

LABOR AGREEMENT

February 1, 2021 – June 30, 2023

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.

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

C. EMPLOYEE FILES

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

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

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

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

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

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

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

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

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

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

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

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

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

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
16 b. Suspensions of less than five days shall be sealed after two (2) years from the
17 date of issuance if there has been no recurrence.
18
19 c. Suspensions of five (5) days or more shall be sealed after five (5) years from the
20 date of issuance if there has been no recurrence.
21

22 The schedule for sealing disciplinary records shall not apply to discipline for
23 misconduct involving moral turpitude, or violations of sexual harassment and/or
24 discrimination policies or laws. Sealed disciplinary records may be accessed by the
25 City Attorney.
26

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

28 E. EMPLOYEE PARKING 29

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

33 ARTICLE 3. UNION RIGHTS 34

35 A. PAYROLL DEDUCTION 36

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

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

44 (1) Such authorized deduction can be executed at any time during the life of this
45 Agreement to become effective on the first full pay period after five (5) days
46 prior submission to the appropriate City department.
47

48 (2) Within sixty (60) days of the signing of this Agreement, the Union shall notify
49 the City by certified mail, and/or electronically, of the amount to be deducted
50 for Union dues and assessments and for Union per capita payments, said
51 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.

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

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

B. UNION COMMUNICATIONS

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

C. UNION REPRESENTATION AND RELEASE TIME

1. The City recognizes and agrees to deal with designated stewards and representatives of the Union on all matters relating to discipline, grievances and the interpretation, application or enforcement of the express terms of this Agreement.
 - 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 coordinated through the City's Labor Relations Administrator for coordination with the various City Departments.

ARTICLE 4. MANAGEMENT RIGHTS

A. GENERAL PROVISIONS

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

B. SPECIFIC PROVISIONS

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

ARTICLE 5. GENERAL PROVISIONS

A. STRIKES AND LOCKOUTS

1. No lockout of employees shall be instituted by the City during the term of this Agreement.

2. The Union agrees that during the term of this Agreement neither it nor its officers, employees or members will engage in, encourage, sanction, support, or suggest any strikes, work stoppages, boycotts, slowdowns, mass resignations, mass absenteeism, picketing or any other similar actions which would involve suspension of, or interference with the normal work of the City,
3. In the event that Union members participate in such activities in violation of this provision, the Union shall notify those members so engaged to cease and desist from such activities and shall instruct the members to return to their normal duties.

B. DISCRIMINATION

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

C. SAVINGS CLAUSE

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

D. POLYGRAPH TESTING

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

ARTICLE 6. GRIEVANCE AND COMPLAINT PROCEDURE

A. PURPOSE

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

B. DEFINITIONS

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

C. TIME LIMITS

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

D. REPRESENTATION

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

E. APPLICATION

1. Grievances as defined above in Section B shall be processed through this procedure.
2. Complaints that are outside the definition of a grievance may be processed through Step 3 of this Article, but not subject to arbitration.

3. Appeals for all discipline, excluding written reprimands, shall be processed through this procedure. Written reprimands shall be processed through Step 2.
4. All complaints involving or concerning payment of compensation shall be filed in writing and no adjustments shall be retroactive for more than six (6) months from the date of filing.

F. RESPONSE

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

G. GRIEVANCE PROCEDURE

1. Step 1. Within ten (10) business days of knowledge of the occurrence the grievant shall present a signed, written grievance on the prescribed form to the Department Head. The Department Head or Designee shall within ten (10) business days after receipt of the written grievance, contact the Union to schedule a meeting. Within ten (10) business days after the meeting, the Department head or Designee shall issue a written decision. Should the Department Head/Designee fail to issue a decision pursuant to the above guidelines, the Union may proceed to the next step of the grievance procedure.
1. Step 2. In the event the recommendation of the Department Head/Designee is not accepted by the Union, within ten (10) business days following receipt of answer from Step 1, the Union may submit the grievance to the City Manager. Within ten (10) business days following receipt, the City Manager or Designee shall issue a written decision. Should the City Manager/Designee fail to issue a decision pursuant to the above guidelines, the Union may proceed to the next step of the grievance procedure.
2. Step 3. Within ten (10) business days of receipt of the City Manager's decision, the Union may submit the grievance to arbitration. Once the grievance has been submitted to arbitration, a representative from the Human Resources Department and the Union shall meet within thirty (30) business days in an effort to resolve the grievance.

H. ARBITRATION

1. If the City Manager's decision is unacceptable to the Union, the City and the Union may agree upon an arbitrator who is experienced, impartial, disinterested and of recognized competence.
2. If the parties are unable to agree upon an arbitrator, a request for a list of seven (7) arbitrators shall be made to the American Arbitration Association by either party and the parties shall be bound by the rules and procedures of the American Arbitration Association.

3. The party requesting arbitration shall strike the first name and each party in turn shall strike a name until one name remains.
4. Costs and expenses of arbitration shall be borne equally by the parties; however, each party will pay their own expenses in preparation for any arbitration hearing.
5. All hearing(s) held by the arbitrator shall be in closed sessions and no news releases shall be made concerning progress of the hearing(s).

I. DECISION

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

J. WITNESSES

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

K. CITY INITIATED GRIEVANCE

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

ARTICLE 7. DISCIPLINE/DISCHARGE

A. PURPOSE

1. All discipline shall be for just cause. Further, it is the purpose of this Article to provide for an equitable and expeditious manner for the resolution of disputes arising from the imposition of discipline.

2. The Supervisor, Manager and/or Department Head will evaluate each incident on its own merit and determine the appropriateness of disciplinary action following City policy on corrective action/progressive discipline. Disciplinary action will be initiated at the level most appropriate based on evaluation of the merits and the severity of the incident.

B. DEFINITIONS

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

C. GENERAL PROVISIONS

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

D. WRITTEN REPRIMANDS

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

E. EMPLOYEE OPTION

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

F. PRE-DISCIPLINARY HEARING

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

ARTICLE 8. HOURS OF WORK AND OVERTIME

A. HOURS OF WORK

1. Regular full-time employees of the City will normally work five (5) days, forty (40) hours per week, eight (8) hours per day, fifty-two (52) weeks per year, including authorized absences with pay.
2. A work day is defined as commencing at the employee's reporting time and ending at the completion of their shift, inclusive of two (2) rest periods but exclusive of meal periods. For every extension of four (4) hours, employees will receive an additional rest period.
 - a. Such rest periods shall not be taken within one (1) hour of the employee's starting time, quitting time, or meal breaks, unless otherwise agreed to by the City and the Union. Employees may combine one (1) rest period with the meal break if approved by the Department Head, or his/her designee.
 - b. All employees shall normally be allowed a lunch period of not less than thirty (30) minutes nor more than one (1) hour which shall be scheduled generally in the middle of the work shift.
 - c. Public Safety Dispatch Trainees, Public Safety Dispatchers, Public Safety Call Takers, Police Assistants, Victim/Witness Advocates, Code Enforcement Officers,

and Community Service Officers (when assigned to the Reno Police Department) shall receive a thirty (30) minute paid lunch.

3. Employees working a five (5) day, forty (40) hour work week shall receive two (2) consecutive days off in the work week unless otherwise approved by the employee and the City or due to a permanent work schedule change. Employees working a four (4) day, ten (10) hour shift shall generally receive three (3) consecutive days off, unless by mutual agreement.
4. When an employee is ordered by the City to attend training, the time spent in training (classroom training and/or compulsory homework assignments) shall be counted as hours worked. Training which takes place during off-duty hours with voluntary attendance is not counted as hours worked.
5. Regular employees shall be given at least fifteen (15) working days written notice and probationary employees shall be given at least ten (10) working days written notice prior to a permanent change in their assigned hours of work, unless due to an emergency or unless mutually agreed to by the City and the Union.
6. Notwithstanding Section A (1) above, employees of a specific section, unit, division, or department may work a modified work week, subject to approval by the City and the Union.
7. Nothing contained herein shall be construed as limited or preventing the City from establishing other work shifts when mutually agreed to by the City and the Union.
8. Alternate work schedules may be agreed to by the Union and the City, subject to approval by the Department Head and the City Manager, or his/her designee.

B. OVERTIME AND COMPENSATORY TIME

1. The City Manager, Department Head, or a supervisor may require an employee to work overtime.
2. Employees will be compensated only for overtime ordered by authorized supervisory and/or management personnel.
3. Employees required to work in excess of forty (40) hours per week shall be compensated for such overtime with pay at one and one-half (1 1/2) times the employee's regular hourly rate for each quarter (1/4) hour or major portion thereof, or, at the request of the employee and approval of the Department Head, by Compensatory Time off on the basis of one and one-half (1 1/2) hours off for each hour of overtime worked for each quarter (1/4) hour or major portion thereof.
 - a. If the department is unable to schedule and grant time off within six (6) months from the date the overtime was performed, cash payment shall be made in lieu of Compensatory Time.
 - b. Management will not be unreasonable on the scheduling of Compensatory Time and will consider the employee's request and the operating demands.

1 c. No employee shall be permitted to accumulate over one hundred sixty (160) hours
2 of Compensatory Time.
3

4 4. Absence with pay shall be counted as time worked.
5

6 5. Part-time employees shall be compensated for overtime at their regular hourly rate
7 for each hour worked in excess of their normal workday or week; provided,
8 however, for work performed in excess of forty (40) hours per week, they shall be
9 compensated as in section B(3) above.
10

11 6. Employees who work overtime shall promptly and accurately report such time in the
12 manner prescribed by the City.
13

14 7. The City agrees to make a reasonable effort to distribute overtime among
15 employees in the same work unit insofar as circumstances permit. For the Public
16 Works Corporation Yard, the City shall, on a quarterly basis, provide and post a
17 quarterly report of all overtime hours offered and all overtime hours worked by the
18 bargaining unit personnel, for all employees to be available for review. For the
19 purpose of this report, all overtime hours offered but not worked shall count as
20 hour(s) offered but refused.
21

22 8. The City agrees to make a reasonable effort in assigning overtime work to
23 employees on a voluntary basis if practical.
24

25 9. All overtime work will be assigned at the beginning of the workday whenever
26 reasonable and practical.
27

28 10. Employees required to work on a holiday shall receive, in addition to straight time
29 pay for the holiday, overtime compensation pay at one and one-half (1 1/2) times
30 the employee's regular hourly rate for each quarter (1/4) hour or major portion
31 thereof.
32

33 11. Employees who receive telephone calls from their supervisor, management, law
34 enforcement, other government agencies or coworkers with the supervisor's
35 permission, to conduct City business outside of their normal working hours who are
36 not on standby, shall receive a minimum of one (1) hour's pay at the appropriate
37 overtime rate, or for the duration of the call, whichever is greater. Telephone calls
38 received within the same compensated one (1) hour minimum are not entitled to
39 additional compensation. In order to qualify for the telephone call compensation, the
40 employee must notify their supervisor or Department Head of the following
41 information within a reasonable period of time:
42

43 a. The date and time the call was received.
44

45 b. The time the call was ended.
46

47 c. The name and/or entity that placed the call.
48

49 d. The subject of the call.
50

1 C. STANDBY AND CALLBACK ASSIGNMENTS

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

32 **ARTICLE 9. SALARIES**

33

34 A. SALARY PAYMENT

35

- 36 1. The salary table shall be as reflected in Appendix D.
- 37
- 38 2. Effective after the Reno City Council adopts the new Collective Bargaining
- 39 Agreement the City will issue a onetime payment to each employee in the
- 40 bargaining unit employed by the City after the Council's adoption. That onetime
- 41 payment will be calculated by taking the employee's W2 from the City for 2020 and
- 42 dividing by twelve. The resulting number will be multiplied by seven. That number
- 43 will then be multiplied by zero point zero two five and the resulting number will be
- 44 the onetime payment that the employee will receive.
- 45
- 46 3. Effective the first full pay period following February 1, 2021, increase wages 2.5%.
- 47 Effective the first full pay period following July 1, 2021, increase wages 2.5%.
- 48 Effective the first full pay period following July 1, 2022, increase wages 2.5%.
- 49
- 50 4. All employees shall be paid on each biweekly Friday.

