the City Manager or his/her designee may authorize entrance at a rate above the  
17 minimum rate.  
18

19 c. In cases of inability to recruit at the minimum, any current employees in positions  
20 of the same class whose rates are below the rate established as entrance rate,  
21 shall have their pay adjusted to the rate at which the position was finally filled.  
22

23 **3. Salary Rate Upon Promotion**  
24

25 a. Upon promotion to a position of a higher class, the employee's rate shall be the  
26 minimum rate of the range of the position to which promoted, or that rate within the  
27 range which is ten percent (10%) above the former rate, whichever is higher, not  
28 to exceed the top of the range.  
29

30 b. Probationary employees promoted to a position of a higher class in the same  
31 series prior to completion of his/her probationary period will be considered a  
32 regular employee of the City, and the balance of probationary period of the  
33 previous classification shall be waived.  
34

35 c. An exception to the Section B (3) is set out in Section B (6) below.  
36

37 **4. Salary Rate Upon Demotion**  
38

39 a. Upon involuntary demotion, the rate of pay in the lower range shall be set by the  
40 appointing authority.  
41

42 b. Upon demotion for failure to complete a promotional probationary period, the  
43 employee shall be placed in their former range at their previous rate, but shall be  
44 increased by any step increases the employee would have received. The resulting  
45 salary rate shall be effective on the date of demotion.  
46

47 c. Upon demotion, at the request of the employee, salary shall be reduced  
48 corresponding to the rate last held by the employee in the lower range prior to  
49 his/her promotion from that level, but shall be increased by any step increases the  
50 employee would have received.

1 5. Performance Step Increase  
2

- 3 a. An employee who successfully completes twelve (12) full months of satisfactory  
4 service, excluding overtime, after initial appointment or promotion to a position,  
5 shall be eligible for an increase and yearly thereafter, if appropriate, based upon  
6 the completion of successive twelve (12) month periods, excluding overtime with  
7 the exception of Section B (6) below.  
8
- 9 b. To be eligible for a performance step increase, the employee must meet a  
10 satisfactory level of performance and competence since the last year's evaluation.  
11
- 12 c. If the advancement is delayed due to any performance or competence  
13 considerations, the effective anniversary date will also be delayed. However, if the  
14 delay was due to clerical or administrative delay or mistake, the proper adjustment  
15 shall be made retroactive to the date it was due.  
16
- 17 (1) In the event that an employee is denied a performance step increase, the  
18 employee and the Union will be informed in writing of the specific reasons for  
19 such denial and may, within ten (10) working days of such notification, request  
20 in writing a review before his/her Department Head, or his/her designee to  
21 discuss the reason for the denial.  
22
- 23 (2) The review shall be attended by the employee, the employee's Union  
24 Representative, the supervisor, and the Department Head or his/her designee.  
25
- 26 (3) The decision of the Department Head or his/her designee may be appealed to  
27 the City Manager or his/her designee for a final decision.  
28
- 29 d. If the performance step increase has not been paid, and there is no denial of the  
30 performance step increase in accordance with Section B(5)(c), above, at any time  
31 after two (2) full pay periods following the employee's anniversary date, the Union  
32 may notify the Human Resources Department in writing, with a copy to the  
33 Department Head, and request award of the performance step increase. Following  
34 notification from the Union, the Department Head shall notify the Human  
35 Resources Department, within one (1) full pay period, if the employee's job  
36 performance is the basis for the non-award. If there is no response within the  
37 specified time period, or if the response indicates the delay is due to administrative  
38 oversight, the Human Resources Department shall initiate the applicable  
39 performance step increase.  
40
- 41 e. Management will not be arbitrary or capricious in the denial of a performance step  
42 increase.  
43
- 44 f. A standard performance step increase shall be one step above the employee's  
45 present step in the assigned pay grade as provided in Appendices D-1 through D-  
46 10.  
47
- 48 g. For exceptional performance, the City Manager may approve a two (2) step  
49 increase.  
50

1 h. The decision to deny a step increase is not subject to the grievance procedure.  
2

3 6. Public Safety Dispatchers  
4

5 a. The classification of Public Safety Dispatch Trainee - G22, shall be the entry level  
6 for initial hire. After successful completion of a six (6) month training and  
7 probationary period, the employee will automatically move to the classification of  
8 Public Safety Dispatcher G23- Step 1, and will serve a new twelve (12) month  
9 probationary period.

10  
11 C. REQUEST FOR JOB RECLASSIFICATION  
12

- 13 1. A Department or an employee may submit a written request for a job reclassification  
14 to the Human Resources (HR) Department with a copy to his/her Department Head.  
15  
16 2. The City Manager shall make the final decision.  
17  
18 3. There is no appeal of the City Manager's final decision.  
19

20 D. DEFERRED COMPENSATION  
21

- 22 1. The City shall contribute One Dollar (\$1.00) for each One Dollar (\$1.00) deferred  
23 and invested by the employee in the City approved Deferred Compensation  
24 program, up to a maximum City contribution equal to five percent (5%) of the  
25 employee's biweekly base wage not to exceed a total City contribution of one-half of  
26 the limit established by Federal Law.  
27

28 E. SHIFT DIFFERENTIAL  
29

- 30 1. Employees required to work between the hours of 6:00 pm and 6:00 am as part of  
31 their regularly scheduled shift to include temporary regularly scheduled shift (for  
32 example, a temporary change in scheduled shift for snow removal) shall be  
33 compensated at the rate of three (\$3.00) per hour for each scheduled hour actually  
34 worked during the period in addition to all other compensation.  
35  
36 2. Community Service Officers (when assigned to the Reno Police Department), Public  
37 Safety Dispatchers and Police Records Clerks who work between the hours of 6:00  
38 p.m. and 6:00 a.m. as part of their regularly scheduled shift and who work that same  
39 shift on a holiday shall be paid Shift Differential.  
40  
41 3. If the employee works overtime between 6:00pm and 6:00 am as part of the regularly  
42 scheduled shift, the employee will be paid overtime on the hourly rate and will still  
43 receive the per hour shift differential.  
44  
45 a. Any employee who works any overtime between the hours of 6:00 pm and 6:00  
46 am shall receive Shift Differential for each hour worked between those hours.  
47  
48 b. The provisions of this Article shall not apply to standby.  
49

1 F. SALARY WHEN ASSIGNED IN-CHARGE/SALARY WHEN WORKING IN A HIGHER  
2 CLASSIFICATION

3  
4 1. Salary When Assigned In-Charge

5  
6 a. An employee who is assigned the responsibility and completion of a work activity  
7 or project that is normally completed by and requires the qualifications of a higher  
8 classification as determined by the Department Head or his/her designee in writing  
9 with expectations for the assignment, shall be paid a five percent (5%) premium  
10 when so assigned.

11  
12 b. An employee who has qualified and is assigned the training of another  
13 employee(s) where the training program is formal and written, of a six (6) month or  
14 longer duration, and requires the trainer complete written departmental evaluations  
15 of the trainee shall be paid an additional ten percent (10%) when so assigned  
16 within the duration of that assignment.

17  
18 (1) Additionally, when an employee is designated by a Department Head, or their  
19 designee, in writing with expectations for the assignment, to train an employee  
20 in a higher classification, they shall be paid an additional ten percent (10%)  
21 when so designated.

22  
23 c. The additional compensation shall be for all hours worked within that assignment.

24  
25 2. Salary When Working In A Higher Classification

26  
27 a. Any assignment to a classification higher than an employee's regular classification  
28 shall not exceed a six (6) month period unless mutually agreed by the Union and  
29 the City.

30  
31 (1) To qualify under this section, the assignment must be in writing by the  
32 Department Head or his/her designee after he/she determines the assignment  
33 is necessary and appropriate. Incidental assignments or duties are not  
34 intended to qualify for compensation.

35  
36 (2) The employee shall be paid five percent (5%) above his/her present rate of pay.

37  
38 G. LICENSES AND FEES

39  
40 1. After employment, if the City requires or requests that the employee obtain or  
41 maintain a special license, certification, or physical examination, the City shall pay  
42 all fees required for acquisition or renewal upon successful completion and  
43 presentation of a receipt for payment. This provision is subject to prior approval of  
44 the Department Head.

45  
46 a. The employee shall be released from work with pay as necessary for acquisition  
47 or renewal.

48  
49 b. At the sole discretion of the City, an employee may be required to obtain any  
50 physical examination from a physician designated by the City.



1  
2 2. The City shall designate a limited number of positions within the Non-Supervisory  
3 Unit which shall require a Commercial Driver's License. All employees required to  
4 hold a Commercial Driver's License have the responsibility to maintain the  
5 Commercial Driver's License and a Medical Card and the City shall pay fees as  
6 specified in Section 1 above.  
7

8 a. Such positions will be eligible for a license premium pay of twenty dollars (\$20.00)  
9 per pay period. Effective July 1, 2006, it is the intent of the parties to phase out  
10 license premium pay.  
11

12 Said license premium pay shall be paid to those employees who were required, as  
13 a condition of employment, to hold a valid Commercial Driver's License and who  
14 were receiving license premium pay prior to July 1, 2006. Employees hired or  
15 required to obtain a Commercial Driver's License after July 1, 2006, shall not be  
16 eligible for license premium pay.  
17

18 b. Those receiving the license premium pay have the responsibility for keeping  
19 current the Commercial Driver's License and a Medical Card and the City shall pay  
20 fees as specified in Section 1 above.  
21

22 c. Eligibility for such positions shall be based upon the following criteria:  
23

24 (1) Priority will be given to employees currently holding a valid Commercial Driver's  
25 License.  
26

27 (2) If there are more employees holding a license than positions available which  
28 require the license, assignment to such positions shall be based upon seniority  
29 within the class as determined by the Civil Service Department.  
30

31 (3) If there are insufficient employees available for assignment who currently hold  
32 a Commercial Driver's License, then eligibility for obtaining a license shall be  
33 based upon seniority within the class as determined by the Civil Service  
34 Department.  
35

## 36 H. BENEFIT ELIGIBILITY

### 37 1. Definition of Continuous Service

38 a. Service commencing the first day of employment in a regular position within the  
39 bargaining unit until voluntary separation.  
40

41 b. Authorized unpaid leaves of absence of more than ten (10) consecutive working  
42 days will be deducted from continuous service.  
43

44 c. Any suspension time not reversed by the City Manager or grievance procedure will  
45 be deducted from continuous service.  
46  
47  
48

1 d. Any absence without authorized leave of three (3) consecutive work days shall  
2 cause an interruption in an employee's service with the City and may lead to  
3 termination.  
4

5 2. Continuous Service  
6

7 a. A continuous service date shall be computed for each employee and will be part  
8 of the service record.  
9

10 b. This date will be adjusted based on continuous service and will be used to calculate  
11 increased entitlement to Vacation Leave and Sick Leave, based upon successive  
12 two thousand eighty (2080) hour work periods, excluding overtime.  
13  
14

15 3. Regular Part-Time Employees  
16

17 a. Any employee filling a regular part-time position of at least twenty (20) hours per  
18 week will receive a pro-rata accumulation of all applicable pay, benefits, and  
19 accruals provided to regular full-time employees.  
20

21 b. Such pro-rata contributions shall be based on the employee's regularly scheduled  
22 shift.  
23

24 c. Should an employee's actual work hours exceed their regularly scheduled shift for  
25 two (2) consecutive pay periods, the pro-rata contributions shall be retroactively  
26 adjusted to the increase in hours.  
27

28 d. If an employee is absent from work, he/she will have charged to the appropriate  
29 leave the pro-rated hours (for example, an employee working twenty (20) hours  
30 per week who is sick one day will be charged four (4) hours Sick Leave).  
31

32 I. BILINGUAL PAY  
33

34 1. Any employee who has been approved for Bilingual Pay by their Department Head  
35 and who has completed the requisite certification process through the Human  
36 Resources Department shall receive compensation in the amount of three percent  
37 (3.0%) of their biweekly base hourly wage per pay period.  
38

39 2. Employees who are receiving bilingual pay are expected to respond to requests,  
40 during their normally scheduled hours, from Departments as needs arise for them to  
41 perform bilingual duties.  
42

43 J. CONFINED SPACE PAY  
44

45 1. An employee assigned by the Department Head, or his/her designee to be on the  
46 Confined Space Team shall receive an additional fifty dollars (\$50) per biweekly pay  
47 period when so assigned. To be eligible for the pay, the employee must be fully  
48 trained in confined space entry and rescue.  
49  
50  
51

1 K. FLEET SERVICES CERTIFICATION PAY  
2

- 3 1. Effective July 2025, employees in the job classifications outlined in Appendix H  
4 shall have the opportunity and responsibility to participate in career development  
5 certification programs and shall be eligible for Certification Pay. Each certification  
6 shall be paid at a rate of one fifteenth of a percent (0.067%) up to a maximum of  
7 two and one-half percent (2.5%) of their biweekly base wage per pay period.  
8  
9 2. To be eligible for the Certification Pay in this Section, the employee must provide  
10 proof of the required certifications as listed in Appendix H. Certification Pay shall  
11 begin the first full pay period following the date of receipt by Central Payroll.  
12 Certifications must be maintained in order for Certification Pay to continue.  
13  
14  
15 3. No employee shall receive Certification Pay for certifications that have been  
16 determined to be minimum qualifications of a job classification.  
17

18 L. CERTIFICATION INCENTIVE PAY  
19

- 20 1. Employees in the job classifications outlined in Appendix C shall have the  
21 opportunity and responsibility to participate in career development certification and  
22 instruction/educational programs and shall be eligible for Certification Pay as  
23 reflected in Appendix C.  
24  
25  
26 2. To be eligible for Certification Pay under this section, a qualified employee must  
27 provide a copy of the required certification and such pay shall begin the first full pay  
28 period following the date the certification is received by Central Payroll.  
29 Certifications must be maintained in order for Certification Pay to continue.  
30  
31 3. No employee shall receive more than ten percent (10%) of his/her base pay under  
32 this section.  
33  
34 4. No employee shall receive Certification Pay for certifications that have been  
35 determined to be minimum qualifications of a job classification.