- 1 5. Those employees whose normal work schedule does not include Fridays may pick
2 up their paychecks on the preceding Thursday after 2:00 p.m.
3

4 **B. SALARY ADMINISTRATION**
5

6 1. Administration, Confirmation and Probationary Period
7

- 8 a. The City Manager or his/her designee shall be responsible for the administration
9 of salaries in accordance with the provisions of this Article.
10
11 b. An employee shall be eligible for confirmation by the Civil Service Commission
12 upon successful completion of a probationary period, not to exceed twelve (12)
13 months with the exception of Section B (6) below.
14

15
16 2. Salary Rate Upon Initial Appointment
17

- 18 a. Upon initial appointment, the entrance rate will be the minimum rate of the range
19 for the class of the position involved.
20
21 b. In exceptional cases where an applicant for a position may have qualifications
22 distinctly above and beyond the minimum qualification requirements for the class,
23 or in cases where recruiting efforts have failed to fill a position at the minimum rate,
24 the City Manager or his/her designee may authorize entrance at a rate above the
25 minimum rate.
26
27 c. In cases of inability to recruit at the minimum, any current employees in positions
28 of the same class whose rates are below the rate established as entrance rate,
29 shall have their pay adjusted to the rate at which the position was finally filled.
30

31 3. Salary Rate Upon Promotion
32

- 33 a. Upon promotion to a position of a higher class, the employee's rate shall be the
34 minimum rate of the range of the position to which promoted, or that rate within the
35 range which is ten percent (10%) above the former rate, whichever is higher, not
36 to exceed the top of the range.
37
38 b. Probationary employees promoted to a position of a higher class in the same
39 series prior to completion of his/her probationary period will be considered a
40 regular employee of the City, and the balance of probationary period of the
41 previous classification shall be waived.
42
43 c. An exception to the Section B (3) is set out in Section B (6) below.
44

45 4. Salary Rate Upon Demotion
46

- 47 a. Upon involuntary demotion, the rate of pay in the lower range shall be set by the
48 appointing authority.
49

- 1 b. Upon demotion for failure to complete a promotional probationary period, the
2 employee shall be placed in their former range at their previous rate, but shall be
3 increased by any step increases the employee would have received. The resulting
4 salary rate shall be effective on the date of demotion.
5
6 c. Upon demotion, at the request of the employee, salary shall be reduced
7 corresponding to the rate last held by the employee in the lower range prior to
8 his/her promotion from that level, but shall be increased by any step increases the
9 employee would have received.

10
11 5. Performance Step Increase
12

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

1 e. Management will not be arbitrary or capricious in the denial of a performance step
2 increase.

3
4 f. A standard performance step increase shall be one step above the employee's
5 present step in the assigned pay grade as provided in Appendices D-1 through D-
6 10.

7
8 g. For exceptional performance, the City Manager may approve a two (2) step
9 increase.

10
11 h. The decision to deny a step increase is not subject to the grievance procedure.
12

13 6. Public Safety Dispatchers

14
15 a. The classification of Public Safety Dispatch Trainee - G22, shall be the entry level
16 for initial hire. After successful completion of a six (6) month training and
17 probationary period, the employee will automatically move to the classification of
18 Public Safety Dispatcher G23- Step 1, and will serve a new twelve (12) month
19 probationary period.
20

21 C. REQUEST FOR JOB RECLASSIFICATION

22
23 1. A Department or an employee may submit a written request for a job reclassification
24 to the Human Resources (HR) Department with a copy to his/her Department Head.
25

26 2. The City Manager shall make the final decision.
27

28 3. There is no appeal of the City Manager's final decision.
29

30 D. LONGEVITY PAY

31
32 1. In lieu of longevity, the parties have agreed to substitute a deferred compensation
33 benefit as more specifically set out below.
34

35 E. DEFERRED COMPENSATION

36
37 1. The City shall contribute One Dollar (\$1.00) for each One Dollar (\$1.00) deferred
38 and invested by the employee in the City approved Deferred Compensation
39 program, up to a maximum City contribution equal to five percent (5%) of the
40 employee's biweekly base wage not to exceed a total City contribution of one-half of
41 the limit established by Federal Law.
42

43 F. SHIFT DIFFERENTIAL

44
45
46 1. Employees required to work between the hours of 6:00 pm and 6:00 am as part of
47 their regularly scheduled shift to include temporary regularly scheduled shift (for
48 example, a temporary change in scheduled shift for snow removal) shall be
49 compensated at the rate of three (\$3.00) per hour for each scheduled hour actually
50 worked during the period in addition to all other compensation.

2. Community Service Officers (when assigned to the Reno Police Department), Public Safety Dispatchers and Police Records Clerks who work between the hours of 6:00 p.m. and 6:00 a.m. as part of their regularly scheduled shift and who work that same shift on a holiday shall be paid Shift Differential.

3. If the employee works overtime between 6:00pm and 6:00 am as part of the regularly scheduled shift, the employee will be paid overtime on the hourly rate and will still receive the per hour shift differential.

a. Any employee who works any overtime between the hours of 6:00 pm and 6:00 am shall receive Shift Differential for each hour worked between those hours.

b. The provisions of this Article shall not apply to standby.

G. SALARY WHEN ASSIGNED IN-CHARGE/SALARY WHEN WORKING IN A HIGHER CLASSIFICATION

1. Salary When Assigned In-Charge

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

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

c. In order to qualify for the additional compensation, the assignment must be in writing by the Department Head or his/her designee and shall be for more than one-half of the employee's regular shift.

2. Salary When Working In A Higher Classification

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

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

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

H. LICENSES AND FEES

1. After employment, if the City requires or requests that the employee obtain or maintain a special license, certification, or physical examination, the City shall pay all fees required for acquisition or renewal upon successful completion and presentation of a receipt for payment. This provision is subject to prior approval of the Department Head.
 - a. The employee shall be released from work with pay as necessary for acquisition or renewal.
 - b. At the sole discretion of the City, an employee may be required to obtain any physical examination from a physician designated by the City.
2. The City shall designate a limited number of positions within the Non-Supervisory Unit which shall require a Commercial Driver's License. All employees required to hold a Commercial Driver's License have the responsibility to maintain the Commercial Driver's License and a Medical Card and the City shall pay fees as specified in Section 1 above.
 - a. Such positions will be eligible for a license premium pay of twenty dollars (\$20.00) per pay period. Effective July 1, 2006, it is the intent of the parties to phase out license premium pay.

Said license premium pay shall be paid to those employees who were required, as a condition of employment, to hold a valid Commercial Driver's License and who were receiving license premium pay prior to July 1, 2006. Employees hired or required to obtain a Commercial Driver's License after July 1, 2006, shall not be eligible for license premium pay.
 - b. Those receiving the license premium pay have the responsibility for keeping current the Commercial Driver's License and a Medical Card and the City shall pay fees as specified in Section 1 above.
 - c. Eligibility for such positions shall be based upon the following criteria:
 - (1) Priority will be given to employees currently holding a valid Commercial Driver's License.
 - (2) If there are more employees holding a license than positions available which require the license, assignment to such positions shall be based upon seniority within the class as determined by the Civil Service Department.
 - (3) If there are insufficient employees available for assignment who currently hold a Commercial Driver's License, then eligibility for obtaining a license shall be based upon seniority within the class as determined by the Civil Service Department.

I. BENEFIT ELIGIBILITY

1. Definition of Continuous Service

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

2. Continuous Service

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

3. Regular Part-Time Employees

- a. Any employee filling a regular part-time position of at least twenty (20) hours per week will receive a pro-rata accumulation of all applicable pay, benefits, and accruals provided to regular full-time employees.
- b. Such pro-rata contributions shall be based on the employee's regularly scheduled shift.
- c. Should an employee's actual work hours exceed their regularly scheduled shift for two (2) consecutive pay periods, the pro-rata contributions shall be retroactively adjusted to the increase in hours.
- d. If an employee is absent from work, he/she will have charged to the appropriate leave the pro-rated hours (for example, an employee working twenty (20) hours per week who is sick one day will be charged four (4) hours Sick Leave).

J. BILINGUAL PAY

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

1 K. CONFINED SPACE PAY

- 2
- 3 1. An employee assigned by the Department Head, or his/her designee to be on the
- 4 Confined Space Team shall receive an additional fifty dollars (\$50) per biweekly pay
- 5 period when so assigned. To be eligible for the pay, the employee must be fully
- 6 trained in confined space entry and rescue.
- 7

8 L. FLEET SERVICES CERTIFICATION PAY

- 9
- 10 1. An Equipment Mechanic or Senior Equipment Mechanic who is assigned to fleet
- 11 maintenance and has obtained the Automotive Service Excellence (ASE)
- 12 certifications for Master Automobile Technician status shall receive twenty-five
- 13 dollars (\$25.00) per biweekly pay period.
- 14
- 15 2. An Equipment Mechanic or Senior Equipment Mechanic who is assigned to fleet
- 16 maintenance and has obtained the ASE certification for Master Truck Technician
- 17 status shall receive twenty-five dollars (\$25.00) per biweekly pay period.
- 18
- 19 3. An Equipment Service Worker who has obtained the required ASE certifications
- 20 shall receive twenty-five dollars (\$25.00) per biweekly pay period.
- 21
- 22 4. An Equipment Parts Technician who has obtained the required ASE certifications
- 23 shall receive twenty-five dollars (\$25.00) per biweekly pay period.
- 24
- 25 5. An Equipment Service Writer who has obtained the required ASE certifications shall
- 26 receive twenty five dollars (\$25.00) per biweekly pay period.
- 27
- 28 6. To be eligible for the Certification Pay in Section L (1) through (4), the employee
- 29 must provide proof of the required certifications as listed in Appendix H. Certification
- 30 Pay shall begin the first full pay period following the date of receipt by Central
- 31 payroll. Certifications must be maintained in order for Certification Pay to continue.
- 32
- 33 7. An Equipment Mechanic or Senior Equipment Mechanic qualified under Section L
- 34 (1) and (2) shall receive fifty dollars (\$50.00) per biweekly pay period. No other
- 35 Certification Pay under this section can be combined.
- 36
- 37 8. No employee shall receive Certification Pay for certifications that have been
- 38 determined to be minimum qualifications of a job classification.
- 39

40 M. CERTIFICATION INCENTIVE PAY

- 41
- 42 1. Employees in the job classifications outlined in Appendix C shall have the
- 43 opportunity and responsibility to participate in career development certification and
- 44 instruction/educational programs and shall be eligible for Certification Pay as
- 45 reflected in Appendix C.
- 46
- 47
- 48 2. To be eligible for Certification Pay under this section, a qualified employee must
- 49 provide a copy of the required certification and such pay shall begin the first full pay
- 50 period following the date the certification is received by Central Payroll.
- 51 Certifications must be maintained in order for Certification Pay to continue.