36 M. ENVIRONMENTAL CONTROL OFFICER CERTIFICATION PAY  
37

- 38 1. Environmental Control Officer Certification Pay shall be as specified in Appendix E.  
39 All of the certifications and the degree listed under each certification category must  
40 be obtained to qualify for the incentive pay.  
41  
42 2. To be eligible for incentive pay under this section, the employee must provide a  
43 copy of the required certifications and degree and such pay shall begin the first full  
44 pay period following the date the certification is received by Central Payroll.  
45 Certifications must be maintained in order for incentive pay to continue.  
46  
47 3. No employee shall receive more than ten percent (10%) of his/her base pay under  
48 this section.  
49  
50 4. No employee shall receive Certification Pay for certifications that have been  
51 determined to be minimum qualifications of a job classification.

1 N. PARK MAINTENANCE CERTIFICATION PAY  
2

- 3 1. Employees in Parks Maintenance Worker I, Parks Maintenance Worker II, Senior  
4 Groundskeeper, Irrigation Systems Technician, Senior Parks Maintenance Worker,  
5 Tree Maintenance Worker, Senior Irrigation Systems Technician or Senior Tree  
6 Maintenance Worker job classifications who has obtained the Turfgrass  
7 Maintenance Certification or Certified Landscape Technician certification (CLT) from  
8 the Nevada Landscape Association, shall receive twenty-five dollars (\$25.00) per  
9 biweekly pay period.  
10  
11 2. Employees in Parks Maintenance Worker I, Parks Maintenance II, Senior  
12 Groundskeeper, Irrigation Systems Technician, Senior Parks Maintenance Worker,  
13 Tree Maintenance Worker, or Senior Tree Maintenance Worker, job classifications  
14 who obtains the forty-five (45) credit Landscape Management certification from  
15 Truckee Meadows Community College (TMCC) shall receive fifty dollars (\$50.00)  
16 per biweekly pay period.  
17  
18 3. To be eligible for Certification Pay under this section, a qualified employee must  
19 provide a copy of the required certification and such pay shall begin the first full pay  
20 period following the date the certification is received by Central Payroll.  
21  
22 4. No employee shall receive more than one of the Certification Pays in this section.  
23  
24 5. No employee shall receive Certification Pay for certifications that have been  
25 determined to be minimum qualifications of a job classification.  
26

27 O. LONGEVITY  
28

- 29 1. Each full-time employee who has completed five (5) years of continuous service  
30 with the City shall be entitled to longevity pay in addition to their regular salary.  
31  
32 a. Said employee's longevity pay shall be at a rate equal to one-half percent (0.5%)  
33 of the employee's biweekly base hourly rate for each year of continuous service,  
34 up to a maximum annual payment of twelve and one-half percent (12.5%) of base  
35 hourly rate for employees with twenty-five (25) years or more of continuous  
36 service, with payment to be affected each pay day beginning with the pay period  
37 within which the anniversary falls.  
38  
39 b. For example, a full-time employee with 5 years of service would receive two and  
40 one-half percent (2.5%) of longevity pay. A full-time employee with 10 years of  
41 service would receive five percent (5.0%) of longevity pay.  
42

43 P. PESTICIDE APPLICATOR INCENTIVE  
44

- 45 1. Effective the first full pay period in July, 2025, when an employee is assigned by a  
46 Department Head, or their designee, to apply pesticides, that employee shall be  
47 eligible for an additional two and one-half (2.5%) of their base hourly wage for time  
48 spent applying pesticides, in quarter-hour increments.  
49  
50  
51

1 Q. PARKING ENFORCEMENT OFFICER INCENTIVE  
2

- 3 1. Effective the first full pay period in July, 2025, employees in the Parking  
4 Enforcement Officer or Senior Parking Enforcement Officer classifications who  
5 obtain P.C. 832 certification shall receive two and one-half percent (2.5%) of their  
6 biweekly base hourly rate per pay period.  
7
- 8 2. To be eligible for Certification Pay under this section, a qualified employee must  
9 provide a copy of the required certification and such pay shall begin the first full pay  
10 period following the date the certification is received by Central Payroll.  
11
- 12 3. No employee shall receive Certification Pay for certifications that have been  
13 determined to be minimum qualifications of a job classification.  
14

15 R. CRANE CERTIFICATION INCENTIVE  
16

- 17 1. Effective the first full pay period in July, 2025, employees in the Maintenance &  
18 Operations Department who obtain and maintain a crane certification shall receive  
19 two and one-half percent (2.5%) of their biweekly base hourly rate per pay period.  
20
- 21 2. To be eligible for Certification Pay under this section, a qualified employee must  
22 provide a copy of the required certification and such pay shall begin the first full pay  
23 period following the date the certification is received by Central Payroll.  
24
- 25 3. No employee shall receive Certification Pay for certifications that have been  
26 determined to be minimum qualifications of a job classification  
27

28 **ARTICLE 10. ALLOWANCES AND REIMBURSEMENT**  
29

30 A. UNIFORM ALLOWANCE  
31

- 32 1. The City shall make the decision as to whether to provide uniforms before the start of  
33 the fiscal year. The applicable City departments shall provide written notice to the  
34 Union of this decision before July 1st each year. Should the City decide to provide  
35 uniforms, an equal number shall be provided to all affected employees. Any employee  
36 who is required by virtue of the duty of employment, or by request of his/her  
37 Department Head, to wear a uniform designated by the City, and which is not furnished  
38 by the City, shall be paid a Uniform Allowance. The Uniform Allowance shall be eight-  
39 hundred and forty dollars (\$840.00) per fiscal year. Community Service Officers,  
40 Parking Meter Technicians, Parking Enforcement Officers, and Code Enforcement  
41 Officers shall receive one-thousand and eighty dollars (\$1,080.00) per fiscal year.  
42
- 43 2. The Uniform Allowance shall be paid in two semi-annual installments equal to one-  
44 half of the annual allowance with the final payroll during the month of December and  
45 the month of June each fiscal year. The City will compensate the employee up to  
46 five hundred dollars (\$500.00) per fiscal year for damage or loss of uniforms if the  
47 loss or damage occurred while the employee was in performance of his/her duty  
48 and/or through no fault of the employee.  
49

- 1 3. In lieu of the Uniform Allowance provided for in this section, the City may elect to  
2 furnish either directly or through contract facilities the required uniform or required  
3 replacement uniform items. If the City provides uniforms, the number provided will  
4 be equal to the number of days in the employee's regular shift plus one.  
5  
6 4. Upon termination from City employment, the Department Head, at his/her  
7 discretion, may require the employee to return to the City any uniform or parts  
8 thereof in his/her possession at the time of termination.  
9

10 **B. TOOLS**

- 11  
12 1. An employee who is required by the City to supply his/her own tools and whose  
13 position is classified as Equipment Mechanic shall be paid a Tool Allowance of two-  
14 thousand dollars (\$2,000.00) per fiscal year. An employee who is required by the  
15 City to supply his/her own tools and is classified as Equipment Service Worker shall  
16 be paid a Tool Allowance of one-thousand and eight-hundred dollars (\$1,800.00)  
17 per fiscal year.  
18  
19 2. The Tool Allowance shall be paid in two semi-annual installments equal to one-half  
20 of the annual allowance with the final payroll during the month of December and the  
21 month of June each fiscal year.  
22

23 **C. CITY-ISSUED EQUIPMENT**

- 24 1. Upon termination from City employment, the employee shall return any City-issued  
25 equipment. Failure to return the City-issued equipment may result in the employee  
26 being charged for the equipment from their final paycheck.  
27

28 **ARTICLE 11. HOLIDAYS**

29  
30 **A. OBSERVANCE**

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

1 i. Veteran's Day (November 11)

2  
3 j. Thanksgiving Day (Fourth Thursday in November)

4  
5 k. Day after Thanksgiving (Friday)

6  
7 l. Christmas Day (December 25)

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

13  
14 n. Two (2) floating holidays to be taken during the fiscal year.

15  
16 **B. HOLIDAY ELIGIBILITY**

17  
18 1. To be eligible for Holiday Pay, an employee must be on the active payroll of the City  
19 and must have worked his/her full regularly scheduled workday before and after the  
20 holiday, unless expressly excused by the Department Head, or his/her designee.

21  
22 a. An employee's failure to work on their full regularly scheduled workday before and  
23 after the holiday, unless expressly excused via an approved leave by the  
24 Department Head, or his/her designee, shall be required to use their own,  
25 appropriate, leave for the holiday.

26  
27 2. For employees regularly scheduled a Monday-Friday workweek, whenever one of  
28 these holidays falls on a Saturday, the preceding Friday will be observed as a  
29 holiday; and should it fall on a Sunday, the following Monday will be observed as a  
30 holiday.

31  
32 3. Employees regularly scheduled on an other than Monday-Friday workweek, should  
33 the holiday fall on his/her first non-workday, the previous workday will be observed  
34 as that holiday, and should the holiday fall on his/her second or third non-workday,  
35 the following workday will be observed as that holiday.

36  
37 4. Employee's holiday time off shall be equivalent to their required shift schedule for  
38 one (1) day.

39  
40 **C. HOLIDAY WORKED PAY**

41  
42 1. Should any employee be required by order of his/her Department Head, or his/her  
43 designee, to work on any of the above named holidays, if eligible for holiday pay, in  
44 addition to this Holiday Pay, paid at the regular hourly rate, he/she shall receive  
45 Holiday Worked Pay at the rate of one and one-half (1-1/2) times his/her regular hourly  
46 rate of pay for each hour or major fraction worked, up to a maximum number of hours  
47 equal to the number of hours he/she is regularly scheduled for a normal workday, to  
48 include alternative work schedules such as the 4/10 or 9/80. Pay for a holiday worked  
49 will be added to the payroll for the period within which the holiday falls.

1 D. HOLIDAY BONUS LEAVE  
2

- 3 1. An employee may choose to receive Holiday Bonus Leave in lieu of Holiday Worked  
4 Pay for any holiday worked.  
5  
6 2. The Holiday Bonus Leave will be accumulated at one and one-half (1-1/2) times the  
7 number of hours worked for each hour or major fraction worked, to include  
8 alternative work schedules such as the 4/10 or 9/80 schedules.  
9  
10 3. Holiday Bonus Leave must be used within one (1) year of the date earned.  
11

12 **ARTICLE 12. LEAVES**  
13

14 A. VACATION  
15

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

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

- 19  
20 2. Effective July 1, 2022, the earned Vacation Leave for all regular full-time employees  
21 shall be based upon years of service as a regular full-time employee with the City,  
22 and shall be as follows:

Years of Continuous Service	Hours of Vacation Earned Per Biweekly Pay Period
Less than 5 years	4.5
5 years, but less than 10 years	5.5
10 years, but less than 15 years	6.5
15 or more years	8.5

- 23  
24 3. Effective July 1, 2023, the earned Vacation Leave for all regular full-time employees  
25 shall be based upon years of service as a regular full-time employee with the City,  
26 and shall be as follows:

Years of Continuous Service	Hours of Vacation Earned Per Biweekly Pay Period
Less than 5 years	5
5 years, but less than 10 years	6
10 years, but less than 15 years	7
15 or more years	9

- 27  
28 4. Vacation Leave hours may be maintained in the employee's Vacation Leave bank up  
29 to a maximum number of hours equal to five hundred (500) hours. Vacation Leave



1 hours shall accrue for each pay period the employee is in full pay status a major  
2 portion of his/her regularly scheduled biweekly hours.

- 3  
4 a. A "major portion" is defined as full pay status for at least forty-eight (48) hours in  
5 an eighty (80) hour pay period.  
6  
7 b. Vacation Leave shall be charged based on one-quarter (1/4) hour for each quarter-  
8 hour or major portion thereof taken.  
9  
10 c. Vacation Leave taken during a biweekly period shall be charged before Vacation  
11 Leave earned during that pay period is credited.  
12

13 Employees may not use Vacation Leave before they have earned such leave.  
14

- 15 d. Holidays, as enumerated in this Agreement, occurring within the vacation period  
16 will not be counted as vacation days.  
17  
18 e. Sick Leave will not be granted in lieu of Vacation Leave time.  
19  
20 5. When vacations may be taken shall be determined in advance by the Department  
21 Head, or his/her designee, after considering the needs of the City and the wishes  
22 and seniority of the employees. The City agrees to meet and confer prior to  
23 establishing time periods which restrict more than ten percent (10%) of a  
24 department's employees from utilizing leave.  
25  
26 6. Regular employees who leave the employment of the City for any reason shall be  
27 compensated for earned Vacation Leave hours accrued, but unused, at the time of  
28 such separation from the City's employment.  
29  
30 7. Upon request, an employee may cash out up to forty (40) hours of Vacation Leave  
31 in increments of twenty (20) hours. To be eligible, an employee must file a written  
32 request with the Department Head, or his/her designee.  
33  
34 8. Effective the first full pay period following July 1, 2021, City employees who are  
35 rehired and have five continuous years of service from their rehire date shall have  
36 all years of City service counted for the purpose of vacation accruals only. The  
37 employee shall be responsible for notifying Payroll of their desire to enact this  
38 provision of this contract.  
39

#### 40 B. LEAVE OF ABSENCE

- 41  
42 1. Leaves of absence will only be granted if approved by the Human Resources  
43 Department.  
44  
45 2. If the leave of absence is not approved by the Human Resources Department, the  
46 employee may appeal to the Reno Civil Service Commission.  
47  
48  
49  
50  
51

1 C. SICK LEAVE  
2

- 3 1. All regular full-time employees shall be entitled to earn and accumulate Sick Leave  
4 without limitation at the following rates:  
5

Regularly Scheduled Hours Per Week	Sick Leave Earned Per Biweekly Pay Period
40 hours	4.0 hours

- 6  
7 2. Sick Leave hours shall accrue for each pay period the employee is in full pay status  
8 a major portion of his/her regularly scheduled biweekly hours.  
9  
10 a. A "major portion" is defined as full pay status for at least forty-eight (48) hours in  
11 an eighty (80) hour pay period.  
12  
13 3. Sick Leave shall be an absence from work by reason of illness, injury or death  
14 under the following circumstances:  
15  
16 a. Sick Leave may be granted only as the result of:  
17  
18 (1) Illness or injury of the employee;  
19  
20 (2) Attendance for the illness or injury of any relative within the third degree of  
21 consanguinity or affinity ("consanguinity" is defined as kinship to include blood  
22 relationship; whereas "affinity" is the connection existing in consequence of  
23 marriage) e.g., spouse, parent, child, grandparent, brother or sister; or  
24 grandchild, adopted child and stepchild that reside with the employee; or  
25  
26 (3) Death of any relative defined above.  
27  
28 b. The City shall comply with the Federal regulations regarding leave under the  
29 Family Medical Leave Act (FMLA), and shall administer the FMLA program  
30 according to the City's FMLA policy.  
31  
32 c. In the event of a death in the immediate family as defined in Section C.3.a.(3)  
33 above, an employee shall be granted up to three (3) days Bereavement Leave with  
34 pay and such days shall not be deducted from the employee's Sick Leave.  
35  
36 (1) If attending services out-of-town beyond 100 miles of Reno, up to five (5) days  
37 may be taken with the understanding that the additional two (2) days will be  
38 charged to Sick Leave.  
39  
40 4. Sick Leave shall be charged on the basis of one-quarter (1/4) hour for each quarter-  
41 hour or major portion thereof taken.  
42  
43 a. Holidays occurring during sick leave periods shall not be counted as Sick Leave.  
44  
45 b. Sick Leave taken during a biweekly pay period shall be charged before Sick Leave  
46 earned during that pay period is credited.  
47  
48 (1) Employees may not use Sick Leave before they have earned such leave.

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- 5. If an employee does not have adequate accrued Sick Leave time, the employee may request the use of accrued Vacation Leave in lieu thereof and such request shall not be unreasonably denied.
  
- 6. An employee requiring Sick Leave must provide his/her Department Head, or his/her designee, with evidence of such need.
  - a. Thereupon, the Department Head, or his/her designee, shall guarantee his personal knowledge of the need by certifying to the payroll clerk the granting of Sick Leave.
  
  - b. To ensure such knowledge, he/she may reasonably require the employee to provide a written doctor's statement in accordance with the guidelines in number Section C (7) below, before sick leave may be granted, provided the department has notified the employee in advance of such a requirement. As used in this section, "in advance" means:
    - (1) standing notification that all future requests for Sick Leave shall require a doctor's statement certifying the need;
  
    - (2) notification concurrent with the employee's request for Sick Leave;
  
    - (3) notification following the employee's request for Sick Leave but prior to the employee's return to duty provided the employee is still in a Sick Leave status.
  
  - c. Additional documentation may be required of the employee for the use of Sick Leave.
  
- 7. An employee utilizing Sick Leave may be required to provide their Department Head, or his/her designee with documented evidence from their physician of such need under the following criteria:
  - a. After three (3) consecutive days use of Sick Leave.
  
  - b. Any use in excess of the hour's equivalent to thirteen (13) regularly scheduled shifts or use in a recognizable pattern in any twelve (12) month period. Such usage shall be reviewed to determine if the excessive usage is justified.
    - (1) For the purposes of calculating excess usage of Sick Leave, any approved leave under the FMLA shall not be considered.
  
  - c. An unjustified use of Sick Leave following a reasonable denial of other personal leave banks; i.e., submitting a request for Vacation Leave with minimum notice, then being denied, then calling in sick for the requested time off.
  
  - d. An established pattern of using Sick Leave for the purposes of Section 7(b) includes but is not limited to: any use of Sick Leave in conjunction with regular scheduled days off or in conjunction with other personal leave three (3) or more times within a six (6) month period; the use of Sick Leave in a consistent way

1 (such as: every Monday morning and Friday afternoon) that appears to be usage  
2 for personal convenience rather than legitimate Sick Leave eligible needs, or sick  
3 leave used contiguous to vacation days or holidays on a regular basis.  
4

5 e. Use of Sick Leave for recreation, travel for recreation, or gainful employment, or  
6 any purpose other than those defined in this Agreement shall be evidence of  
7 abuse.  
8

9 f. Upon written notification from the Department based upon any of Section (a), (b),  
10 (c), (d), or (e) above.  
11

12 g. An employee may be disciplined when evidence of abuse exists.  
13

14 8. Upon termination of employment, an employee shall be compensated for accrued  
15 Sick Leave at the rate of one (1) hour's pay at his/her regular hourly rate for every  
16 two (2) hours of sick leave accrued. Accrued Sick Leave shall be limited as follows:  
17

18 a. Persons employed on or after June 20, 1977 will not be compensated for Sick  
19 Leave accrued upon termination of employment except as provided in Section C  
20 (9) below (or Section D. "Bonus Leave" of this Article if applicable). An employee  
21 hired prior to June 20, 1977, shall have the option of the payout under this Section  
22 C (8) or Section C (9) below (or Section D.) "Bonus Leave" of this Article if  
23 applicable).  
24

25 9. Upon retirement, an employee shall be compensated for accumulated but unused  
26 Sick Leave as follows:  
27

28 a. An employee having four hundred fifty (450) to seven hundred fifty (750) hours  
29 shall be compensated for forty percent (40%) of those accumulated hours between  
30 one (1) to seven hundred fifty (750) at their base hourly rate of pay. The  
31 compensated amount shall be paid in cash or used to purchase additional PERS,  
32 or may be placed in a deferred compensation account (within the law).  
33

34 b. An employee having seven hundred fifty-one (751) to one thousand three hundred  
35 (1,300) hours shall be compensated for sixty percent (60%) of the total  
36 accumulated hours from one (1) hour up to the maximum of one thousand three  
37 hundred (1,300) hours at their base hourly rate. The compensated amount shall  
38 be paid in cash or used to purchase additional PERS, or may be placed in a  
39 deferred compensation account (within the law).  
40

41 c. To be eligible for this benefit, an employee must not use more than one hundred  
42 sixty (160) hours of Sick Leave during the last twenty-four (24) months of service,  
43 except in the case of an approved leave provided by the Family Medical Leave Act  
44 (FMLA).  
45

46 10. In the event of on-the-job death of an employee all accumulated Sick Leave shall  
47 be paid to the employee's estate at one hundred percent (100%) of the employee's  
48 Sick Leave bank at the employee's last base hourly rate.  
49  
50

1 D. BONUS LEAVE  
2

- 3 1. For each full calendar month, an employee does not use any Sick Leave, on the job  
4 disability leave, or leave of absence without pay (including disciplinary time off  
5 without pay), he/she shall accrue eight (8) hours of reserve Sick Leave up to a  
6 maximum of six hundred (600) hours for those employees hired prior to July 1,  
7 2002.  
8
- 9 2. Reserve Bonus Sick Leave banks may be used only after regular sick leave is  
10 exhausted.  
11
- 12 3. Upon termination, except for cause, an employee shall be compensated-for accrued  
13 reserve Bonus Sick Leave at the rate of one (1) hour's pay for every four (4) hours  
14 of reserve Bonus Sick Leave accrued, up to a maximum of one hundred fifty (150)  
15 hours.  
16
- 17 4. Employees hired on or after July 1, 2002, shall not be eligible for Bonus Sick Leave  
18 benefits.  
19
- 20 5. In no case will any employee be eligible for both Bonus Sick Leave benefits in this  
21 Section D. and Sick Leave payout in Section C. of this Article.  
22
- 23 6. Should an employee who is covered under the Non-Supervisory Unit, and eligible  
24 for Bonus Sick Leave, promote into a job classification that is covered by the  
25 Supervisory Unit, the Bonus Sick Leave bank shall be cashed out to the employee  
26 at the rate of twenty five percent (25%) of the pre-promotional base hourly wage.  
27
- 28 7. Effective February 1, 2021, employees covered by Bonus Sick Leave may elect to  
29 convert their accrued hours of Bonus Sick Leave to regular Sick Leave. The  
30 conversion rate shall be two (2) hours of Bonus Sick Leave to one (1) hour of  
31 regular Sick Leave. Employees who choose to convert their accrued hours of Bonus  
32 Sick Leave must do so before sixty (60) calendar days after ratification of this  
33 Collective Bargaining Agreement by the Reno City Council.  
34

35 E. JURY DUTY AND WITNESS APPEARANCES  
36

- 37 1. Any employee required by legal process to serve on any jury or to appear for jury  
38 selection shall receive his/her regular salary as though he/she were actually on the  
39 job during this time, provided that he/she remits such jury fees (excluding mileage  
40 and meal reimbursement, if any) to the City Clerk for deposit into the General Fund  
41 of the City.  
42
- 43 a. Any employee appearing on jury duty during scheduled days off shall retain any  
44 witness fees but will not receive regular salary.  
45
- 46 b. Any employee appearing for jury service shall have the jury service time counted  
47 as time worked on that work day.  
48
- 49 c. Employees receiving summons for jury service shall immediately notify their  
50 Department Head, or his/her designee, to make the necessary scheduling  
51 changes.

1  
2 d. If the employee is released from jury service and four (4) or more hours are  
3 remaining on the employee's scheduled work shift, he/she shall report back to  
4 his/her department to resume work for the remainder of his/her regular shift.  
5

6 2. Witness Appearance: Any employee ordered by legal process to appear as a  
7 witness in court, or at another judicial or administrative tribunal, shall be subject to  
8 the following regulations:  
9

10 a. If called as a witness during duty hours for any proceeding which arises out of the  
11 employee's work duties performed on behalf of the City of Reno, the employee  
12 shall receive his/her regular salary for all hours involved in responding to and being  
13 available for the witness service, and for all time spent in actual testimony.  
14

15 b. If called as a witness during duty hours for any criminal proceeding or for any civil  
16 proceeding wherein the employee is testifying on behalf of the City of Reno, the  
17 employee shall receive his/her regular salary for all hours involved in responding  
18 to and being available for the witness service, and for all time spent in actual  
19 testimony.  
20

21 c. If called as a witness in any other civil proceeding, the employee may utilize paid  
22 or unpaid leave subject to the terms of this Agreement, or under other City or  
23 departmental policy.  
24

25 d. Any employee who is assigned "court standby", not during duty hours, who may  
26 be called to respond to court in order to testify shall receive one (1) hour Standby  
27 Pay each for either A.M. or P.M. hours, or two (2) hours for the entire day if the  
28 subpoena or standby is for both A.M. and P.M. Upon arriving on duty when called  
29 up from standby on their day off for court, an employee will be compensated in  
30 accordance with the overtime section of this Agreement.  
31

32 3. With respect to both Jury Duty and Witness Appearances, it is agreed that the  
33 department and the employee shall cooperate to utilize temporary shift changes and  
34 other techniques to facilitate the employee's appearance and minimize the  
35 employee's inconvenience.  
36

## 37 F. MILITARY LEAVE 38

39 1. Any employee who is an active member of the United States Army Reserve, the  
40 United States Naval Reserve, the United States Marine Corps Reserve, the United  
41 States Coast Guard Reserve, the United States Air Force Reserve or the National  
42 Guard must be relieved from the employee's duties, upon the employee's request,  
43 to serve under orders without loss of the employee's regular compensation for a  
44 period of not more than fifteen (15) working days in any one calendar year. No such  
45 absence may be a part of the employee's annual vacation provided for by law.  
46

47 2. In addition to the foregoing benefit, Military Leave shall be handled in accordance  
48 with the requirements of applicable Nevada and Federal law.  
49  
50  
51