1 3. No employee shall receive more than ten percent (10%) of his/her base pay under
2 this section.
3

4 4. No employee shall receive Certification Pay for certifications that have been
5 determined to be minimum qualifications of a job classification.
6

7 **N. ENVIRONMENTAL CONTROL OFFICER CERTIFICATION PAY**
8

9 1. Environmental Control Officer Certification Pay shall be as specified in Appendix E.
10 All of the certifications and the degree listed under each certification category must
11 be obtained to qualify for the incentive pay.
12

13 2. To be eligible for incentive pay under this section, the employee must provide a
14 copy of the required certifications and degree and such pay shall begin the first full
15 pay period following the date the certification is received by Central Payroll.
16 Certifications must be maintained in order for incentive pay to continue.
17

18 3. No employee shall receive more than ten percent (10%) of his/her base pay under
19 this section.
20

21 4. No employee shall receive Certification Pay for certifications that have been
22 determined to be minimum qualifications of a job classification.
23

24 **O. PARK MAINTENANCE CERTIFICATION PAY**
25

26 1. Employees in Parks Maintenance Worker I, Parks Maintenance Worker II, Senior
27 Groundskeeper, Irrigation Systems Technician, Senior Parks Maintenance Worker,
28 Tree Maintenance Worker, Senior Irrigation Systems Technician or Senior Tree
29 Maintenance Worker job classifications who has obtained the Turfgrass
30 Maintenance Certification or Certified Landscape Technician certification (CLT) from
31 the Nevada Landscape Association, shall receive twenty-five dollars (\$25.00) per
32 biweekly pay period.
33

34 2. Employees in Parks Maintenance Worker I, Parks Maintenance II, Senior
35 Groundskeeper, Irrigation Systems Technician, Senior Parks Maintenance Worker,
36 Tree Maintenance Worker, or Senior Tree Maintenance Worker, job classifications
37 who obtains the forty-five (45) credit Landscape Management certification from
38 Truckee Meadows Community College (TMCC) shall receive fifty dollars (\$50.00)
39 per biweekly pay period.
40

41 3. To be eligible for Certification Pay under this section, a qualified employee must
42 provide a copy of the required certification and such pay shall begin the first full pay
43 period following the date the certification is received by Central Payroll.
44

45 4. No employee shall receive more than one of the Certification Pays in this section.
46

47 5. No employee shall receive Certification Pay for certifications that have been
48 determined to be minimum qualifications of a job classification.
49
50

1 **ARTICLE 10. ALLOWANCES AND REIMBURSEMENT**

2
3 **A. UNIFORM ALLOWANCE**

- 4
5 1. The City shall make the decision as to whether to provide uniforms before the start of
6 the fiscal year. The applicable City departments shall provide written notice to the
7 Union of this decision before July 1st each year. Should the City decide to provide
8 uniforms, an equal number shall be provided to all affected employees. Any employee
9 who is required by virtue of the duty of employment, or by request of his/her
10 Department Head, to wear a uniform designated by the City, and which is not furnished
11 by the City, shall be paid a Uniform Allowance. The Uniform Allowance shall be seven
12 hundred dollars (\$700.00) per fiscal year with the exception that Community Service
13 Officers shall receive nine hundred dollars (\$900.00) per fiscal year. Parking Meter
14 Technicians and Parking Enforcement Officers shall receive nine hundred dollars
15 (\$900.00) per fiscal year. Effective July 1, 2021, Code Enforcement Officers shall
16 receive nine hundred dollars (\$900.00) per fiscal year.
17
18 2. The Uniform Allowance shall be paid in two semi-annual installments equal to one-
19 half of the annual allowance with the final payroll during the month of December and
20 the month of June each fiscal year.
21
22 3. In lieu of the Uniform Allowance provided for in this section, the City may elect to
23 furnish either directly or through contract facilities the required uniform or required
24 replacement uniform items. If the City provides uniforms, the number provided will
25 be equal to the number of days in the employee's regular shift plus one.
26
27 4. Upon termination from City employment, the Department Head, at his/her
28 discretion, may require the employee to return to the City any uniform or parts
29 thereof in his/her possession at the time of termination.
30

31 **B. TOOLS**

- 32
33 1. An employee who is required by the City to supply his/her own tools and whose
34 position is classified as Equipment Mechanic shall be paid a Tool Allowance of nine
35 hundred dollars (\$900.00) per fiscal year. An employee who is required by the City
36 to supply his/her own tools and is classified as Equipment Service Worker shall be
37 paid a Tool Allowance of seven hundred dollars (\$700.00) per fiscal year.
38
39 2. The Tool Allowance shall be paid in two semi-annual installments equal to one-half
40 of the annual allowance with the final payroll during the month of December and the
41 month of June each fiscal year.
42

43 **C. CITY-ISSUED CELLULAR TELEPHONE**

- 44
45
46 1. Upon termination from City employment, the employee shall return any City-issued
47 cellular telephone. Failure to return the City-issued cellular telephone may result in
48 the employee being charged for the equipment from their final paycheck.
49
50

1 **ARTICLE 11. HOLIDAYS**

2
3 **A. OBSERVANCE**

4
5 1. Every employee shall be entitled to a day off from work with pay on the following
6 holidays during each year:

7
8 a. New Year's Day (January 1)

9
10 b. Martin Luther King Jr. Day (Third Monday in January)

11
12 c. Presidents' Day (Third Monday in February)

13
14 d. Memorial Day (Last Monday in May)

15
16 e. Juneteenth National Independence Day (June 19)

17
18 f. Independence Day (July 4)

19
20 g. Labor Day (First Monday in September)

21
22 h. Nevada Day (Last Friday in October)

23
24 i. Veteran's Day (November 11)

25
26 j. Thanksgiving Day (Fourth Thursday in November)

27
28 k. Day after Thanksgiving (Friday)

29
30 l. Christmas Day (December 25)

31
32 m. And upon any other day that may be declared by the Mayor, the Governor of the
33 State of Nevada, or the President of the United States to be a legal holiday or day
34 of mourning applicable to and intended to be observed by closure of local
35 government public offices.

36
37 n. Two (2) floating holidays to be taken during the fiscal year.

38
39 **B. HOLIDAY ELIGIBILITY**

40
41 1. To be eligible for Holiday Pay, an employee must be on the active payroll of the City
42 and must have worked his/her full regularly scheduled workday before and after the
43 holiday, unless expressly excused by the Department Head, or his/her designee.

44
45 2. For employees regularly scheduled a Monday-Friday workweek, whenever one of
46 these holidays falls on a Saturday, the preceding Friday will be observed as a
47 holiday; and should it fall on a Sunday, the following Monday will be observed as a
48 holiday.

- 1 3. Employees regularly scheduled on an other than Monday-Friday workweek, should
2 the holiday fall on his/her first non-workday, the previous workday will be observed
3 as that holiday, and should the holiday fall on his/her second or third non-workday,
4 the following workday will be observed as that holiday.
5
6 4. Employee's holiday time off shall be equivalent to their required shift schedule for
7 one (1) day.
8

9 **C. HOLIDAY WORKED PAY**

- 10
11 1. Should any employee be required by order of his/her Department Head, or his/her
12 designee, to work on any of the above named holidays, if eligible for holiday pay, in
13 addition to this Holiday Pay, paid at the regular hourly rate, he/she shall receive
14 Holiday Worked Pay at the rate of one and one-half (1-1/2) times his/her regular hourly
15 rate of pay for each hour or major fraction worked, up to a maximum number of hours
16 equal to the number of hours he/she is regularly scheduled for a normal workday, to
17 include alternative work schedules such as the 4/10 or 9/80. Pay for a holiday worked
18 will be added to the payroll for the period within which the holiday falls.
19

20 **D. HOLIDAY BONUS LEAVE**

- 21
22 1. An employee may choose to receive Holiday Bonus Leave in lieu of Holiday Worked
23 Pay for any holiday worked.
24
25 2. The Holiday Bonus Leave will be accumulated at one and one-half (1-1/2) times the
26 number of hours worked for each hour or major fraction worked, to include
27 alternative work schedules such as the 4/10 or 9/80 schedules.
28
29 3. Holiday Bonus Leave must be used within one (1) year of the date earned.
30

31 **ARTICLE 12. LEAVES**

32
33 **A. VACATION**

- 34
35 1. The earned Vacation Leave for all regular full-time employees shall be based upon
36 years of service as a regular full-time employee with the City, and shall be as
37 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

- 38
39 2. Vacation Leave hours may be maintained in the employee's Vacation Leave bank up
40 to a maximum number of hours equal to four hundred (400) hours. Vacation Leave
41 hours shall accrue for each pay period the employee is in full pay status a major
42 portion of his/her regularly scheduled biweekly hours.
43

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

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

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

B. LEAVE OF ABSENCE

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

C. SICK LEAVE

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

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

2. Sick Leave hours shall accrue for each pay period the employee is in full pay status a major portion of his/her regularly scheduled biweekly hours.
 - a. A "major portion" is defined as full pay status for at least forty-eight (48) hours in an eighty (80) hour pay period.
3. Sick Leave shall be an absence from work by reason of illness, injury or death under the following circumstances:
 - a. Sick Leave may be granted only as the result of:
 - (1) Illness or injury of the employee;
 - (2) Attendance for the illness or injury of any relative within the third degree of consanguinity or affinity ("consanguinity" is defined as kinship to include blood relationship; whereas "affinity" is the connection existing in consequence of marriage) e.g., spouse, parent, child, grandparent, brother or sister; or grandchild, adopted child and stepchild that reside with the employee; or
 - (3) Death of any relative defined above.
 - b. The City shall comply with the Federal regulations regarding leave under the Family Medical Leave Act (FMLA), and shall administer the FMLA program according to the City's FMLA policy.
 - c. In the event of a death in the immediate family as defined in Section C.3.a.(3) above, an employee shall be granted up to three (3) days Bereavement Leave with pay and such days shall not be deducted from the employee's Sick Leave.
 - (1) If attending services out-of-town beyond 100 miles of Reno, up to five (5) days may be taken with the understanding that the additional two (2) days will be charged to Sick Leave.
4. Sick Leave shall be charged on the basis of one-quarter (1/4) hour for each quarter-hour or major portion thereof taken.
 - a. Holidays occurring during sick leave periods shall not be counted as Sick Leave.
 - b. Sick Leave taken during a biweekly pay period shall be charged before Sick Leave earned during that pay period is credited.
 - (1) Employees may not use Sick Leave before they have earned such leave.
5. If an employee does not have adequate accrued Sick Leave time, the employee may request the use of accrued Vacation Leave in lieu thereof and such request shall not be unreasonably denied.