1 G. ON-THE-JOB INJURY LEAVE  
2

- 3 1. Whenever an employee receives injury or illness while on duty with the City, which  
4 is determined by the Workers' Compensation provider to be compensable, and the -  
5 condition prevents the employee from performing his/her normal full-time duties, the  
6 City shall pay full salary to the employee for a period of up to three hundred twenty  
7 (320) cumulative work hours not to exceed a period of twelve (12) consecutive  
8 months from date of injury.  
9
- 10 a. During this period, the employee shall not forfeit any accrued Sick Leave.  
11
- 12 b. Upon expiration of the applicable period provided for in Section G (1), after the  
13 compensable injury, if the employee is still unable to work, he/she may elect to  
14 utilize accrued Sick Leave, during which period the employee shall receive full  
15 compensation from the City, at the rate of two (2) hours of Workers' Compensation  
16 pay for every one (1) hour of sick leave taken.  
17
- 18 c. Holidays occurring during a leave in conjunction with an on-the-job injury or illness  
19 will not be counted as part of the applicable period provided in Section G(1) above.  
20
- 21 d. To be entitled to the benefits of this Article, the employee shall return to the Reno  
22 City Clerk all Workers' Compensation salary continuation payments covering the  
23 applicable period(s) provided in Section G (1) above.  
24
- 25 2. When accrued Sick Leave has expired, if the employee is still unable to work,  
26 except for total accumulated Vacation Leave time pay, the employee shall receive  
27 no additional compensation from the City.  
28
- 29 3. When receiving Workers' Compensation benefits, an employee shall not accrue  
30 Sick Leave and Vacation Leave.  
31
- 32 4. If the employee is continually confined to a duly licensed hospital as a result of the  
33 compensable injury, the City will pay full regular salary to the employee during the  
34 entire period of the confinement until the Workers' Compensation payments cease  
35 in connection with this injury.  
36
- 37 a. If there are special circumstances that warrant the action, the above requirements  
38 of continual confinement to a duly licensed hospital may be waived by action of the  
39 City Council.  
40
- 41 b. During this period, the employee will not forfeit Sick Leave or Vacation Leave  
42 benefits, but will refund all Workers' Compensation payments to the City.  
43
- 44 5. Whenever medically and administratively feasible the City will provide light duty  
45 work.  
46
- 47 a. The City may send, at the City's expense, an injured worker to a physician of its  
48 choosing to ascertain whether light duty work is physically harmful to the  
49 employee.  
50

- 1           6. The employee has the right to seek, at the employee's expense, a second opinion if  
2           the employee disagrees with the findings of the physician with which the City  
3           contracted to evaluate whether light duty work is physically harmful to said  
4           employee.  
5

6           **H. FAMILY MEDICAL LEAVE ACT**  
7

- 8           1. The City shall calculate FMLA usage based on the rolling year window in  
9           accordance with the City policy. The City agrees to allow employees to use sick  
10          leave for the birth, adoption or placement of a child or children when the employee's  
11          application for FMLA is approved.  
12

13          **I. CATASTROPHIC LEAVE DONATION**  
14

- 15          1. All employees will be allowed to donate vacation to fellow employees in accordance  
16          with the City Voluntary Leave Donation procedure. Employees may also donate up to  
17          eighty (80) hours of Sick Leave as long as that donation leaves five hundred twenty  
18          (520) hours of Sick Leave in the donating employee's bank. Employees may donate  
19          up to eighty (80) hours of leave per calendar year.  
20  
21          2. Employees receiving donations of Catastrophic Leave may use that leave in  
22          accordance with the City Sick Leave policy.  
23

24          **ARTICLE 13. HEALTH AND WELFARE**  
25

26          **A. CITY OF RENO GROUP INSURANCE**  
27

- 28          1. The City shall make contributions equal to one hundred percent (100%) of the  
29          employee only cost of the health and life insurance premiums for each full-time  
30          probationary employee, full-time regular employee and for each qualified part-time  
31          employee on a pro rata basis (pursuant to Article 9, Section I (3)) to any of the  
32          following insurance plans:  
33  
34          a. A group medical and dental indemnity plan, the benefits of which shall be provided  
35          through a self-insured plan or under a group insurance policy or policies issued by  
36          an insurance company or insurance companies selected by the City.  
37  
38          b. Any other prepaid or indemnity group medical and dental plan or plans (including  
39          health maintenance organizations) determined appropriate by the City.  
40  
41          2. Each employee enrolled in the City's group health and life insurance program shall,  
42          as part of the coverage provided in Section A (1) above, be provided term life  
43          insurance under a policy which offers coverage in an amount equivalent to one (1)  
44          times the employee's annual base salary. The amount of the term life insurance  
45          coverage shall revert to ten thousand dollars (\$10,000) for those employees who  
46          retire and continue as part of the City of Reno insurance group, regardless of the  
47          type of retirement. The term life insurance coverage for retirees shall be subject to  
48          the reduction formula specified in the group term life insurance policy.  
49



- 1 3. The City shall contribute to the cost of dependent coverage an amount equal to fifty  
2 percent (50%) of the cost of the indemnity plan coverage for each dependent  
3 category, for those qualifying employees who decide to be covered by Section A (1)  
4 above.  
5
  - 6 a. This amount shall be used as a credit to the appropriate category of dependent  
7 coverage selected by the employee.  
8
  - 9 b. This credit shall only be available to those employees who qualify and elect to  
10 receive dependent coverage.  
11
  - 12 c. Under no circumstances will the City contribute more to the cost of dependent  
13 coverage than the actual cost of that coverage.  
14
- 15 4. If the cost of dependent coverage selected by the employee under Section A (3)  
16 above exceeds the maximum City contributions, the employee shall pay the  
17 additional cost.  
18
- 19 5. All qualified employees who elect coverage under Section A (1) above, shall be  
20 covered by, and the City contributions shall be made for, the plan(s) of his/her  
21 choice on the first of the month following thirty (30) calendar days of his/her initial  
22 date of hire.  
23
- 24 6. Specific medical and dental benefit levels and premium costs are not set forth in this  
25 Agreement for the insurance programs available under this Agreement.  
26
  - 27 a. It is understood that plan benefits are determined by the providers and the City. As  
28 such, plan benefit levels are not subject to bargaining under this Agreement.  
29
  - 30 b. The City assumes no responsibility for replacement of benefits which may be  
31 changed.  
32
  - 33 c. It is understood that plan costs, premiums or funding levels for employee and  
34 dependent categories are determined by the providers and not subject to  
35 bargaining under this Agreement.  
36
  - 37 d. The City assumes no responsibility for increased plan costs except as provided in  
38 Section A (1) of this Article.  
39
- 40 7. The City agrees to provide an open enrollment period at least annually. Such  
41 enrollment period and employee and dependent eligibility shall be in accordance  
42 with the policies and rules of the insurance carrier or carriers including the City for  
43 self-funded plans.  
44
- 45 8. Each medical insurance or health plan provides for coordination with Medicare  
46 coverage and any employee who participates in a plan is subject to the  
47 requirements of that plan, including provisions relating to Medicare.  
48
  - 49 a. The City is not responsible for the replacement of benefits which may be reduced,  
50 eliminated or made more expensive as a result of coordination with Medicare.

1  
2 b. City contributions are not payable toward contributions an employee is required to  
3 make to the Federal government for Medicare coverage.  
4

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

22 10. The City agrees to pay seventy five percent (75%) of the health and life insurance  
23 premium for the employee only coverage category for any employee who retires  
24 and who has fifteen (15), but less than thirty (30) full-time years of continuous,  
25 regular service with the City of Reno. To qualify, the employee must be eligible to  
26 retire, must immediately go from City of Reno employment into retirement status  
27 and must receive retirement benefits under PERS. This benefit shall continue so  
28 long as the retiree remains in the City's group health insurance program and until  
29 the retiree is eligible for Federal benefits under Medicare or other Federal programs  
30 or reaches age sixty-five (65), whichever occurs first. (If the Medicare age eligibility  
31 threshold is revised, Medicare eligibility age will be the new threshold.) The City  
32 reserves the right to alter the plans and benefit schedules available to such retirees  
33 in accordance with changes implemented under the City's health and life insurance  
34 program for active employees. This benefit will not apply to employees hired on or  
35 after July 1, 2013.  
36

37 11. The City agrees to pay sixty percent (60%) of the health and life insurance premium  
38 for the employee only coverage category for any employee who retires, on or after  
39 July 1, 2002, and who has ten (10), but less than fifteen (15) full time years of  
40 continuous, regular service with the City of Reno, plus up to five (5) years of additional  
41 PERS credit for a total of fifteen (15) years PERS credit. To qualify, the employee  
42 must be eligible to retire, must immediately go from City of Reno employment into  
43 PERS retirement status and must receive retirement benefits under PERS. This  
44 benefit shall continue so long as the retiree remains in the City's group health  
45 insurance program and until the retiree is eligible for federal benefits under Medicare  
46 or other federal programs or reaches age sixty-five (65), whichever occurs first. (If the  
47 Medicare age eligibility threshold is revised, Medicare eligibility age will be the new  
48 threshold.) The City reserves the right to alter the plans and benefit schedules  
49 available to such retirees in accordance with changes implemented under the City's  
50 health and life insurance program for active employees. This benefit will not apply to  
51 employees hired on or after July 1, 2013.

- 1 12. The City agrees to pay fifty percent (50%) of the health and life insurance premium  
2 for the employee only coverage category for any employee who retires and who has  
3 ten (10), but less than fifteen (15) full-time years of continuous, regular service with  
4 the City of Reno. To qualify, the employee must be eligible to retire, must immediately  
5 go from City of Reno employment into retirement status and must receive retirement  
6 benefits under PERS. This benefit shall continue so long as the retiree remains in the  
7 City's group health insurance program and until the retiree is eligible for Federal  
8 benefits under Medicare or other Federal programs or reaches age sixty-five (65),  
9 whichever occurs first. (If the Medicare age eligibility threshold is revised, Medicare  
10 eligibility age will be the new threshold.) The City reserves the right to alter the plans  
11 and benefit schedules available to such retirees in accordance with changes  
12 implemented under the City's health and life insurance program for active employees.  
13 This benefit will not apply to employees hired on or after July 1, 2013.  
14
- 15 13. The retiree medical benefits described in Subsections 9, 10, 11, and 12 will not apply  
16 to employees hired after July 1, 2013.  
17
- 18 14. Effective July 1, 2024, employees hired on or after July 1, 2013 may elect to pay  
19 twenty-five percent (25.0%) of their accrued but unused, sick leave into a Reserved  
20 Sick Bank between November 1, 2024 and November 30, 2024, and between May 1  
21 and May 31 of each following year. Prior to the end of the fiscal year, the City of Reno  
22 will make a discretionary contribution into a Retiree Health Savings (RHS) account  
23 equivalent to the value of the remaining leave in the Reserved Sick Bank at the  
24 current base rate of pay. Balances in the Reserved Sick Leave Bank will be zeroed  
25 out after the discretionary contribution has been made.  
26

## 27 B. LONG-TERM DISABILITY INSURANCE

28  
29 The City shall provide long-term disability insurance to employees covered under  
30 this Agreement in accordance with the terms of the long-term disability policy in  
31 effect between the City and the long-term disability carrier.  
32

## 33 **ARTICLE 14. RETIREMENT**

- 34  
35 A. The retirement system for all regular employees shall be the Public Employees' Retirement  
36 System of Nevada (PERS) in accordance with applicable provisions of the Nevada  
37 Revised Statutes (NRS).  
38
- 39 1. Future PERS rate increases/decreases on and after July 1, 2011, shall be split  
40 equally between the City and the employee. The Salary Table in Appendix D and  
41 the salary of each employee shall be considered to be automatically decreased by  
42 one-half (1/2) of any PERS increases and increased by one-half of any PERS rate  
43 decrease.  
44  
45
- 46 B. The parties recognize that an employee may not be mandatorily retired because of  
47 attaining a particular age. It is agreed, however, that continued employment in City  
48 service is contingent upon satisfactory performance of his/her assigned duties.  
49  
50

1 **ARTICLE 15. SAFETY AND HEALTH**

2  
3 **A. OBJECTIVE**

- 4  
5 1. The City and the Union will cooperate in the continuing objective of eliminating  
6 accidents and health hazards.  
7  
8 2. The City shall continue to make reasonable provisions for the safety and health of  
9 its employees during the hours of their employment.  
10

11 **B. SAFETY COMMITTEES**

- 12  
13 1. One (1) employee representative of the bargaining unit will serve as a member of  
14 the City's Executive Safety Committee. The employee representative will be  
15 selected by the Union.  
16  
17 2. The employee member's attendance at the City's Executive Safety Committee  
18 meetings shall be without loss of pay, provided that there will be no overtime  
19 payment for time spent in such meetings.  
20