- 1 6. An employee requiring Sick Leave must provide his/her Department Head, or
2 his/her designee, with evidence of such need.
3
- 4 a. Thereupon, the Department Head, or his/her designee, shall guarantee his
5 personal knowledge of the need by certifying to the payroll clerk the granting of
6 Sick Leave.
7
- 8 b. To ensure such knowledge, he/she may reasonably require the employee to
9 provide a written doctor's statement in accordance with the guidelines in number
10 Section C (7) below, before sick leave may be granted, provided the department
11 has notified the employee in advance of such a requirement. As used in this
12 section, "in advance" means:
13
- 14 (1) standing notification that all future requests for Sick Leave shall require a
15 doctor's statement certifying the need;
16
- 17 (2) notification concurrent with the employee's request for Sick Leave;
18
- 19 (3) notification following the employee's request for Sick Leave but prior to the
20 employee's return to duty provided the employee is still in a Sick Leave status.
21
- 22 c. Additional documentation may be required of the employee for the use of Sick
23 Leave.
24
- 25 7. An employee utilizing Sick Leave may be required to provide their Department
26 Head, or his/her designee with documented evidence from their physician of such
27 need under the following criteria:
28
- 29 a. After three (3) consecutive days use of Sick Leave.
30
- 31 b. Any use in excess of the hour's equivalent to thirteen (13) regularly scheduled
32 shifts or use in a recognizable pattern in any twelve (12) month period. Such usage
33 shall be reviewed to determine if the excessive usage is justified.
34
- 35 (1) For the purposes of calculating excess usage of Sick Leave, any approved
36 leave under the FMLA shall not be considered.
37
- 38 c. An unjustified use of Sick Leave following a reasonable denial of other personal
39 leave banks; i.e., submitting a request for Vacation Leave with minimum notice,
40 then being denied, then calling in sick for the requested time off.
41
- 42 d. An established pattern of using Sick Leave for the purposes of Section 7(b) is any
43 use of Sick Leave in conjunction with regular scheduled days off or in conjunction
44 with other personal leave three (3) or more times within a six (6) month period;
45 and/or, the use of Sick Leave in a consistent way (such as: every Monday morning
46 and Friday afternoon) that appears to be usage for personal convenience rather
47 than legitimate Sick Leave eligible needs.
48

1 e. Use of Sick Leave for recreation, travel for recreation, or gainful employment, or
2 any purpose other than those defined in this Agreement shall be evidence of
3 abuse.

4
5 f. Upon written notification from the Department based upon any of Section (a), (b),
6 (c), (d), or (e) above.

7
8 g. An employee may be disciplined when evidence of abuse exists.
9

10 8. Upon termination of employment, an employee shall be compensated for accrued
11 Sick Leave at the rate of one (1) hour's pay at his/her regular hourly rate for every
12 two (2) hours of sick leave accrued. Accrued Sick Leave shall be limited as follows:
13

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

21 9. Upon retirement, an employee shall be compensated for accumulated but unused
22 Sick Leave as follows:
23

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

30 b. An employee having seven hundred fifty-one (751) to one thousand three hundred
31 (1,300) hours shall be compensated for sixty percent (60%) of the total
32 accumulated hours from one (1) hour up to the maximum of one thousand three
33 hundred (1,300) hours at their base hourly rate. The compensated amount shall
34 be paid in cash or used to purchase additional PERS, or may be placed in a
35 deferred compensation account (within the law).
36

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

42 10. In the event of on-the-job death of an employee all accumulated Sick Leave shall
43 be paid to the employee's estate at one hundred percent (100%) of the employee's
44 Sick Leave bank at the employee's last base hourly rate.
45

46 D. BONUS LEAVE

47
48 1. For each full calendar month, an employee does not use any Sick Leave, on the job
49 disability leave, or leave of absence without pay (including disciplinary time off
50 without pay), he/she shall accrue eight (8) hours of reserve Sick Leave up to a

1 maximum of six hundred (600) hours for those employees hired prior to July 1,
2 2002.

- 3
- 4 2. Reserve Bonus Sick Leave banks may be used only after regular sick leave is
5 exhausted.
- 6
- 7 3. Upon termination, except for cause, an employee shall be compensated-for accrued
8 reserve Bonus Sick Leave at the rate of one (1) hour's pay for every four (4) hours
9 of reserve Bonus Sick Leave accrued, up to a maximum of one hundred fifty (150)
10 hours.
- 11
- 12
- 13 4. Employees hired on or after July 1, 2002, shall not be eligible for Bonus Sick Leave
14 benefits.
- 15
- 16
- 17 5. In no case will any employee be eligible for both Bonus Sick Leave benefits in this
18 Section D. and Sick Leave payout in Section C. of this Article.
- 19
- 20 6. Should an employee who is covered under the Non-Supervisory Unit, and eligible
21 for Bonus Sick Leave, promote into a job classification that is covered by the
22 Supervisory Unit, the Bonus Sick Leave bank shall be cashed out to the employee
23 at the rate of twenty five percent (25%) of the pre-promotional base hourly wage.
- 24
- 25 7. Effective February 1, 2021, employees covered by Bonus Sick Leave may elect to
26 convert their accrued hours of Bonus Sick Leave to regular Sick Leave. The
27 conversion rate shall be two (2) hours of Bonus Sick Leave to one (1) hour of
28 regular Sick Leave. Employees who choose to convert their accrued hours of Bonus
29 Sick Leave must do so before sixty (60) calendar days after ratification of this
30 Collective Bargaining Agreement by the Reno City Council.

31
32 **E. JURY DUTY AND WITNESS APPEARANCES**

- 33
- 34 1. Any employee required by legal process to serve on any jury or to appear for jury
35 selection shall receive his/her regular salary as though he/she were actually on the
36 job during this time, provided that he/she remits such jury fees (excluding mileage
37 and meal reimbursement, if any) to the City Clerk for deposit into the General Fund
38 of the City.
- 39
- 40 a. Any employee appearing on jury duty during scheduled days off shall retain any
41 witness fees but will not receive regular salary.
- 42
- 43 b. Any employee appearing for jury service shall have the jury service time counted
44 as time worked on that work day.
- 45
- 46 c. Employees receiving summons for jury service shall immediately notify their
47 Department Head, or his/her designee, to make the necessary scheduling
48 changes.
- 49

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

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

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

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

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

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

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

36 F. MILITARY LEAVE 37

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

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

49 G. ON-THE-JOB DISABILITY LEAVE 50

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

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

7 **H. FAMILY MEDICAL LEAVE ACT**
8

- 9 1. The City shall calculate FMLA usage based on the rolling year window in
10 accordance with the City policy. The City agrees to allow employees to use sick
11 leave for the birth, adoption or placement of a child or children when the employee's
12 application for FMLA is approved.
13

14 **I. CATASTROPHIC LEAVE DONATION**
15

- 16 1. All employees will be allowed to donate vacation to fellow employees in accordance
17 with the City Voluntary Leave Donation procedure. Employees may also donate up to
18 eighty (80) hours of Sick Leave as long as that donation leaves five hundred twenty
19 (520) hours of Sick Leave in the donating employee's bank. Employees may donate
20 up to eighty (80) hours of leave per calendar year.
21
22 2. Employees receiving donations of Catastrophic Leave may use that leave in
23 accordance with the City Sick Leave policy.
24

25 **ARTICLE 13. HEALTH AND WELFARE**
26

27 **A. CITY OF RENO GROUP INSURANCE**
28

- 29 1. The City shall make contributions equal to one hundred percent (100%) of the
30 employee only cost of the health and life insurance premiums for each full-time
31 probationary employee, full-time regular employee and for each qualified part-time
32 employee on a pro rata basis (pursuant to Article 9, Section I (3)) to any of the
33 following insurance plans:
34
35 a. A group medical and dental indemnity plan, the benefits of which shall be provided
36 through a self-insured plan or under a group insurance policy or policies issued by
37 an insurance company or insurance companies selected by the City.
38
39 b. Any other prepaid or indemnity group medical and dental plan or plans (including
40 health maintenance organizations) determined appropriate by the City.
41
42 2. Each employee enrolled in the City's group health and life insurance program shall,
43 as part of the coverage provided in Section A (1) above, be provided term life
44 insurance under a policy which offers coverage in an amount equivalent to one (1)
45 times the employee's annual base salary. The amount of the term life insurance
46 coverage shall revert to ten thousand dollars (\$10,000) for those employees who
47 retire and continue as part of the City of Reno insurance group, regardless of the
48 type of retirement. The term life insurance coverage for retirees shall be subject to
49 the reduction formula specified in the group term life insurance policy.
50

- 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.

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

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

B. LONG-TERM DISABILITY INSURANCE

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

ARTICLE 14. RETIREMENT

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

1. Future PERS rate increases/decreases on and after July 1, 2011, shall be split equally between the City and the employee. The Salary Table in Appendix D and the salary of each employee shall be considered to be automatically decreased by one-half (1/2) of any PERS increases and increased by one-half of any PERS rate decrease.
2. If there is an increase to the PERS contributions attributed to the employee as outlined in Section A (1) due to the 2019 Nevada State Legislature session, and that increase to the employee contribution is greater than one percent (1%), the City shall pay the amount over one percent (1%) on behalf of the employee.

- a. The parties agree that the contribution arrangement outlined in Section A (2) shall sunset June 30, 2020.

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

ARTICLE 15. SAFETY AND HEALTH

A. OBJECTIVE

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

8 **B. SAFETY COMMITTEES**

- 9

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

18 **C. PROTECTIVE GEAR AND EQUIPMENT**

- 19

- 20 1. When it is determined by the City that specific protective devices, wearing apparel,
- 21 and other equipment necessary to protect an employee from injury or exposure is
- 22 reasonable and prudent, the City shall furnish such devices, apparel and/or
- 23 equipment, which may include, but shall not be limited to, coveralls, safety boots,
- 24 safety glasses and rain gear.
- 25
- 26 2. In lieu of furnishing safety glasses, the City may elect to reimburse covered
- 27 employees up to seventy-five dollars (\$75.00) per fiscal year for safety glasses as
- 28 governed by the replacement provisions below. In order to be eligible for
- 29 reimbursement as provided in this paragraph, the employee must submit proof of
- 30 purchase with his/her claim.
- 31
- 32 3. Effective upon ratification of this agreement, in lieu of furnishing safety boots, the
- 33 City may elect to reimburse covered employees up to two hundred fifty dollars
- 34 (\$250.00) per fiscal year for safety boots as governed by the replacement provisions
- 35 below. In order to be eligible for reimbursement as provided in this paragraph, the
- 36 employee must submit proof of purchase with his/her claim.
- 37
- 38 4. When replacement of any item provided pursuant to this section is required due to
- 39 normal wear, such replacement shall be at the City's expense. When replacement
- 40 of any item is required as a result of an employee's negligence or misconduct,
- 41 such replacement shall be at the employee's expense.
- 42

43 **ARTICLE 16. CAREER DEVELOPMENT**

- 44

45 **A. TRAINING COURSES**

- 46

- 47 1. An employee will be reimbursed for educational training courses pursuant to the
- 48 following conditions:
- 49

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

B. APPRENTICESHIP PROGRAMS

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

C. EDUCATION PAY

- 1
- 2
- 3 1. Educational incentive pay shall be paid in accordance with the following:
- 4 a. A full-time employee who has obtained an Associate's Degree or higher from an
- 5 accredited college or university shall receive twenty-five dollars (\$25.00) per bi-
- 6 weekly pay period.
- 7
- 8 b. A full-time Public Safety Dispatcher who has obtained an APCO or NENA
- 9 Certificate shall receive twenty-five dollars (\$25.00) per bi-weekly pay period.
- 10
- 11 c. A full-time employee who has obtained a Bachelor's Degree from an accredited
- 12 college or university shall receive fifty-dollars (\$50.00) per bi-weekly pay period.
- 13
- 14 d. No employee shall receive compensation under more than one of the subsections
- 15 a. and c. above. An employee who receives the APCO/NENA incentive in
- 16 Subsection
- 17 (b) shall be eligible to combine such incentive with either the Associate's or
- 18 Bachelor's degree incentive, not to exceed seventy-five dollars (\$75.00) per
- 19 biweekly pay period.
- 20
- 21 e. To be eligible for the incentive pay, an employee must provide a copy of the degree
- 22 or certification and such pay shall begin the first full pay period following the date
- 23 of receipt by Central payroll.
- 24
- 25 f. No employee shall receive Education Pay for a degree determined to be a
- 26 minimum qualification of a job classification.

27 **ARTICLE 17. LABOR/MANAGEMENT COMMITTEE**

- 28
- 29 A. A Labor/Management Committee consisting of three (3) Supervisory Bargaining Unit
- 30 members, seven (7) Rank and File Bargaining Unit members, four (4) representatives
- 31 designated by the City Manager, the Human Resources Director or his/her designee,
- 32 and the Union Business Representative shall hold meetings as may be agreed upon by
- 33 the Committee. This Committee shall meet at least two times per year, once in the first
- 34 half of the calendar year and second in the latter half of the calendar year. Minutes of
- 35 the meeting shall be made available to the members of the Committee and the Union.
- 36
- 37 B. The Union and the City agree to furnish to the other in writing the names of the
- 38 representatives, their titles and areas of responsibility, and the co-chairpersons
- 39 immediately after their designation. The City and the Union agree to present in writing to
- 40 each other on January 1 of each year of this Agreement an updated list of the
- 41 representatives and co-chairpersons.
- 42
- 43 C. The meetings will be held for the purpose of:
- 44
- 45 1. Discussing the administration of this Agreement.
- 46
- 47 2. Exchanging general information of interest to the parties.
- 48
- 49 3. Giving the representatives the opportunity to share the views and concerns of
- 50 represented employees and their management.

- 1
2 D. The meetings shall be conducted alternately by two (2) co-chairpersons, with one (1) co-
3 chairperson designated by the Union and one (1) co-chairperson designated by the City.
4 The co-chairpersons shall be responsible for conducting all advance notifications and
5 preparing and distributing advance meeting agendas to all concerned parties. It shall be
6 the responsibility of the alternate co-chairperson for documentation of the minutes.
7
8 E. It shall be the responsibility of the Union representatives to personally notify their
9 Department Head or his/her designee of the dates and times of such meetings.
10
11 F. Attendance at such meeting shall be without loss of pay, provided that no employee shall
12 be eligible for any overtime payment for time spent in any meetings authorized by the
13 provisions of this Article.
14
15 G. No discussion or consideration of any item before the Labor/Management Committee shall
16 be deemed as a limitation on the City's rights, the Union's rights or any other specific
17 contractual language.
18

19 **ARTICLE 18. MISCELLANEOUS**

20
21 **NOTE:** This Article is not intended to apply to employees who are separated from employment
22 due to an on-the-job injury that prevents them from performing essential job functions.
23

24 **A. LAYOFF**

- 25
26 1. Should it become necessary in any department to lay off any employee, the parties
27 hereby agree that employee(s) will be laid off in accordance with the following
28 guidelines:
29
30 a. Layoff Procedure
31
32 b. The order of layoffs is as follows:
33
34 (1) Temporary employees;
35
36 (2) Probationary employees;
37
38 (3) Part-time employees;
39
40
41 (4) Full-time employees in reverse order of their seniority. The employee with the
42 least classification seniority shall be released first. In the case of a tie, within
43 classification seniority, the employee with the least City employment shall be
44 released first.
45
46 2. Any employee laid off shall have his/her name placed on the layoff register for that
47 classification pursuant to Section C below.
48

49 **B. BUMPING AND RECALL RIGHTS**

50

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

C. RECALL

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

3. The names of persons on the layoff register shall also be placed on the top of the City-wide promotion or open eligible list for the job classification in which they were employed at the time of lay off. Department managers shall retain discretion to select and make appointments as provided under the Civil Service Rules and Regulations. The City and the Union agree to meet to discuss any proposed changes to the Civil Service Rules and Regulations which serve to expand the department manager's right to select and make appointments.
4. During the time an individual is on a departmental layoff register, the City will notify that individual of vacancies which may occur in positions which have been authorized for hire.
5. When the City Manager authorizes the filling of a regular position in the Civil Service where the vacancy is not reserved for individuals with recall rights, and so long as names on departmental layoff registers are still active, said vacancy shall be filled by selection from an eligibility list established using a City-wide competitive examination; except that:
 - a. If the City-wide competitive examination fails to produce an eligibility list containing three (3) qualified names, the certification may include names taken from an open competitive eligibility list. The City may, at its discretion, provide for simultaneous open and City-wide examinations.
 - b. For purpose of this section, "City-wide competitive examination" shall mean that the competition is restricted to active employees of the City and individuals whose names appear on departmental layoff registers.
6. If a job classification is modified subsequent to the time the employee is laid off, the employee's rights of return as specified within this Article shall extend to the successor classification.
7. If an individual is hired to a job classification other than the job classification from which he was laid off, he shall have the right to return to the department and job classification he held prior to being laid off should it subsequently become available, provided that his name is still on the departmental layoff register.

Further, if an individual is offered a job in a different job classification, the individual shall have the right to refuse the offer without affecting his standing on the departmental layoff register.
8. Individuals eligible for recall shall be given fourteen (14) calendar days' notice of recall. Notice of recall shall be sent to the individual by certified mail with a copy to the Union. The individual must notify the Department Head of his intention to return within five workdays after receiving notice of recall. The City shall be deemed to have fulfilled its obligations by mailing the recall notice by certified mail, return receipt requested, to the mailing address last provided by the individual. It shall be the obligation and responsibility of the individual to provide the City with his latest mailing address.

1 D. The following provisions shall apply upon recall or return to active City service immediately
2 following a lay off:
3

- 4 1. Time spent in the laid off status shall be deducted from the employee's continuous
5 service date, but shall not be considered as a break in continuous service.
6
- 7 2. Upon recall or return to the job classification held at the time of layoff, the employee
8 shall be placed on the pay schedule within the grade assigned to the job
9 classification at the same step that he/she held at the time of his/her layoff.
10
11 a. In the event the employee returns to a job classification other than the job
12 classification held at the time of his/her layoff, the employee shall be placed on the
13 pay schedule within the grade assigned to the job classification at that step which
14 corresponds to the step held at the time of his layoff. (For example, if the employee
15 was at Step 5 at the time of his layoff, he shall be placed at Step 5 upon his return.)
16
- 17 3. Except where the bank ceased to exist because the City Manager approved cash
18 out, the employee shall receive full credit for vacation, sick and sick bonus hours
19 accumulated but unused at the time of his layoff.
20

21 E. In lieu of the grievance-arbitration procedures specified in Article 6 of this Labor
22 Agreement, the parties agree to the following appeal process:
23

- 24 1. Upon signing of this agreement, a four person panel will be established to hear
25 appeals that arise regarding the administration of the layoff provisions of this Article.
26 This panel shall be comprised of four members, with the City selecting two
27 members and the Union selecting two members.
28
- 29 2. Within five (5) calendar days of receipt of notification of pending layoff, an individual
30 may appeal his layoff if he believes the layoff was taken out of the order specified
31 above where said error directly resulted in his/her layoff. The appeal must be filed in
32 writing with the Human Resources Department. The appeal must state the
33 employee's exact reasons therefore and must include copies of any substantiating
34 documentation.
35
36 a. Within five (5) calendar days from the receipt of the appeal, the panel established
37 under 1 above shall convene to examine the relevant evidence and take testimony.
38
39 b. Within five (5) calendar days of that meeting, the panel shall render its decision
40 and reasons therefore in writing. A copy of this decision shall be provided to the
41 employee and the Union.
42
43 c. If the majority of the panel is unable to reach consensus, the standing members of
44 the panel shall jointly select a fifth (5th) member who, after review of the evidence,
45 shall issue decision breaking the tie.
46
47 (1) If the panel is unable to mutually agree upon the selection of a fifth (5th)
48 member, the Human Resources Director and the Union Representative shall
49 meet to jointly select and appoint the fifth (5th) member.
50
51 d. The decision of the panel shall be final and binding on the parties.

1
2 **ARTICLE 19. SENIORITY**
3

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

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

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

- 19 C. A holiday schedule requesting employee sign up will be posted 45 days prior to a holiday,
20 for staffing levels to be met.
21

22 **ARTICLE 20. LIMITED APPOINTMENTS**
23

24 A. DEFINITION
25

- 26 1. Regular limited appointment positions may be less than the designated number but
27 shall not exceed a total of eight (8) Park Maintenance Worker positions unless
28 mutually agreed by the City and the Union. These are regular full-time positions
29 receiving benefits under this Agreement, but employed for only a limited period
30 annually due to regular fluctuations in work load.
31
32 2. Regular limited appointments shall be for a term of six (6) to nine (9) months
33 annually as specified by the Department Head.
34
35 3. During the annual term of appointment, any employee filling a regular limited
36 appointment position as defined in this Article will receive applicable pay, benefits,
37 and accruals that are provided to regular full-time employees for the same period,
38 but not extending beyond the annual limited period of appointment.
39

40 **ARTICLE 21. EFFECTIVE DATE AND DURATION**
41

42 A. EFFECTIVE DATE AND DURATION
43

- 44 1. This Agreement shall be in full force and effect February 1, 2021 and shall continue
45 in force until June 30, 2023.
46
47 2. Any side letters dated prior to July 1, 2020, and not included in an appendix or
48 incorporated into this agreement are null and void. This Agreement supersedes any
49 previous agreements between the City of Reno, its employees, and the Union. The
50 parties will not be bound by any past understandings, customs, or practices. The

1 parties agree that the relations between them will be governed by the terms of this
2 Agreement, including any written amendments executed by the parties subsequent
3 to the effective date of this Agreement.
4

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

10
11 The City shall identify the fund(s), the affected department(s) and the names and
12 classifications of all affected employees within the identified(s).
13

- 14 a. A "fiscal emergency" exists when as a result of decreasing revenues, one of the
15 following events occur:
16

- 17 (1) A severe financial emergency of the City is determined by the Nevada
18 Department of Taxation in accordance with NRS 354.685; or
19
20 (2) The consolidation tax revenue and ad valorem receipts received by the City
21 decline by more than eleven percent (11%) from the fiscal year in the month
22 ending April 30, compared to the prior fiscal in the month ending April 30, and
23 no additional funds have been received to make up less than the eleven
24 percent (11%) decline.
25

- 26 b. A "fiscal emergency" shall not exist or be claimed by the City, if the following exists:
27

- 28 (1) The City has any reserve fund balances, including any "stabilization reserve"
29 with the exception of minimum reserve funds required by law and those that
30 meet the definition of "restricted assets" as defined by GASB 34. The City
31 agrees to provide the Union with any and all information in regards to all
32 reserve funds.
33
34 (2) Has any reserve fund balances, including any "stabilization reserve" with the
35 exception of minimum reserve funds required by law and those that meet the
36 definition of "restricted assets" as defined by GASB 34. The City agrees to
37 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 _____, 2021.