21 **C. PROTECTIVE GEAR AND EQUIPMENT**

- 22  
23 1. When it is determined by the City that specific protective devices, wearing apparel,  
24 and other equipment necessary to protect an employee from injury or exposure is  
25 reasonable and prudent, the City shall furnish such devices, apparel and/or  
26 equipment, which may include, but shall not be limited to, coveralls, safety boots,  
27 safety glasses and rain gear.  
28  
29 2. In lieu of furnishing safety glasses, the City may elect to reimburse covered  
30 employees up to one-hundred and fifty dollars (\$150.00) per fiscal year for safety  
31 glasses as governed by the replacement provisions below. In order to be eligible for  
32 reimbursement as provided in this paragraph, the employee must submit proof of  
33 purchase with his/her claim.  
34  
35 3. In lieu of furnishing safety boots, the City may elect to reimburse covered  
36 employees up to four-hundred dollars (\$400.00) per fiscal year for safety boots as  
37 governed by the replacement provisions below. In order to be eligible for  
38 reimbursement as provided in this paragraph, the employee must submit proof of  
39 purchase with his/her claim. Replacements for laces, insoles, orthotics, soles,  
40 leather treatment, toe dips, and toe caps shall be deducted from the limit above.  
41  
42 4. When replacement of any item provided pursuant to this section is required due to  
43 normal wear, such replacement shall be at the City's expense. When replacement  
44 of any item is required as a result of an employee's negligence or misconduct,  
45 such replacement shall be at the employee's expense.  
46  
47  
48  
49  
50

1 **ARTICLE 16. CAREER DEVELOPMENT**

2  
3 **A. TRAINING COURSES**

- 4  
5 1. An employee will be reimbursed for educational training courses pursuant to the  
6 following conditions:  
7  
8 a. The training must be reasonably related to the required skill or education for the  
9 employee's current or other City position, or career development plan, as approved  
10 by the Department Head.  
11  
12 b. Only a regular full-time employee who has been so employed for at least one (1)  
13 year will be eligible for reimbursement.  
14  
15 c. Reimbursement must be approved prior to educational training by his/her  
16 Department Head.  
17  
18 d. No employee will be reimbursed for more than two thousand dollars (\$2,000.00)  
19 per fiscal year for required and elective courses needed to complete a declared  
20 degree.  
21  
22 e. In addition to Section A (1) (d) above, an employee may be reimbursed for up to  
23 four hundred dollars (\$400.00) per fiscal year for seminars.  
24  
25 f. Reimbursement under Sections A (1) d and A (1) e will not be effected if the cost  
26 is assumed by any other institution, scholarship or grant-in-aid.  
27  
28 g. Reimbursable expenses shall be restricted to tuition, course fees and required  
29 textbooks.  
30  
31 h. A course must be taken from a recognized and accredited school or NENA or  
32 APCO for specialized training.  
33  
34 i. Employees must present evidence of passing grade, as certified by the accredited  
35 institution.  
36  
37 2. While courses should normally be taken on the employee's own time, exception  
38 may be granted by his/her Department Head, in which case hours away from work  
39 must be deducted from earned Vacation Leave, Compensatory Time or be recorded  
40 as an unpaid leave of absence. Subject to the Department Head's approval up to  
41 four (4) hours per week away from work to take courses may be granted without  
42 deduction from regular pay.  
43  
44 3. For purposes of this Article, approval or determination by the Department Head is  
45 not subject to the grievance procedure.  
46  
47  
48  
49

1 B. APPRENTICESHIP PROGRAMS  
2

- 3 1. The City agrees to participate in the Union's Apprenticeship Program subject to  
4 approval by the City Manager or his/her designee.  
5  
6 2. The City and the Union agree, when feasible, and when the number of employees  
7 warrants, to cooperate in City "in-house" training programs.  
8  
9 3. The City may contract with the Union to provide training programs.  
10

11 C. EDUCATION PAY  
12

- 13 1. Educational incentive pay shall be paid in accordance with the following:  
14  
15 a. A full-time employee who has obtained an Associate's Degree or higher from an  
16 accredited college or university shall receive half a percent (0.5%) of their biweekly  
17 base hourly rate per pay period.  
18  
19 b. A full-time Public Safety Dispatcher who has obtained an APCO or NENA  
20 Certificate shall receive one percent (1.0%) of their biweekly base hourly rate per  
21 pay period.  
22  
23 c. A full-time employee who has obtained a Bachelor's Degree from an accredited  
24 college or university shall receive one and a half percent (1.5%) of their biweekly  
25 base hourly rate per pay period.  
26  
27 d. A full-time employee who has obtained a Master's Degree from an accredited  
28 college or university shall receive two percent (2.0%) of their biweekly base hourly  
29 rate per pay period.  
30  
31 e. No employee shall receive compensation under more than one of the subsections  
32 a., c., or d. above. An employee who receives the APCO/NENA incentive in  
33 Subsection (b) shall be eligible to combine such incentive with either the  
34 Associate's, Bachelor's, or Master's degree incentive.  
35  
36 f. To be eligible for the incentive pay, an employee must provide a copy of the degree  
37 or certification and such pay shall begin the first full pay period following the date  
38 of receipt by Central payroll.  
39  
40 g. No employee shall receive Education Pay for a degree determined to be a  
41 minimum qualification of a job classification.  
42

43 **ARTICLE 17. LABOR/MANAGEMENT COMMITTEE**  
44

- 45 D. A Labor/Management Committee consisting of three (3) Supervisory Bargaining Unit  
46 members, seven (7) Rank and File Bargaining Unit members, four (4) representatives  
47 designated by the City Manager, the Human Resources Director or his/her designee,  
48 and the Union Business Representative shall hold meetings as may be agreed upon by  
49 the Committee. This Committee shall meet at least two times per year, once in the first

1 half of the calendar year and second in the latter half of the calendar year. Minutes of  
2 the meeting shall be made available to the members of the Committee and the Union.  
3

4 E. The Union and the City agree to furnish to the other in writing the names of the  
5 representatives, their titles and areas of responsibility, and the co-chairpersons  
6 immediately after their designation. The City and the Union agree to present in writing to  
7 each other on January 1 of each year of this Agreement an updated list of the  
8 representatives and co-chairpersons.  
9

10 F. The meetings will be held for the purpose of:

- 11 1. Discussing the administration of this Agreement.
- 12 2. Exchanging general information of interest to the parties.
- 13 3. Giving the representatives the opportunity to share the views and concerns of  
14 represented employees and their management.  
15

16 G. The meetings shall be conducted alternately by two (2) co-chairpersons, with one (1) co-  
17 chairperson designated by the Union and one (1) co-chairperson designated by the City.  
18 The co-chairpersons shall be responsible for conducting all advance notifications and  
19 preparing and distributing advance meeting agendas to all concerned parties. It shall be  
20 the responsibility of the alternate co-chairperson for documentation of the minutes.  
21

22 H. It shall be the responsibility of the Union representatives to personally notify their  
23 Department Head or his/her designee of the dates and times of such meetings.  
24

25 I. Attendance at such meeting shall be without loss of pay, provided that no employee shall  
26 be eligible for any overtime payment for time spent in any meetings authorized by the  
27 provisions of this Article.  
28

29 J. No discussion or consideration of any item before the Labor/Management Committee shall  
30 be deemed as a limitation on the City's rights, the Union's rights or any other specific  
31 contractual language.  
32

## 33 **ARTICLE 18. MISCELLANEOUS**

34 NOTE: This Article is not intended to apply to employees who are separated from employment  
35 due to an on-the-job injury that prevents them from performing essential job functions.  
36

37 A. LAYOFF

38 1. Should it become necessary in any department to lay off any employee, the parties  
39 hereby agree that employee(s) will be laid off in accordance with the following  
40 guidelines:  
41

42 a. Layoff Procedure

43 b. The order of layoffs is as follows:  
44  
45  
46  
47  
48  
49  
50

- 1 (1) Temporary employees;
- 2
- 3 (2) Probationary employees;
- 4
- 5 (3) Part-time employees;
- 6
- 7 (4) Full-time employees in reverse order of their seniority. The employee with the
- 8 least classification seniority shall be released first. In the case of a tie, within
- 9 classification seniority, the employee with the least City employment shall be
- 10 released first.
- 11

- 12 2. Any employee laid off shall have his/her name placed on the layoff register for that
- 13 classification pursuant to Section C below.
- 14

#### 15 B. BUMPING AND RECALL RIGHTS

- 16
- 17 1. An employee who is laid off shall have the right to bump to another classification
- 18 that the employee previously held within the bargaining unit, and/or within the Job
- 19 Series Progression, as indicated in Appendix B, where they have sufficient seniority
- 20 and that is in the same or lower grade as the employee's current grade.
- 21
- 22 2. Bumping shall be into the position occupied by the least senior employee in the
- 23 classification. That least senior employee will then be added to the list of employees
- 24 included in the layoff and may exercise all the rights contained in this Article.
- 25
- 26 3. An employee who bumps to another previously held classification shall carry their
- 27 current classification seniority to the new job.
- 28
- 29 4. An employee who elects to bump into another classification previously held retains
- 30 the right to be on the layoff register for the classification from which they were laid
- 31 off.
- 32
- 33 5. Any employee who is recalled to a job with the same or more scheduled work hours
- 34 they held prior to the layoff shall forfeit any future right to be recalled to that same
- 35 classification if they decline the recall offer.
- 36
- 37 6. An employee who was laid off may accept an offer of a part-time position with fewer
- 38 scheduled work hours in that same classification without forfeiting their right to be
- 39 recalled to their prior scheduled work hours in that same classification.
- 40
- 41 7. Any employee who is recalled, or bumped into a prior classification, shall obtain any
- 42 required certifications within six (6) months of reinstatement.
- 43
- 44 8. Employees may not bump outside bargaining units represented by Local 39.
- 45

#### 46 C. RECALL

- 47
- 48 1. The names of employees who are laid off shall be placed on a departmental layoff
- 49 register for the job classification held at the time of layoff.
- 50



- 1 a. Names shall be placed on this layoff register in the inverse order of their layoff,  
2 that is, the last person laid off shall be the number one person on the layoff register.  
3
- 4 b. The name of the employee shall remain on that list for a period not to exceed three  
5 (3) years.  
6
- 7 2. Persons on the layoff register shall have preference for recall over all others to the  
8 job classification and department from which laid off.  
9
- 10 a. Persons whose names are placed on a layoff register shall be recalled according  
11 to his/her City-wide seniority in the affected job classification, the most senior  
12 person the first to be offered an opportunity to return.  
13
- 14 b. An individual who has been recalled pursuant to the above, who fails to respond  
15 or refuses to accept the job, shall have his name removed from the layoff register.  
16
- 17 3. The names of persons on the layoff register shall also be placed on the top of the  
18 City-wide promotion or open eligible list for the job classification in which they were  
19 employed at the time of lay off. Department managers shall retain discretion to  
20 select and make appointments as provided under the Civil Service Rules and  
21 Regulations. The City and the Union agree to meet to discuss any proposed  
22 changes to the Civil Service Rules and Regulations which serve to expand the  
23 department manager's right to select and make appointments.  
24
- 25 4. During the time an individual is on a departmental layoff register, the City will notify  
26 that individual of vacancies which may occur in positions which have been  
27 authorized for hire.  
28
- 29 5. When the City Manager authorizes the filling of a regular position in the Civil Service  
30 where the vacancy is not reserved for individuals with recall rights, and so long as  
31 names on departmental layoff registers are still active, said vacancy shall be filled  
32 by selection from an eligibility list established using a City-wide competitive  
33 examination; except that:  
34
- 35 a. If the City-wide competitive examination fails to produce an eligibility list containing  
36 three (3) qualified names, the certification may include names taken from an open  
37 competitive eligibility list. The City may, at its discretion, provide for simultaneous  
38 open and City-wide examinations.  
39
- 40 b. For purpose of this section, "City-wide competitive examination" shall mean that  
41 the competition is restricted to active employees of the City and individuals whose  
42 names appear on departmental layoff registers.  
43  
44
- 45 6. If a job classification is modified subsequent to the time the employee is laid off, the  
46 employee's rights of return as specified within this Article shall extend to the  
47 successor classification.  
48
- 49 7. If an individual is hired to a job classification other than the job classification from  
50 which he was laid off, he shall have the right to return to the department and job

1 classification he held prior to being laid off should it subsequently become available,  
2 provided that his name is still on the departmental layoff register.  
3

4 Further, if an individual is offered a job in a different job classification, the individual  
5 shall have the right to refuse the offer without affecting his standing on the  
6 departmental layoff register.  
7

- 8 8. Individuals eligible for recall shall be given fourteen (14) calendar days' notice of  
9 recall. Notice of recall shall be sent to the individual by certified mail with a copy to  
10 the Union. The individual must notify the Department Head of his intention to return  
11 within five workdays after receiving notice of recall. The City shall be deemed to  
12 have fulfilled its obligations by mailing the recall notice by certified mail, return  
13 receipt requested, to the mailing address last provided by the individual. It shall be  
14 the obligation and responsibility of the individual to provide the City with his latest  
15 mailing address.  
16

17 D. The following provisions shall apply upon recall or return to active City service immediately  
18 following a lay off:  
19