X [Signature]
MAYOR

X [Signature]
City Clerk



Negotiations Committee Attest:

[Signature]
Bart Florence, Business Manager

[Signature]
Jeff Gladieux, President

[Signature]
Charlie Solt, Director of Public Employees

[Signature]
Jerry Frederick, Business Representative

[Signature]
Jason Ahles, Member/Negotiator

[Signature]
Fred Decker, Member/Negotiator

[Signature]
Mark Greenwell, Member/Negotiator


Alan Hart, Member/Negotiator


Lyza Koonce, Member/Negotiator


Daniela Monteiro, 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 19	Accounting Assistant
G 22	Accounting Technician
G 23	Administrative Secretary
G 25	Application Support Technician
G 17	Behavior/Inclusion Specialist
G 22	Building Inspector I
G 24	Building Inspector II
G 26	Business License Compliance Officer
G 25	Civil Service Technician
G 22	Code Enforcement Officer I
G 26	Code Enforcement Officer II
G 27	Combination Inspector
G 27	Communications Technician
G 24	Community Outreach Program Coordinator
G 13	Custodian
G 19	Parking Enforcement Officer
G 23	Community Services Officer (Police)
G 19	Development Permit Technician
G 21	Engineering Assistant
G 26	Environmental Control Officer
G 24	Environmental Control Technician
G 24	Equipment Mechanic
G 22	Equipment Operator II
G 20	Equipment Parts Technician
G 19	Equipment Service Worker
G 22	Equipment Service Writer
G 21	Equipment/Supply Technician
G 21	Evidence Technician
G 23	GIS Technician
G 17	Head Pool Operator
G 23	Information Systems Technician I
G 27	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 23	Logistics Officer
G 24	Maintenance Technician
G 18	Maintenance Worker I
G 20	Maintenance Worker II
G 22	Maintenance Worker III
G 15	Office Assistant I
G 17	Office Assistant II

(CONTINUED)

<u>GRADE</u>	<u>CLASS</u>
G 24	Park Ranger
G 19	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 19	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 19	Secretary
G 21	Senior Groundskeeper
G 24	Senior Engineering Technician I
G 25	Senior Equipment Mechanic
G 23	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%
Plans Examiner Supervisor Plans Examiner	Residential Building Inspector ICC (B1) Residential Plumbing Inspector ICC (P1) Residential Mechanical Inspector ICC (M1) Residential Electrical Inspector ICC (E1) Commercial Building Inspector ICC (B2) Commercial Plumbing Inspector ICC (P2) Commercial Mechanical Inspector ICC(M2) Commercial Electrical Inspector ICC (E2)
Development Permit Technician Permit Services Supervisor	Building Plans Examiner ICC (B3) Residential Building Inspector ICC (B1) Residential Plumbing Inspector ICC (P1) Residential Mechanical Inspector ICC (M1) Residential Electrical Inspector ICC (E1) Residential Plans Examiner ICC (P3) Residential Energy Inspector ICC (79) Zoning Inspector ICC (75) Property Maintenance and Housing Inspector ICC (64)
Residential Plans Examiner	Residential Building Inspector ICC (B1) Residential Plumbing Inspector ICC (P1) Residential Mechanical Inspector ICC (M1) Residential Electrical Inspector ICC (E1) Commercial Building Inspector ICC (B2) Commercial Plumbing Inspector ICC (P2) Commercial Mechanical Inspector ICC (M2) Commercial Electrical Inspector ICC (E2) Building Plans Examiner ICC (B3)
Senior Combination Inspector Combination Inspector	Accessibility Inspector ICC (21) Commercial Energy Inspector ICC (77) Building Plans Examiner ICC (B3) Fire Inspector 1 ICC (66) Commercial Energy Plans Examiner ICC (78) Certified Building Official ICC (CBO) Completion of a recognized journeyman program in one of the following trades: Carpentry/Framing, HVAC/Mechanical/Sheet Metal, Plumbing/Pipefitting, Electrical
Building Inspector II	Accessibility Inspector ICC (21) Commercial Energy Inspector ICC (77) Building Plans Examiner ICC (B3) Residential Plans Examiner ICC (R3) Fire Inspector 1 ICC (66) Residential Energy Inspector ICC (79)

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

Local 39 Non-Supervisory Unit
Schedule
APPENDIX D

Local 39 Non-Supervisory Unit
Salary Schedule Effective February 12, 2021 - Exhibit D-1
WAGE INCREASE OF 2.6%

		*****STEP*****							
Classification	Grade	1	2	3	4	5	6	7	8
Custodian	G13	1608	1687	1772	1860	1953	2051	2155	2261
		1,286.07	1,349.68	1,417.90	1,487.97	1,562.64	1,641.00	1,723.85	1,808.95
		33,437.76	35,091.73	36,865.51	38,687.18	40,628.66	42,665.98	44,820.17	47,032.80
Senior Recreation Leader (Full-Time)	G14	1687	1772	1860	1953	2051	2155	2261	2375
		1,349.68	1,417.90	1,487.97	1,562.64	1,641.00	1,723.85	1,808.95	1,900.05
		35,091.73	36,865.51	38,687.18	40,628.66	42,665.98	44,820.17	47,032.80	49,401.43
Office Assistant I	G15	1772	1860	1953	2051	2155	2261	2375	2493
		1,417.90	1,487.97	1,562.64	1,641.00	1,723.85	1,808.95	1,900.05	1,994.09
		36,865.51	38,687.18	40,628.66	42,665.98	44,820.17	47,032.80	49,401.43	51,846.34
	G16	1860	1953	2051	2155	2261	2375	2493	2619
		1,487.97	1,562.64	1,641.00	1,723.85	1,808.95	1,900.05	1,994.09	2,095.37
		38,687.18	40,628.66	42,665.98	44,820.17	47,032.80	49,401.43	51,846.34	54,479.73
Behavior Inclusion Specialist Head Pool Operator Office Assistant II Recreation Program Assistant Records Technician	G17	1953	2051	2155	2261	2375	2493	2619	2747
		1,562.64	1,641.00	1,723.85	1,808.95	1,900.05	1,994.09	2,095.37	2,197.99
		40,628.66	42,665.98	44,820.17	47,032.80	49,401.43	51,846.34	54,479.73	57,147.63
Maintenance Worker I Parks Maintenance Worker I Police Assistant I	G18	2051	2155	2261	2375	2493	2619	2747	2887
		1,641.00	1,723.85	1,808.95	1,900.05	1,994.09	2,095.37	2,197.99	2,309.38
		42,665.98	44,820.17	47,032.80	49,401.43	51,846.34	54,479.73	57,147.63	60,043.81
Accounting Assistant Business License Technician Development Permit Technician Equipment Service Worker Office Assistant III Parking Enforcement Officer Program Assistant Reprographics Technician Secretary Victim Service Unit Volunteer Coordinator	G19	2155	2261	2375	2493	2619	2747	2887	3032
		1,723.85	1,808.95	1,900.05	1,994.09	2,095.37	2,197.99	2,309.38	2,425.42
		44,820.17	47,032.80	49,401.43	51,846.34	54,479.73	57,147.63	60,043.81	63,060.80

Local 39 Non-Supervisory Unit
Salary Schedule Effective February 12, 2021 - Exhibit D-1
WAGE INCREASE OF 2.5%

		*****STEP*****							
Classification	Grade	1	2	3	4	5	6	7	8
Custodial Coordinator	G20	22,61	23,75	24,93	26,19	27,47	28,87	30,32	31,81
Equipment Parts Technician		1,808.95	1,900.05	1,994.09	2,095.37	2,197.99	2,309.38	2,425.42	2,544.62
Greenskeeper*		47,032.80	49,401.43	51,846.34	54,479.73	57,147.63	60,043.81	63,060.80	66,160.19
Maintenance Worker II									
Parks Maintenance Worker II									
Police Assistant II									
Police Services Specialist									
Police Technician									
Public Safety Call Taker									
Engineering Assistant	G21	23,75	24,93	26,19	27,47	28,87	30,32	31,81	33,42
Equipment/Supply Technician		1,900.05	1,994.09	2,095.37	2,197.99	2,309.38	2,425.42	2,544.62	2,673.41
Evidence Technician		49,401.43	51,846.34	54,479.73	57,147.63	60,043.81	63,060.80	66,160.19	69,508.74
Planning Technician									
Senior Groundskeeper									
Accounting Technician	G22	24,93	26,19	27,47	28,87	30,32	31,81	33,42	35,06
Building Inspector I		1,994.09	2,095.37	2,197.99	2,309.38	2,425.42	2,544.62	2,673.41	2,804.73
Code Enforcement Officer I		51,846.34	54,479.73	57,147.63	60,043.81	63,060.80	66,160.19	69,508.74	72,923.03
Equipment Operator II									
Equipment Service Writer									
Irrigation System Technician									
Lead Business License Technician									
Maintenance Worker III									
Parking Meter Technician									
Public Safety Dispatch Trainee									
Purchasing Technician									
Senior Parks Maintenance Worker									
Tree Maintenance Worker									
Administrative Secretary	G23	26,19	27,47	28,87	30,32	31,81	33,42	35,06	36,83
Community Services Officer		2,095.37	2,197.99	2,309.38	2,425.42	2,544.62	2,673.41	2,804.73	2,946.50
GIS Technician		54,479.73	57,147.63	60,043.81	63,060.80	66,160.19	69,508.74	72,923.03	76,609.09
Information Systems Technician I									
Logistics Officer									
Public Safety Dispatcher									
Senior Equipment Service Writer									

Local 39 Non-Supervisory Unit
Salary Schedule Effective February 12, 2021 - Exhibit D-1
WAGE INCREASE OF 2.5%

		*****STEP*****							
Classification	Grade	1	2	3	4	5	6	7	8
Building Inspector II Community Outreach Program Coordinator Criminalist Environmental Control Technician Equipment Mechanic Land Development Plans Examiner Lift Station Technician Maintenance Technician Park Ranger Senior Engineering Technician I Senior Irrigation System Technician Senior Tree Maintenance Worker Traffic Signal Mechanic Victim/Witness Advocate (Police) Water Reclamation Plant Operator	G24	27 47 2,197 99 57,147 63	28 87 2,309 38 60,043 81	30 32 2,425 42 63,060 80	31 81 2,544 62 66,160 19	33 42 2,673 41 69,508 74	35 06 2,804 73 72,923 03	36 83 2,946 50 76,609 09	38 68 3,094 76 80,463 87
Application Support Technician Civil Service Technician Senior Equipment Mechanic Tree Inspector	G25	28 87 2,309 38 60,043 81	30 32 2,425 42 63,060 80	31 81 2,544 62 66,160 19	33 42 2,673 41 69,508 74	35 06 2,804 73 72,923 03	36 83 2,946 50 76,609 09	38 68 3,094 76 80,463 87	40 61 3,248 72 84,466 78
Business License Compliance Officer Code Enforcement Officer II Environmental Control Officer Residential Plans Examiner Senior Lift Station Technician Senior Water Reclamation Plant Oper Traffic Signal Technician	G26	30 32 2,425 42 63,060 80	31 81 2,544 62 66,160 19	33 42 2,673 41 69,508 74	35 06 2,804 73 72,923 03	36 83 2,946 50 76,609 09	38 68 3,094 76 80,463 87	40 61 3,248 72 84,466 78	42 65 3,411 77 88,706 11
Combination Inspector Communications Technician Information Systems Technician II Property Technician Public Works Construction Inspector	G27	31 81 2,544 62 66,160 19	33 42 2,673 41 69,508 74	35 06 2,804 73 72,923 03	36 83 2,946 50 76,609 09	38 68 3,094 76 80,463 87	40 61 3,248 72 84,466 78	42 65 3,411 77 88,706 11	44 77 3,581 56 93,120 53
Plans Examiner	G28	33 42 2,673 41 69,508 74	35 06 2,804 73 72,923 03	36 83 2,946 50 76,609 09	38 68 3,094 76 80,463 87	40 61 3,248 72 84,466 78	42 65 3,411 77 88,706 11	44 77 3,581 56 93,120 53	47 02 3,761 33 97,794 62

Local 39 Non-Supervisory Unit
Salary Schedule Effective July 2, 2021 - Exhibit D-1
WAGE INCREASE OF 2.5%

*****STEP*****									
Classification	Grade	1	2	3	4	5	6	7	8
Custodian	G13	16.48	17.29	18.17	19.06	20.02	21.03	22.09	23.18
		1,318.22	1,383.42	1,453.35	1,525.17	1,601.71	1,682.02	1,766.93	1,854.20
		34,273.71	35,969.02	37,787.15	39,654.36	41,644.38	43,732.63	45,940.15	48,209.11
Senior Recreation Leader (Full-Time)	G14	17.29	18.17	19.06	20.02	21.03	22.09	23.18	24.34
		1,383.42	1,453.35	1,525.17	1,601.71	1,682.02	1,766.93	1,854.20	1,947.56
		35,969.02	37,787.15	39,654.36	41,644.38	43,732.63	45,940.15	48,209.11	50,636.46
Office Assistant I	G15	18.17	19.06	20.02	21.03	22.09	23.18	24.34	25.55
		1,453.35	1,525.17	1,601.71	1,682.02	1,766.93	1,854.20	1,947.56	2,043.94
		37,787.15	39,654.36	41,644.38	43,732.63	45,940.15	48,209.11	50,636.46	53,142.51
	G16	19.06	20.02	21.03	22.09	23.18	24.34	25.55	26.85
		1,525.17	1,601.71	1,682.02	1,766.93	1,854.20	1,947.56	2,043.94	2,147.74
		39,654.36	41,644.38	43,732.63	45,940.15	48,209.11	50,636.46	53,142.51	55,841.21
Behavior Inclusion Specialist Head Pool Operator Office Assistant II Recreation Program Assistant Records Technician	G17	20.02	21.03	22.09	23.18	24.34	25.55	26.85	28.16
		1,601.71	1,682.02	1,766.93	1,854.20	1,947.56	2,043.94	2,147.74	2,252.95
		41,644.38	43,732.63	45,940.15	48,209.11	50,636.46	53,142.51	55,841.21	58,576.82
Maintenance Worker I Parks Maintenance Worker I Police Assistant I	G18	21.03	22.09	23.18	24.34	25.55	26.85	28.16	29.59
		1,682.02	1,766.93	1,854.20	1,947.56	2,043.94	2,147.74	2,252.95	2,367.11
		43,732.63	45,940.15	48,209.11	50,636.46	53,142.51	55,841.21	58,576.82	61,544.91
Accounting Assistant Business License Technician Development Permit Technician Equipment Service Worker Office Assistant III Parking Enforcement Officer Program Assistant Reprographics Technician Secretary Victim Service Unit Volunteer Coordinator	G19	22.09	23.18	24.34	25.55	26.85	28.16	29.59	31.08
		1,766.93	1,854.20	1,947.56	2,043.94	2,147.74	2,252.95	2,367.11	2,486.03
		45,940.15	48,209.11	50,636.46	53,142.51	55,841.21	58,576.82	61,544.91	64,636.80

Local 39 Non-Supervisory Unit
Salary Schedule Effective July 2, 2021 - Exhibit D-1
WAGE INCREASE OF 2.6%

		*****STEP*****								
Classification	Grade	1	2	3	4	5	6	7	8	
Custodial Coordinator Equipment Parts Technician Greenskeeper* Maintenance Worker II Parks Maintenance Worker II Police Assistant II Police Services Specialist Police Technician Public Safety Call Taker	G20	23.18 1,854.20 48,209.11	24.34 1,947.56 50,636.46	25.55 2,043.94 53,142.51	26.85 2,147.74 55,841.21	28.16 2,252.95 58,576.82	29.59 2,367.11 61,544.91	31.08 2,486.03 64,636.80	32.60 2,608.26 67,814.70	Hourly Bi-Weekly Annual
	G21	24.34 1,947.56 50,636.46	25.55 2,043.94 53,142.51	26.85 2,147.74 55,841.21	28.16 2,252.95 58,576.82	29.59 2,367.11 61,544.91	31.08 2,486.03 64,636.80	32.60 2,608.26 67,814.70	34.25 2,740.23 71,245.94	Hourly Bi-Weekly Annual
	G22	25.55 2,043.94 53,142.51	26.85 2,147.74 55,841.21	28.16 2,252.95 58,576.82	29.59 2,367.11 61,544.91	31.08 2,486.03 64,636.80	32.60 2,608.26 67,814.70	34.25 2,740.23 71,245.94	35.94 2,874.89 74,747.12	Hourly Bi-Weekly Annual
	G23	26.85 2,147.74 55,841.21	28.16 2,252.95 58,576.82	29.59 2,367.11 61,544.91	31.08 2,486.03 64,636.80	32.60 2,608.26 67,814.70	34.25 2,740.23 71,245.94	35.94 2,874.89 74,747.12	37.75 3,020.19 78,524.86	Hourly Bi-Weekly Annual
Engineering Assistant Equipment/Supply Technician Evidence Technician Planning Technician Senior Groundskeeper Accounting Technician Building Inspector I Code Enforcement Officer I Equipment Operator II Equipment Service Writer Irrigation System Technician Lead Business License Technician Maintenance Worker III Parking Meter Technician Public Safety Dispatch Trainee Purchasing Technician Senior Parks Maintenance Worker Tree Maintenance Worker	G21	24.34 1,947.56 50,636.46	25.55 2,043.94 53,142.51	26.85 2,147.74 55,841.21	28.16 2,252.95 58,576.82	29.59 2,367.11 61,544.91	31.08 2,486.03 64,636.80	32.60 2,608.26 67,814.70	34.25 2,740.23 71,245.94	Hourly Bi-Weekly Annual
	G22	25.55 2,043.94 53,142.51	26.85 2,147.74 55,841.21	28.16 2,252.95 58,576.82	29.59 2,367.11 61,544.91	31.08 2,486.03 64,636.80	32.60 2,608.26 67,814.70	34.25 2,740.23 71,245.94	35.94 2,874.89 74,747.12	Hourly Bi-Weekly Annual
	G23	26.85 2,147.74 55,841.21	28.16 2,252.95 58,576.82	29.59 2,367.11 61,544.91	31.08 2,486.03 64,636.80	32.60 2,608.26 67,814.70	34.25 2,740.23 71,245.94	35.94 2,874.89 74,747.12	37.75 3,020.19 78,524.86	Hourly Bi-Weekly Annual
Administrative Secretary Community Services Officer GIS Technician Information Systems Technician I Logistics Officer Public Safety Dispatcher Senior Equipment Service Writer	G23	26.85 2,147.74 55,841.21	28.16 2,252.95 58,576.82	29.59 2,367.11 61,544.91	31.08 2,486.03 64,636.80	32.60 2,608.26 67,814.70	34.25 2,740.23 71,245.94	35.94 2,874.89 74,747.12	37.75 3,020.19 78,524.86	Hourly Bi-Weekly Annual

WAGE INCREASE OF 2.5%

*****STEP*****									
Classification	Grade	1	2	3	4	5	6	7	8
Building Inspector II Community Outreach Program Coordinator Criminalist Environmental Control Technician Equipment Mechanic Land Development Plans Examiner Lift Station Technician Maintenance Technician Park Ranger Senior Engineering Technician I Senior Irrigation System Technician Senior Tree Maintenance Worker Traffic Signal Mechanic Victim/Witness Advocate (Police) Water Reclamation Plant Operator	G24	28,16 2,252.95 58,576.82	29,59 2,367.11 61,544.91	31,08 2,486.03 64,636.80	32,60 2,608.26 67,814.70	34,25 2,740.23 71,245.94	35,94 2,874.89 74,747.12	37,75 3,020.19 78,524.86	39,65 3,172.14 82,475.52
Application Support Technician Civil Service Technician Senior Equipment Mechanic Tree Inspector	G25	29,59 2,367.11 61,544.91	31,08 2,486.03 64,636.80	32,60 2,608.26 67,814.70	34,25 2,740.23 71,245.94	35,94 2,874.89 74,747.12	37,75 3,020.19 78,524.86	39,65 3,172.14 82,475.52	41,62 3,329.94 86,578.51
Business License Compliance Officer Code Enforcement Officer II Environmental Control Officer Residential Plans Examiner Senior Lift Station Technician Senior Water Reclamation Plant Oper Traffic Signal Technician	G26	31,08 2,486.03 64,636.80	32,60 2,608.26 67,814.70	34,25 2,740.23 71,245.94	35,94 2,874.89 74,747.12	37,75 3,020.19 78,524.86	39,65 3,172.14 82,475.52	41,62 3,329.94 86,578.51	43,71 3,497.05 90,923.30
Combination Inspector Communications Technician Information Systems Technician II Property Technician Public Works Construction Inspector	G27	32,60 2,608.26 67,814.70	34,25 2,740.23 71,245.94	35,94 2,874.89 74,747.12	37,75 3,020.19 78,524.86	39,65 3,172.14 82,475.52	41,62 3,329.94 86,578.51	43,71 3,497.05 90,923.30	45,89 3,671.10 95,448.58
Plans Examiner	G28	34,25 2,740.23 71,245.94	35,94 2,874.89 74,747.12	37,75 3,020.19 78,524.86	39,65 3,172.14 82,475.52	41,62 3,329.94 86,578.51	43,71 3,497.05 90,923.30	45,89 3,671.10 95,448.58	48,19 3,855.37 100,239.52

Local 39 Non-Supervisory Unit
Salary Schedule Effective July 16, 2021 - Exhibit D-1
WAGE DECREASE OF .25% - PERS CONTRIBUTION RATE INCREASE

*****STEP*****										
Classification	Grade	1	2	3	4	5	6	7	8	
Custodian	G13	16.43	17.25	18.13	19.02	19.97	20.97	22.03	23.13	Hourly
		1,314.12	1,379.93	1,450.48	1,521.35	1,597.70	1,677.81	1,762.51	1,850.35	Bi-Weekly
		34,167.22	35,878.07	37,712.40	39,555.12	41,540.15	43,623.18	45,825.23	48,109.21	Annual
Senior Recreation Leader (Full-Time)	G14	17.25	18.13	19.02	19.97	20.97	22.03	23.13	24.28	Hourly
		1,379.93	1,450.48	1,521.35	1,597.70	1,677.81	1,762.51	1,850.35	1,942.72	Bi-Weekly
		35,878.07	37,712.40	39,555.12	41,540.15	43,623.18	45,825.23	48,109.21	50,510.77	Annual
Office Assistant I	G15	18.13	19.02	19.97	20.97	22.03	23.13	24.28	25.49	Hourly
		1,450.48	1,521.35	1,597.70	1,677.81	1,762.51	1,850.35	1,942.72	2,038.88	Bi-Weekly
		37,712.40	39,555.12	41,540.15	43,623.18	45,825.23	48,109.21	50,510.77	53,010.80	Annual
	G16	19.02	19.97	20.97	22.03	23.13	24.28	25.49	26.78	Hourly
		1,521.35	1,597.70	1,677.81	1,762.51	1,850.35	1,942.72	2,038.88	2,142.42	Bi-Weekly
		39,555.12	41,540.15	43,623.18	45,825.23	48,109.21	50,510.77	53,010.80	55,702.87	Annual
Behavior Inclusion Specialist Head Pool Operator Office Assistant II Recreation Program Assistant Records Technician	G17	19.97	20.97	22.03	23.13	24.28	25.49	26.78	28.10	Hourly
		1,597.70	1,677.81	1,762.51	1,850.35	1,942.72	2,038.88	2,142.42	2,248.17	Bi-Weekly
		41,540.15	43,623.18	45,825.23	48,109.21	50,510.77	53,010.80	55,702.87	58,452.40	Annual
Maintenance Worker I Parks Maintenance Worker I Police Assistant I	G18	20.97	22.03	23.13	24.28	25.49	26.78	28.10	29.52	Hourly
		1,677.81	1,762.51	1,850.35	1,942.72	2,038.88	2,142.42	2,248.17	2,361.29	Bi-Weekly
		43,623.18	45,825.23	48,109.21	50,510.77	53,010.80	55,702.87	58,452.40	61,393.43	Annual
Accounting Assistant Business License Technician Development Permit Technician Equipment Service Worker Office Assistant III Parking Enforcement Officer Program Assistant Reprographics Technician Secretary Victim Service Unit Volunteer Coordinator	G19	22.03	23.13	24.28	25.49	26.78	28.10	29.52	31.00	Hourly
		1,762.51	1,850.35	1,942.72	2,038.88	2,142.42	2,248.17	2,361.29	2,479.91	Bi-Weekly
		45,825.23	48,109.21	50,510.77	53,010.80	55,702.87	58,452.40	61,393.43	64,477.76	Annual