- 20 1. Time spent in the laid off status shall be deducted from the employee's continuous  
21 service date, but shall not be considered as a break in continuous service.  
22  
23 2. Upon recall or return to the job classification held at the time of layoff, the employee  
24 shall be placed on the pay schedule within the grade assigned to the job  
25 classification at the same step that he/she held at the time of his/her layoff.  
26  
27 a. In the event the employee returns to a job classification other than the job  
28 classification held at the time of his/her layoff, the employee shall be placed on the  
29 pay schedule within the grade assigned to the job classification at that step which  
30 corresponds to the step held at the time of his layoff. (For example, if the employee  
31 was at Step 5 at the time of his layoff, he shall be placed at Step 5 upon his return.)  
32  
33 3. Except where the bank ceased to exist because the City Manager approved cash  
34 out, the employee shall receive full credit for vacation, sick and sick bonus hours  
35 accumulated but unused at the time of his layoff.  
36

37 E. In lieu of the grievance-arbitration procedures specified in Article 6 of this Labor  
38 Agreement, the parties agree to the following appeal process:  
39

- 40 1. Upon signing of this agreement, a four person panel will be established to hear  
41 appeals that arise regarding the administration of the layoff provisions of this Article.  
42 This panel shall be comprised of four members, with the City selecting two  
43 members and the Union selecting two members.  
44  
45 2. Within five (5) calendar days of receipt of notification of pending layoff, an individual  
46 may appeal his layoff if he believes the layoff was taken out of the order specified  
47 above where said error directly resulted in his/her layoff. The appeal must be filed in  
48 writing with the Human Resources Department. The appeal must state the  
49 employee's exact reasons therefore and must include copies of any substantiating  
50 documentation.  
51

- 1 a. Within five (5) calendar days from the receipt of the appeal, the panel established  
2 under 1 above shall convene to examine the relevant evidence and take testimony.  
3  
4 b. Within five (5) calendar days of that meeting, the panel shall render its decision  
5 and reasons therefore in writing. A copy of this decision shall be provided to the  
6 employee and the Union.  
7  
8 c. If the majority of the panel is unable to reach consensus, the standing members of  
9 the panel shall jointly select a fifth (5th) member who, after review of the evidence,  
10 shall issue decision breaking the tie.  
11  
12 (1) If the panel is unable to mutually agree upon the selection of a fifth (5th)  
13 member, the Human Resources Director and the Union Representative shall  
14 meet to jointly select and appoint the fifth (5th) member.  
15  
16 d. The decision of the panel shall be final and binding on the parties.  
17

## 18 **ARTICLE 19. SENIORITY**

- 19  
20 A. A list of employees arranged in order of departmental seniority by years of service and  
21 classification shall be maintained and made available for examination by employees,  
22 provided the seniority list be revised and updated as necessary. A copy of the same  
23 shall be given to the Union.  
24

25 Seniority shall be the primary consideration, along with departmental needs, in granting  
26 employee preferences relative to holidays worked, holidays off, vacation leave time, shift  
27 assignments and days off.  
28

- 29 B. Seniority will be observed for employees wanting to work holidays on their regular  
30 scheduled work day, should the department require working on a holiday. If said employee  
31 declines to work, then the next regularly scheduled senior employee will be given the  
32 opportunity, and so on. If no employee requests to work the holiday, then management  
33 has the right of assignment, starting with the least senior employee.  
34  
35 C. A holiday schedule requesting employee sign up will be posted 45 days prior to a holiday,  
36 for staffing levels to be met.  
37

## 38 **ARTICLE 20. LIMITED APPOINTMENTS**

### 39 **A. DEFINITION**

- 40  
41  
42 1. Regular limited appointment positions may be less than the designated number but  
43 shall not exceed a total of eight (8) Park Maintenance Worker positions unless  
44 mutually agreed by the City and the Union. These are regular full-time positions  
45 receiving benefits under this Agreement, but employed for only a limited period  
46 annually due to regular fluctuations in work load.  
47  
48 2. Regular limited appointments shall be for a term of six (6) to nine (9) months  
49 annually as specified by the Department Head.  
50

- 3. During the annual term of appointment, any employee filling a regular limited appointment position as defined in this Article will receive applicable pay, benefits, and accruals that are provided to regular full-time employees for the same period, but not extending beyond the annual limited period of appointment.

**ARTICLE 21. EFFECTIVE DATE AND DURATION**

**A. EFFECTIVE DATE AND DURATION**

- 1. This Agreement shall be in full force and effect July 1, 2024 and shall continue in force until June 30, 2026.
- 2. Any side letters dated prior to July 1, 2020, and not included in an appendix or incorporated into this agreement are null and void. This Agreement supersedes any previous agreements between the City of Reno, its employees, and the Union. The parties will not be bound by any past understandings, customs, or practices. The parties agree that the relations between them will be governed by the terms of this Agreement, including any written amendments executed by the parties subsequent to the effective date of this Agreement.
- 3. In the event that prior to the expiration of this Agreement, the City claims a "fiscal emergency" as defined below, the parties shall then meet and confer in good faith for the purpose of determining means of alleviating revenue shortfalls for the next fiscal year beginning July 1. Only Article 9 Salaries, shall be opened, unless mutually agreed upon by both parties.

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

- a. A "fiscal emergency" exists when as a result of decreasing revenues, one of the following events occur:
  - (1) A severe financial emergency of the City is determined by the Nevada Department of Taxation in accordance with NRS 354.685; or
  - (2) The consolidation tax revenue and ad valorem receipts received by the City decline by more than eleven percent (11%) from the fiscal year in the month ending April 30, compared to the prior fiscal in the month ending April 30, and no additional funds have been received to make up less than the eleven percent (11%) decline.
- b. A "fiscal emergency" shall not exist or be claimed by the City, if the following exists:
  - (1) The City has any reserve fund balances, including any "stabilization reserve" with the exception of minimum reserve funds required by law and those that meet the definition of "restricted assets" as defined by GASB 34. The City agrees to provide the Union with any and all information in regards to all reserve funds.

1  
2  
3  
4

(2) Has any reserve fund balances, including any “stabilization reserve” with the exception of minimum reserve funds required by law and those that meet the definition of “restricted assets” as defined by GASB 34. The City agrees to provide the Union with any and all information in regards to all reserve funds.

IN WITNESS WHEREOF, the City and the Union have caused these presents to be duly executed by their authorized representatives this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

X

\_\_\_\_\_  
MAYOR

X

\_\_\_\_\_  
City Clerk

**Negotiations Committee Attest:**

\_\_\_\_\_  
Timothy Eggen, Business Manager

\_\_\_\_\_  
Jeff Gladieux, President

\_\_\_\_\_  
Brandy Johnson, Director of Public Employees

\_\_\_\_\_  
Scott Lupo, Business Representative

\_\_\_\_\_  
Jason Ahles, Member/Negotiator

\_\_\_\_\_  
Shaun Dutra, Member/Negotiator

\_\_\_\_\_  
Alan Hart, Member/Negotiator

\_\_\_\_\_  
Lyza Koonce, Member/Negotiator

\_\_\_\_\_  
Cole Lindstrom, Member/Negotiator

\_\_\_\_\_  
Robert Rice, Member/Negotiator

WITNESSETH:        APPROVED AS TO LEGAL FORM

**X**

\_\_\_\_\_  
DEPUTY CITY ATTORNEY

**APPENDIX A**  
**ALPHABETICAL LIST OF CLASSES**  
**LOCAL 39 NON-SUPERVISORY**

<u>GRADE</u>	<u>CLASS</u>
G 20	Accounting Assistant
G 23	Accounting Technician
G 17	Adaptive Recreation Assistant
G 24	Administrative Secretary
G 26	Application Support Technician
G 17	Behavior/Inclusion Specialist
G 24	Building Inspector I
G 26	Building Inspector II
G 26	Business License Compliance Officer
G 25	Civil Service Technician
G 19	Clean and Safe Field Assistant
G 25	Clean and Safe Coordinator
G 23	Code Enforcement Officer I
G 27	Code Enforcement Officer II
G 28	Combination Inspector
G 28	Communications Technician
G 26	Community Outreach Program Coordinator
G 25	Criminalist Technician
G 13	Custodian
G 19	Parking Enforcement Officer
G 23	Community Services Officer (Police)
G 24	Development Permit Specialist
G 22	Development Permit Technician
G 21	Engineering Assistant
G 29	Environmental Control Officer
G 24	Environmental Control Technician
G 24	Equipment Mechanic
G 22	Equipment Operator II
G 22	Equipment Parts Technician
G 21	Equipment Service Worker
G 22	Equipment Service Writer
G 23	Equipment/Supply Technician
G 21	Evidence Technician
G 23	GIS Technician
G 17	Head Pool Operator
G 24	Information Systems Technician I
G 28	Information Systems Technician II
G 22	Irrigation System Technician
G 24	Land Development Plans Examiner
G 22	Lead Business License Technician
G 24	Lift Station Technician
G 25	Logistics Officer
G 26	Maintenance Technician
G 18	Maintenance Worker I
G 20	Maintenance Worker II



<u>GRADE</u>	<u>CLASS</u>
G 22	Maintenance Worker III
G 15	Office Assistant I
G 17	Office Assistant II
G 25	Park Ranger
G 22	Parking Enforcement Officer
G 22	Parking Meter Technician
G 18	Parks Maintenance Worker I
G 20	Parks Maintenance Worker II
G 21	Planning Technician
G 28	Plans Examiner
G 18	Police Assistant I
G 20	Program Assistant
G 20	Police Assistant II
G 20	Police Services Specialist
G 27	Property Technician
G 20	Public Safety Call Taker
G 22	Public Safety Dispatch Trainee
G 23	Public Safety Dispatcher
G 27	Public Works Construction Inspector
G 22	Purchasing Technician
G 17	Records Technician
G 17	Recreation Program Assistant
G 26	Residential Plans Examiner
G 19	Reprographics Technician
G 20	Secretary
G 21	Senior Groundskeeper
G 25	Senior Engineering Technician I
G 25	Senior Equipment Mechanic
G 25	Senior Equipment Service Writer
G 24	Senior Irrigation System Technician
G 26	Senior Lift Station Technician
G 22	Senior Parks Maintenance Worker
G 14	Senior Recreation Leader (Full-Time)
G 24	Senior Tree Maintenance Worker
G 26	Senior Water Reclamation Plant Operator
G 24	Traffic Signal Mechanic
G 26	Traffic Signal Technician
G 25	Tree Inspector
G 22	Tree Maintenance Worker
G 24	Victim/Witness Advocate (Police)
G 19	Victim Services Unit Volunteer Coordinator
G 24	Water Reclamation Plant Operator

**APPENDIX B**  
**Job Series Progression**

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

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

Permit Services Supervisor  
Development Permit Technician

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

Police Records Supervisor  
Police Assistant II  
Police Assistant I

Police Services Supervisor  
Police Services Specialist

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

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

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

Traffic Signal Maintenance Supervisor  
Public Works Crew Supervisor  
Traffic Signal Technician  
Traffic Signal Mechanic  
Job Series Progression (Continued)

Tree Maintenance Supervisor  
Senior Tree Maintenance Worker  
Tree Maintenance Worker

Accounting Technician/Purchasing Technician  
Accounting Assistant

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

Environmental Control Officer  
Environmental Control Technician

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

Equipment Service Writer  
Equipment Parts Technician

Information Systems Technician II  
Information Systems Technician I

Senior Irrigation Systems Technician  
Irrigation Systems Technician

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

Senior Water Reclamation Plant Operator  
Water Reclamation Plant Operator

Maintenance Technician Public Works/Parks

Supervisors Not Listed

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

Job Series Progression (Continued)

Non-Supervisory Not Listed

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

## APPENDIX C

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

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

Local 39 Non-Supervisory Unit  
Schedule  
**APPENDIX D**

**Local 39 Non-Supervisory Unit**  
**Salary Schedule Effective July 12, 2024 - Exhibit D-1**  
**WAGE INCREASE OF 3%**

		*****STEP*****								
Classification	Grade	1	2	3	4	5	6	7	8	
Custodian	G13	18.22	19.14	20.11	21.09	22.15	23.26	24.43	25.65	Hourly
		1,457.66	1,531.34	1,608.74	1,687.44	1,772.12	1,860.98	1,954.03	2,052.31	Bi-Weekly
		37,899.06	39,814.81	41,827.33	43,873.38	46,075.13	48,385.56	50,804.84	53,360.07	Annual
Senior Recreation Leader (Full-Time)	G14	19.14	20.11	21.09	22.15	23.26	24.43	25.65	26.93	Hourly
		1,531.34	1,608.74	1,687.44	1,772.12	1,860.98	1,954.03	2,052.31	2,154.76	Bi-Weekly
		39,814.81	41,827.33	43,873.38	46,075.13	48,385.56	50,804.84	53,360.07	56,023.75	Annual
Office Assistant I	G15	20.11	21.09	22.15	23.26	24.43	25.65	26.93	28.28	Hourly
		1,608.74	1,687.44	1,772.12	1,860.98	1,954.03	2,052.31	2,154.76	2,262.21	Bi-Weekly
		41,827.33	43,873.38	46,075.13	48,385.56	50,804.84	53,360.07	56,023.75	58,817.45	Annual
	G16	21.09	22.15	23.26	24.43	25.65	26.93	28.28	29.70	Hourly
		1,687.44	1,772.12	1,860.98	1,954.03	2,052.31	2,154.76	2,262.21	2,376.20	Bi-Weekly
		43,873.38	46,075.13	48,385.56	50,804.84	53,360.07	56,023.75	58,817.45	61,781.32	Annual
Adaptive Recreation Assistant Behavior Inclusion Specialist Head Pool Operator Office Assistant II Recreation Program Assistant Records Technician	G17	22.15	23.26	24.43	25.65	26.93	28.28	29.70	31.17	Hourly
		1,772.12	1,860.98	1,954.03	2,052.31	2,154.76	2,262.21	2,376.20	2,493.58	Bi-Weekly
		46,075.13	48,385.56	50,804.84	53,360.07	56,023.75	58,817.45	61,781.32	64,833.15	Annual
Maintenance Worker I Parks Maintenance Worker I Police Assistant I	G18	23.26	24.43	25.65	26.93	28.28	29.70	31.17	32.75	Hourly
		1,860.98	1,954.03	2,052.31	2,154.76	2,262.21	2,376.20	2,493.58	2,619.85	Bi-Weekly
		48,385.56	50,804.84	53,360.07	56,023.75	58,817.45	61,781.32	64,833.15	68,116.03	Annual
Clean and Safe Field Assistant Office Assistant III Reprographics Technician Victim Service Unit Volunteer Coordnr	G19	24.43	25.65	26.93	28.28	29.70	31.17	32.75	34.38	Hourly
		1,954.03	2,052.31	2,154.76	2,262.21	2,376.20	2,493.58	2,619.85	2,750.58	Bi-Weekly
		50,804.84	53,360.07	56,023.75	58,817.45	61,781.32	64,833.15	68,116.03	71,515.02	Annual
Accounting Assistant Business License Technician Custodial Coordinator Greenskeeper* Maintenance Worker II Parks Maintenance Worker II Police Assistant II Police Services Specialist Police Technician Program Assistant Public Safety Call Taker Secretary	G20	25.65	26.93	28.28	29.70	31.17	32.75	34.38	36.07	Hourly
		2,052.31	2,154.76	2,262.21	2,376.20	2,493.58	2,619.85	2,750.58	2,885.71	Bi-Weekly
		53,360.07	56,023.75	58,817.45	61,781.32	64,833.15	68,116.03	71,515.02	75,028.37	Annual



**Local 39 Non-Supervisory Unit**  
**Salary Schedule Effective July 12, 2024 - Exhibit D-1**  
**WAGE INCREASE OF 3%**

		*****STEP*****								
Classification	Grade	1	2	3	4	5	6	7	8	
Engineering Assistant	<b>G21</b>	26.93	28.28	29.70	31.17	32.75	34.38	36.07	37.90	Hourly
Equipment Service Worker		2,154.76	2,262.21	2,376.20	2,493.58	2,619.85	2,750.58	2,885.71	3,032.35	Bi-Weekly
Evidence Technician		56,023.75	58,817.45	61,781.32	64,833.15	68,116.03	71,515.02	75,028.37	78,840.99	Annual
Planning Technician										
Senior Groundskeeper										
Development Permit Technician	<b>G22</b>	28.28	29.70	31.17	32.75	34.38	36.07	37.90	39.77	Hourly
Equipment Parts Technician		2,262.21	2,376.20	2,493.58	2,619.85	2,750.58	2,885.71	3,032.35	3,181.62	Bi-Weekly
Equipment Operator II		58,817.45	61,781.32	64,833.15	68,116.03	71,515.02	75,028.37	78,840.99	82,722.06	Annual
Equipment Service Writer										
Irrigation System Technician										
Lead Business License Technician										
Maintenance Worker III										
Parking Enforcement Officer										
Parking Meter Technician										
Public Safety Dispatch Trainee										
Purchasing Technician										
Senior Parks Maintenance Worker										
Tree Maintenance Worker										
Accounting Technician	<b>G23</b>	29.70	31.17	32.75	34.38	36.07	37.90	39.77	41.77	Hourly
Code Enforcement Officer I		2,376.20	2,493.58	2,619.85	2,750.58	2,885.71	3,032.35	3,181.62	3,341.53	Bi-Weekly
Community Services Officer		61,781.32	64,833.15	68,116.03	71,515.02	75,028.37	78,840.99	82,722.06	86,879.83	Annual
Equipment/Supply Technician										
GIS Technician										
Public Safety Dispatcher										
Administrative Secretary	<b>G24</b>	31.17	32.75	34.38	36.07	37.90	39.77	41.77	43.88	Hourly
Building Inspector I		2,493.58	2,619.85	2,750.58	2,885.71	3,032.35	3,181.62	3,341.53	3,510.36	Bi-Weekly
Development Permit Specialist		64,833.15	68,116.03	71,515.02	75,028.37	78,840.99	82,722.06	86,879.83	91,269.42	Annual
Environmental Control Technician										
Equipment Mechanic										
Information Systems Technician I										
Land Development Plans Examiner										
Lift Station Technician										
Senior Irrigation System Technician										
Senior Tree Maintenance Worker										
Traffic Signal Mechanic										
Victim/Witness Advocate (Police)										
Water Reclamation Plant Operator										
Clean & Safe Coordinator	<b>G25</b>	32.75	34.38	36.07	37.90	39.77	41.77	43.88	46.06	Hourly
Civil Service Technician		2,619.85	2,750.58	2,885.71	3,032.35	3,181.62	3,341.53	3,510.36	3,685.00	Bi-Weekly

**Local 39 Non-Supervisory Unit**  
**Salary Schedule Effective July 12, 2024 - Exhibit D-1**  
**WAGE INCREASE OF 3%**

		*****STEP*****								
Classification	Grade	1	2	3	4	5	6	7	8	
Criminalist Technician Logistics Officer Park Ranger Senior Equipment Mechanic Senior Engineering Technician I Senior Equipment Service Writer Tree Inspector		68,116.03	71,515.02	75,028.37	78,840.99	82,722.06	86,879.83	91,269.42	95,809.89	Annual
Application Support Technician Building Inspector II Business License Compliance Officer II Community Outreach Program Coordinator Maintenance Technician Residential Plans Examiner Senior Lift Station Technician Senior Water Reclamation Plant Oper Traffic Signal Technician	<b>G26</b>	34.38 2,750.58 71,515.02	36.07 2,885.71 75,028.37	37.90 3,032.35 78,840.99	39.77 3,181.62 82,722.06	41.77 3,341.53 86,879.83	43.88 3,510.36 91,269.42	46.06 3,685.00 95,809.89	48.37 3,869.84 100,615.72	Hourly Bi-Weekly Annual
Code Enforcement Officer II Property Technician Public Works Construction Inspector Senior Engineering Technician II	<b>G27</b>	36.07 2,885.71 75,028.37	37.90 3,032.35 78,840.99	39.77 3,181.62 82,722.06	41.77 3,341.53 86,879.83	43.88 3,510.36 91,269.42	46.06 3,685.00 95,809.89	48.37 3,869.84 100,615.72	50.78 4,062.52 105,625.61	Hourly Bi-Weekly Annual
Combination Inspector Communications Technician Information Systems Technician II Plans Examiner	<b>G28</b>	37.90 3,032.35 78,840.99	39.77 3,181.62 82,722.06	41.77 3,341.53 86,879.83	43.88 3,510.36 91,269.42	46.06 3,685.00 95,809.89	48.37 3,869.84 100,615.72	50.78 4,062.52 105,625.61	53.33 4,266.44 110,927.38	Hourly Bi-Weekly Annual
Environmental Control Officer	<b>G29</b>	39.77 3,181.62 82,722.06	41.77 3,341.53 86,879.83	43.88 3,510.36 91,269.42	46.06 3,685.00 95,809.89	48.37 3,869.84 100,615.72	50.78 4,062.52 105,625.61	53.33 4,266.44 110,927.38	56.00 4,479.76 116,473.75	Hourly Bi-Weekly Annual

**Local 39 Non-Supervisory Unit**  
**Salary Schedule Effective July 11, 2025 - Exhibit D-1**  
**WAGE INCREASE OF 3%**

Classification	Grade	*****STEP*****								
		1	2	3	4	5	6	7	8	
Custodian	G13	18.77	19.71	20.71	21.73	22.82	23.96	25.17	26.42	Hourly
		1,501.39	1,576.45	1,656.94	1,738.01	1,825.23	1,916.76	2,013.40	2,113.86	Bi-Weekly
		39,036.03	40,987.71	43,080.31	45,188.28	47,456.01	49,835.69	52,348.28	54,960.33	Annual
Senior Recreation Leader (Full-Time)	G14	19.71	20.71	21.73	22.82	23.96	25.17	26.42	27.74	Hourly
		1,576.45	1,656.94	1,738.01	1,825.23	1,916.76	2,013.40	2,113.86	2,219.38	Bi-Weekly
		40,987.71	43,080.31	45,188.28	47,456.01	49,835.69	52,348.28	54,960.33	57,703.90	Annual
Office Assistant I	G15	20.71	21.73	22.82	23.96	25.17	26.42	27.74	29.13	Hourly
		1,656.94	1,738.01	1,825.23	1,916.76	2,013.40	2,113.86	2,219.38	2,330.03	Bi-Weekly
		43,080.31	45,188.28	47,456.01	49,835.69	52,348.28	54,960.33	57,703.90	60,580.75	Annual
	G16	21.73	22.82	23.96	25.17	26.42	27.74	29.13	30.59	Hourly
		1,738.01	1,825.23	1,916.76	2,013.40	2,113.86	2,219.38	2,330.03	2,447.44	Bi-Weekly
		45,188.28	47,456.01	49,835.69	52,348.28	54,960.33	57,703.90	60,580.75	63,633.48	Annual
Adaptive Recreation Assistant Behavior Inclusion Specialist Head Pool Operator Office Assistant II Recreation Program Assistant Records Technician	G17	22.82	23.96	25.17	26.42	27.74	29.13	30.59	32.10	Hourly
		1,825.23	1,916.76	2,013.40	2,113.86	2,219.38	2,330.03	2,447.44	2,568.36	Bi-Weekly
		47,456.01	49,835.69	52,348.28	54,960.33	57,703.90	60,580.75	63,633.48	66,777.42	Annual
Maintenance Worker I Parks Maintenance Worker I Police Assistant I	G18	23.96	25.17	26.42	27.74	29.13	30.59	32.10	33.73	Hourly
		1,916.76	2,013.40	2,113.86	2,219.38	2,330.03	2,447.44	2,568.36	2,698.39	Bi-Weekly
		49,835.69	52,348.28	54,960.33	57,703.90	60,580.75	63,633.48	66,777.42	70,158.13	Annual
Clean and Safe Field Assistant Office Assistant III Reprographics Technician Victim Service Unit Volunteer Coordntr	G19	25.17	26.42	27.74	29.13	30.59	32.10	33.73	35.41	Hourly
		2,013.40	2,113.86	2,219.38	2,330.03	2,447.44	2,568.36	2,698.39	2,833.04	Bi-Weekly
		52,348.28	54,960.33	57,703.90	60,580.75	63,633.48	66,777.42	70,158.13	73,659.02	Annual
Accounting Assistant Business License Technician Custodial Coordinator Greenskeeper* Maintenance Worker II Parks Maintenance Worker II Police Assistant II Police Services Specialist Police Technician Program Assistant Public Safety Call Taker Secretary	G20	26.42	27.74	29.13	30.59	32.10	33.73	35.41	37.15	Hourly
		2,113.86	2,219.38	2,330.03	2,447.44	2,568.36	2,698.39	2,833.04	2,972.29	Bi-Weekly
		54,960.33	57,703.90	60,580.75	63,633.48	66,777.42	70,158.13	73,659.02	77,279.57	Annual

**Local 39 Non-Supervisory Unit**  
**Salary Schedule Effective July 11, 2025 - Exhibit D-1**  
**WAGE INCREASE OF 3%**

Classification	Grade	*****STEP*****								
		1	2	3	4	5	6	7	8	
Engineering Assistant	G21	27.74	29.13	30.59	32.10	33.73	35.41	37.15	39.04	Hourly
Equipment Service Worker		2,219.38	2,330.03	2,447.44	2,568.36	2,698.39	2,833.04	2,972.29	3,123.26	Bi-Weekly
Evidence Technician		57,703.90	60,580.75	63,633.48	66,777.42	70,158.13	73,659.02	77,279.57	81,204.71	Annual
Planning Technician										
Senior Groundskeeper										
Development Permit Technician	G22	29.13	30.59	32.10	33.73	35.41	37.15	39.04	40.96	Hourly
Equipment Parts Technician		2,330.03	2,447.44	2,568.36	2,698.39	2,833.04	2,972.29	3,123.26	3,277.08	Bi-Weekly
Equipment Operator II		60,580.75	63,633.48	66,777.42	70,158.13	73,659.02	77,279.57	81,204.71	85,204.01	Annual
Equipment Service Writer										
Irrigation System Technician										
Lead Business License Technician										
Maintenance Worker III										
Parking Enforcement Officer										
Parking Meter Technician										
Public Safety Dispatch Trainee										
Purchasing Technician										
Senior Parks Maintenance Worker										
Tree Maintenance Worker										
Accounting Technician	G23	30.59	32.10	33.73	35.41	37.15	39.04	40.96	43.02	Hourly
Code Enforcement Officer I		2,447.44	2,568.36	2,698.39	2,833.04	2,972.29	3,123.26	3,277.08	3,441.79	Bi-Weekly
Community Services Officer		63,633.48	66,777.42	70,158.13	73,659.02	77,279.57	81,204.71	85,204.01	89,486.54	Annual
Equipment/Supply Technician										
GIS Technician										
Public Safety Dispatcher										
Administrative Secretary	G24	32.10	33.73	35.41	37.15	39.04	40.96	43.02	45.20	Hourly
Building Inspector I		2,568.36	2,698.39	2,833.04	2,972.29	3,123.26	3,277.08	3,441.79	3,615.64	Bi-Weekly
Development Permit Specialist		66,777.42	70,158.13	73,659.02	77,279.57	81,204.71	85,204.01	89,486.54	94,006.58	Annual
Environmental Control Technician										
Equipment Mechanic										
Information Systems Technician I										
Land Development Plans Examiner										
Lift Station Technician										
Senior Irrigation System Technician										
Senior Tree Maintenance Worker										
Traffic Signal Mechanic										
Victim/Witness Advocate (Police)										
Water Reclamation Plant Operator										
Clean & Safe Coordinator	G25	33.73	35.41	37.15	39.04	40.96	43.02	45.20	47.44	Hourly
Civil Service Technician		2,698.39	2,833.04	2,972.29	3,123.26	3,277.08	3,441.79	3,615.64	3,795.51	Bi-Weekly

**Local 39 Non-Supervisory Unit**  
**Salary Schedule Effective July 11, 2025 - Exhibit D-1**  
**WAGE INCREASE OF 3%**

Classification	Grade	*****STEP*****								
		1	2	3	4	5	6	7	8	
Criminalist Technician		70,158.13	73,659.02	77,279.57	81,204.71	85,204.01	89,486.54	94,006.58	98,683.22	Annual
Logistics Officer										
Park Ranger										
Senior Equipment Mechanic										
Senior Engineering Technician I										
Senior Equipment Service Writer										
Tree Inspector										
Application Support Technician	<b>G26</b>	35.41	37.15	39.04	40.96	43.02	45.20	47.44	49.82	Hourly
Building Inspector II		2,833.04	2,972.29	3,123.26	3,277.08	3,441.79	3,615.64	3,795.51	3,985.87	Bi-Weekly
Business License Compliance Officer		73,659.02	77,279.57	81,204.71	85,204.01	89,486.54	94,006.58	98,683.22	103,632.55	Annual
Community Outreach Program Coordinator										
Maintenance Technician										
Residential Plans Examiner										
Senior Lift Station Technician										
Senior Water Reclamation Plant Oper										
Traffic Signal Technician										
Code Enforcement Officer II	<b>G27</b>	37.15	39.04	40.96	43.02	45.20	47.44	49.82	52.30	Hourly
Information Systems Technician II		2,972.29	3,123.26	3,277.08	3,441.79	3,615.64	3,795.51	3,985.87	4,184.36	Bi-Weekly
Property Technician		77,279.57	81,204.71	85,204.01	89,486.54	94,006.58	98,683.22	103,632.55	108,793.28	Annual
Public Works Construction Inspector										
Senior Engineering Technician II										
Combination Inspector	<b>G28</b>	39.04	40.96	43.02	45.20	47.44	49.82	52.30	54.93	Hourly
Communications Technician		3,123.26	3,277.08	3,441.79	3,615.64	3,795.51	3,985.87	4,184.36	4,394.39	Bi-Weekly
Information Systems Technician II		81,204.71	85,204.01	89,486.54	94,006.58	98,683.22	103,632.55	108,793.28	114,254.05	Annual
Plans Examiner										
Environmental Control Officer	<b>G29</b>	40.96	43.02	45.20	47.44	49.82	52.30	54.93	57.68	Hourly
		3,277.08	3,441.79	3,615.64	3,795.51	3,985.87	4,184.36	4,394.39	4,614.11	Bi-Weekly
		85,204.01	89,486.54	94,006.58	98,683.22	103,632.55	108,793.28	114,254.05	119,966.75	Annual

**APPENDIX E**

Environmental Control Officer Certifications

<b>GS14 Environmental Control Officer</b>	<b>5.0% Incentive</b>	<b>5.0% Incentive</b>
AA OR EQUIVALENT	AA DEGREE  GRADE 1 INDUSTRIAL WASTE INSPECTOR CERTIFICATION  PLUS ONE ADDITIONAL APPROVED CERTIFICATION	AA DEGREE  PREVIOUS INCENTIVE REQUIREMENTS  PLUS GRADE 2 INDUSTRIAL WASTE INSPECTOR CERTIFICATION  PLUS ONE ADDITIONAL APPROVED CERTIFICATION

**Approved Certifications**

- CAL/NV WASTEWATER QUALITY ANALYST
- CAL/NV GRADE 2 INDUSTRIAL WASTE INSPECTOR
- CAL/NV GRADE 3 INDUSTRIAL WASTE INSPECTOR
- CAL/NV GRADE 4 INDUSTRIAL WASTE INSPECTOR
- CAL/NV GRADE 2 SEWER PLANT OPERATOR
- CAL/NV GRADE 3 SEWER PLANT OPERATOR
- CAL/NV GRADE 4 SEWER PLANT OPERATOR
- CAL/NV GRADE 5 SEWER PLANT OPERATOR
- CAL/NV CERTIFIED ENVIRONMENTAL MANAGER
- EROSION, SEDIMENT, & STORMWATER INSPECTOR

**Employees shall not receive Certification Pay for certifications determined to be minimum qualifications of their job classification.**

**APPENDIX F**  
Non-Supervisory  
Chief Steward Representation Areas  
With Office Shop or Crew Steward Areas

Area #1 City Hall & Fire Department

Chief Steward

1. City Clerk
2. Data Processing
3. Disbursement Purchasing and Fire Clerical
4. Rev. Div. and Sewer Use Fees

Area #2 City Hall Annex

Chief Steward

1. Bld. & Safety Cler. & Plan Check.
2. Building and Safety Inspectors
3. Records Management

Area #3 Police Communications Dispatch Center

Chief Steward

1. Communications – A Shift
2. Communications – B Shift and Secretary
3. Communications – C Shift

Area #4 Police Department Clerical and Technical

Chief Steward

1. Pol. Admin & Work App. Pol. Clerks
2. Pol. Field Operations & Station Command
3. Police Investigations
4. Police I.D. (Shift 2) ad Warrant Control Unit
5. Police I.D. (Shifts 1 & 3) and Operations Support Unit
6. Police Technical (Crime Scene, Evidence, Fingerprint and Photo Technicians and Programmer)
7. C.S.O.
8. Animal Control

Upon the reorganization of the Department of Neighborhood Services, the City and Local 39 Non-Supervisory Unit will develop a Letter of Understanding to add a new area for the newly created departments that includes Code Enforcement, parking violations, etc.

**APPENDIX G**  
Non-Supervisory  
Chief Steward Representation Areas  
With Office Shop or Crew Steward Areas

Area #5 Corporation Yard

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Chief Steward

1. Motor Vehicles (Corporation Yard) and Corporation Yard Clerical.
2. Paint and Signs
3. Sewer Lines (Equipment)
4. Sewer Lines (Maintenance)
5. Building Maintenance
6. Streets (Equipment)
7. Streets (Maintenance)
8. Streets (Downtown)
9. Radio Shop
10. Parking and Traffic Signal

Area #6 Engineering Payne Webber Building

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Chief Steward

1. Design Engineering and Planning
2. Const. Inspec. & Sanitation Eng.
3. Traffic Engineering
4. Sewer Plants
5. Survey Engineering

Area #7 Parks and Recreation

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Chief Steward

1. Parks Technical
2. Parks Maintenance
3. Recreation
4. Mira Loma Park
5. Rosewood Golf Course

As soon as the Steward decisions are concluded in a specific Representation area, notification will be forwarded to the City of Reno.



**APPENDIX H**  
ASE Certification

ASE CERTIFICATION

Mechanics

Automotive:

- A-1 Engine Repair
- A-2 Automobile Transmission
- A-3 Manual Drive Train & Axles
- A-4 Suspension & Steering
- A-5 Brakes
- A-6 Electrical/Electronic Systems
- A-7 Heating and Air Conditioning
- A-8 Engine Performance

Medium/Heavy Truck:

- T-2 Diesel Engines
- T-3 Drive Train
- T-4 Brakes
- T-5 Suspension and Steering
- T-6 Electronic Systems
- T-7 Heating, Ventilation and A/C

Equipment Service Worker

Automotive:

- A-1 Engine Repair
- A-4 Suspension & Steering
- A-5 Brakes
- T-4 Brakes
- T-8 Preventative Maintenance and Inspection

## ASE CERTIFICATION

### Parts Specialists:

- P-1 Medium/Heavy Truck Dealership Parts
- P-2 Automobile Parts
- P-4 General Motors Parts Consultant
- C-1 Automobile Service Consultant
- T-8 Preventative Maintenance Inspection

### Service Writer:

- C-1 Automobile Service Consultant
- A-4 Suspension and Steering
- A-5 Brakes
- A-8 Engine Performance
- P-2 Automotive Parts

APPENDIX I

CITY OF RENO AND STATIONARY ENGINEERS LOCAL 39

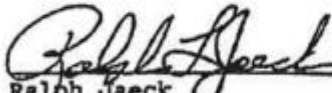
LETTER OF AGREEMENT  
CONTRACT YEARS 1997- 2002

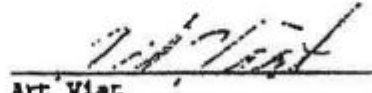
The criteria for bidding of shifts in continuous operations will emphasize seniority within that affected classification but will give management the final decision on a case-by-case basis to deviate from seniority due to operational needs.

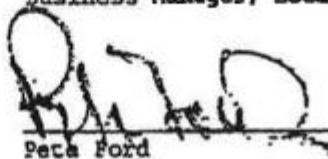
The signatures below do not indicate the parties may be locked in the above procedure if a majority of the affected employees agree to another procedure.

For the City:

For the Union:

  
Ralph Jaeck  
Assistant City Manager

  
Art Viat  
Business Manager, Local 39

  
Pete Ford  
Business Representative, Local 39

## APPENDIX J

CITY OF RENO AND STATIONARY ENGINEERS LOCAL 39

LETTER OF AGREEMENT  
CONTRACT YEARS 1997 - 2002

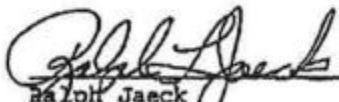
CITY OF RENO, DEPARTMENT OF POLICE, RECORDS AND IDENTIFICATION  
BUREAU, LUNCH BREAK PROCEDURE FOR SWING AND GRAVEYARD SHIFTS

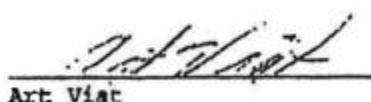
Commensurate with Article VIII, Section A of the current Contract covering supervisory and non-supervisory employees of the City of Reno, the agreed procedure for lunch breaks for employees in the classes of Administrative Supervisor and Police Clerk assigned to the City of Reno, Department of Police, Records and Identification Bureau working the Swing and Graveyard shifts shall be as follows:

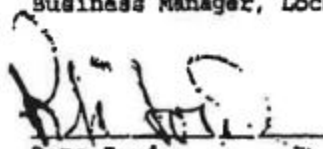
1. Employees in the classes noted above working the shifts noted above shall work an eight (8) hour work day.
2. This work day includes two (2) fifteen minute rest breaks.
3. The two (2) rest breaks provided for in the current Contract may, at the employee's request, be combined into a one-half (1/2) hour lunch period.
4. The lunch period shall generally be scheduled in the middle of the affected employee's work day, except as otherwise agreed to by the employee and his/her supervisor.

For the City:

For the Union:

  
Ralph Jaeck  
Assistant City Manager

  
Art Viat  
Business Manager, Local 39

  
Pete Ford  
Business Representative, Local 39

## APPENDIX K

### Degree of consanguinity and affinity

							7	GGGGG Grandson		
							6	GGGGG Grandson		
						5	GGGG Grandson	GGGGG Aunt/Uncl		
						4	GGG Grandson	GGGG Aunt/Uncl		
						3	GG Grandson	GGG Aunt/Uncl	Child of GGG Aunt/Uncl	
						2	Great Grandson	GG Aunt/Uncl	Child of GGG Aunt/Uncl	
						1	Grandparent	Great Aunt/Uncl	Child of GG Aunt/Uncl	Grandchild of GG Aunt/Uncl
	Parent							Child of Great Aunt/Uncl	Grandchild of GG Aunt/Uncl	
Deceased		Brother Sister						Second Cousin		Third Cou
	Child		Niece Nephew					Child of Cousin		Child of Second Cousin
		Grandchild		Grand Niece <small>Nephew</small>				Grandchild of Cousin		Grandchild of Second Cousin
			Great Grandchild					Great Grand Niece Nephew		Great Grandchild of Cousin
				GG Grandchild				GG Grand Niece Nephew		GG Grandchild of Cousin
					GGG Grandchild			GGG Grand Niece Nephew		
						GGGG Grandchild			GGGG Grand Niece Nephew	
							GGGGG Grandchild			