Local 39 Non-Supervisory Unit
Salary Schedule Effective July 16, 2021 - Exhibit D-1
WAGE DECREASE OF .25% - PERS CONTRIBUTION RATE INCREASE

Classification	Grade	*****STEP*****							
		1	2	3	4	5	6	7	8
Custodial Coordinator	G20	23.13	24.28	25.49	26.78	28.10	29.52	31.00	32.52
Equipment Parts Technician		1,850.35	1,942.72	2,038.88	2,142.42	2,248.17	2,361.29	2,479.91	2,601.84
Greenskeeper*		48,109.21	50,510.77	53,010.80	55,702.87	58,452.40	61,393.43	64,477.76	67,647.74
Maintenance Worker II									
Parks Maintenance Worker II									
Police Assistant II	G21								
Police Services Specialist									
Police Technician									
Public Safety Call Taker									
Engineering Assistant	G21	24.28	25.49	26.78	28.10	29.52	31.00	32.52	34.17
Equipment/Supply Technician		1,942.72	2,038.88	2,142.42	2,248.17	2,361.29	2,479.91	2,601.84	2,733.49
Evidence Technician		50,510.77	53,010.80	55,702.87	58,452.40	61,393.43	64,477.76	67,647.74	71,070.64
Planning Technician									
Senior Groundskeeper									
Accounting Technician	G22	25.49	26.78	28.10	29.52	31.00	32.52	34.17	35.85
Building Inspector I		2,038.88	2,142.42	2,248.17	2,361.29	2,479.91	2,601.84	2,733.49	2,867.81
Code Enforcement Officer I		53,010.80	55,702.87	58,452.40	61,393.43	64,477.76	67,647.74	71,070.64	74,563.05
Equipment Operator II									
Equipment Service Writer									
Irrigation System Technician									
Lead Business License Technician									
Maintenance Worker III									
Parking Meter Technician									
Public Safety Dispatch Trainee									
Purchasing Technician									
Senior Parks Maintenance Worker									
Tree Maintenance Worker									
Administrative Secretary	G23	26.78	28.10	29.52	31.00	32.52	34.17	35.85	37.66
Community Services Officer		2,142.42	2,248.17	2,361.29	2,479.91	2,601.84	2,733.49	2,867.81	3,012.75
GIS Technician		55,702.87	58,452.40	61,393.43	64,477.76	67,647.74	71,070.64	74,563.05	78,331.54
Information Systems Technician I									
Logistics Officer									
Public Safety Dispatcher									
Senior Equipment Service Writer									

Local 39 Non-Supervisory Unit
Salary Schedule Effective July 16, 2021 - Exhibit D-1
WAGE DECREASE OF .26% - PERS CONTRIBUTION RATE INCREASE

		*****STEP*****							
Classification	Grade	1	2	3	4	5	6	7	8
Building Inspector II	G24	28.10	29.52	31.00	32.52	34.17	35.85	37.66	39.56
Community Outreach Program Coordinator		2,248.17	2,361.29	2,479.91	2,601.84	2,733.49	2,867.81	3,012.75	3,165.13
Criminalist		58,452.40	61,393.43	64,477.76	67,647.74	71,070.64	74,563.05	78,331.54	82,293.32
Environmental Control Technician									
Equipment Mechanic									
Land Development Plans Examiner									
Lift Station Technician									
Maintenance Technician									
Park Ranger									
Senior Engineering Technician I									
Senior Irrigation System Technician									
Senior Tree Maintenance Worker									
Traffic Signal Mechanic									
Victim/Witness Advocate (Police)									
Water Reclamation Plant Operator									
Application Support Technician	G25	29.52	31.00	32.52	34.17	35.85	37.66	39.56	41.53
Civil Service Technician		2,361.29	2,479.91	2,601.84	2,733.49	2,867.81	3,012.75	3,165.13	3,322.59
Senior Equipment Mechanic		61,393.43	64,477.76	67,647.74	71,070.64	74,563.05	78,331.54	82,293.32	86,387.25
Tree Inspector									
Business License Compliance Officer	G26	31.00	32.52	34.17	35.85	37.66	39.56	41.53	43.61
Code Enforcement Officer II		2,479.91	2,601.84	2,733.49	2,867.81	3,012.75	3,165.13	3,322.59	3,488.53
Environmental Control Officer		64,477.76	67,647.74	71,070.64	74,563.05	78,331.54	82,293.32	86,387.25	90,701.69
Residential Plans Examiner									
Senior Lift Station Technician									
Senior Water Reclamation Plant Oper									
Traffic Signal Technician									
Combination Inspector	G27	32.52	34.17	35.85	37.66	39.56	41.53	43.61	45.78
Communications Technician		2,601.84	2,733.49	2,867.81	3,012.75	3,165.13	3,322.59	3,488.53	3,662.15
Information Systems Technician II		67,647.74	71,070.64	74,563.05	78,331.54	82,293.32	86,387.25	90,701.69	95,215.88
Property Technician									
Public Works Construction Inspector									
Plans Examiner	G28	34.17	35.85	37.66	39.56	41.53	43.61	45.78	48.08
		2,733.49	2,867.81	3,012.75	3,165.13	3,322.59	3,488.53	3,662.15	3,846.77
		71,070.64	74,563.05	78,331.54	82,293.32	86,387.25	90,701.69	95,215.88	100,015.95

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

		*****STEP*****							
Classification	Grade	1	2	3	4	5	6	7	8
Custodian	G13	16.84	17.68	18.58	19.50	20.47	21.49	22.58	23.71
		1,346.98	1,414.40	1,486.70	1,560.16	1,637.66	1,718.98	1,806.53	1,896.58
		35,021.40	36,774.50	38,654.14	40,564.20	42,579.07	44,693.40	46,969.67	49,311.21
Senior Recreation Leader (Full-Time)	G14	17.68	18.58	19.50	20.47	21.49	22.58	23.71	24.89
		1,414.40	1,486.70	1,560.16	1,637.66	1,718.98	1,806.53	1,896.58	1,991.26
		36,774.50	38,654.14	40,564.20	42,579.07	44,693.40	46,969.67	49,311.21	51,772.77
Office Assistant I	G15	18.58	19.50	20.47	21.49	22.58	23.71	24.89	26.13
		1,486.70	1,560.16	1,637.66	1,718.98	1,806.53	1,896.58	1,991.26	2,090.62
		38,654.14	40,564.20	42,579.07	44,693.40	46,969.67	49,311.21	51,772.77	54,356.07
	G16	19.50	20.47	21.49	22.58	23.71	24.89	26.13	27.45
		1,560.16	1,637.66	1,718.98	1,806.53	1,896.58	1,991.26	2,090.62	2,195.97
		40,564.20	42,579.07	44,693.40	46,969.67	49,311.21	51,772.77	54,356.07	57,095.13
Behavior Inclusion Specialist Head Pool Operator Office Assistant II Recreation Program Assistant Records Technician	G17	20.47	21.49	22.58	23.71	24.89	26.13	27.45	28.80
		1,637.66	1,718.98	1,806.53	1,896.58	1,991.26	2,090.62	2,195.97	2,304.38
		42,579.07	44,693.40	46,969.67	49,311.21	51,772.77	54,356.07	57,095.13	59,913.89
Maintenance Worker I Parks Maintenance Worker I Police Assistant I	G18	21.49	22.58	23.71	24.89	26.13	27.45	28.80	30.26
		1,718.98	1,806.53	1,896.58	1,991.26	2,090.62	2,195.97	2,304.38	2,421.13
		44,693.40	46,969.67	49,311.21	51,772.77	54,356.07	57,095.13	59,913.89	62,949.26
Accounting Assistant Business License Technician Equipment Service Worker Office Assistant III Parking Enforcement Officer Program Assistant Reprographics Technician Secretary Victim Service Unit Volunteer Coordinator	G19	22.58	23.71	24.89	26.13	27.45	28.80	30.26	31.78
		1,806.53	1,896.58	1,991.26	2,090.62	2,195.97	2,304.38	2,421.13	2,542.74
		46,969.67	49,311.21	51,772.77	54,356.07	57,095.13	59,913.89	62,949.26	66,111.23

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

		*****STEP*****							
Classification	Grade	1	2	3	4	5	6	7	8
Custodial Coordinator	G20	23 71	24 89	26 13	27 45	28 80	30 26	31 78	33 33
Equipment Parts Technician		1,896.58	1,991.26	2,090.62	2,195.97	2,304.38	2,421.13	2,542.74	2,666.68
Greenskeeper*		49,311.21	51,772.77	54,356.07	57,095.13	59,913.89	62,949.26	66,111.23	69,333.59
Maintenance Worker II									
Parks Maintenance Worker II									
Police Assistant II									
Police Services Specialist									
Police Technician									
Public Safety Call Taker									
Development Permit Technician	G21	24 89	26 13	27 45	28 80	30 26	31 78	33 33	35 02
Engineering Assistant		1,991.26	2,090.62	2,195.97	2,304.38	2,421.13	2,542.74	2,666.68	2,801.57
Equipment/Supply Technician		51,772.77	54,356.07	57,095.13	59,913.89	62,949.26	66,111.23	69,333.59	72,840.76
Evidence Technician									
Planning Technician									
Senior Groundskeeper									
Accounting Technician	G22	26 13	27 45	28 80	30 26	31 78	33 33	35 02	36 75
Building Inspector I		2,090.62	2,195.97	2,304.38	2,421.13	2,542.74	2,666.68	2,801.57	2,940.10
Code Enforcement Officer I		54,356.07	57,095.13	59,913.89	62,949.26	66,111.23	69,333.59	72,840.76	76,442.51
Equipment Operator II									
Equipment Service Writer									
Irrigation System Technician									
Lead Business License Technician									
Maintenance Worker III									
Parking Meter Technician									
Public Safety Dispatch Trainee									
Purchasing Technician									
Senior Parks Maintenance Worker									
Tree Maintenance Worker									
Administrative Secretary	G23	27 45	28 80	30 26	31 78	33 33	35 02	36 75	38 60
Community Services Officer		2,195.97	2,304.38	2,421.13	2,542.74	2,666.68	2,801.57	2,940.10	3,087.87
GIS Technician		57,095.13	59,913.89	62,949.26	66,111.23	69,333.59	72,840.76	76,442.51	80,284.66
Information Systems Technician I									
Logistics Officer									
Public Safety Dispatcher									
Senior Equipment Service Writer									

WAGE INCREASE OF 2.5%

	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	Annual	Bi-Weekly																																																																																																																																																																																																																																																																																																																																																									
	2,801	37	2,540	10	3,087	87	3,244	01	3,403	39	3,576	27	3,753	48	3,942	68	4,134	99	4,331	50	4,533	81	4,740	12	4,952	43	5,169	74	5,391	10	5,618	41	5,850	74	6,087	07	6,329	40	6,575	71	6,825	01	7,079	31	7,337	61	7,598	95	7,863	24	8,132	54	8,405	85	8,682	15	8,962	45	9,245	74	9,531	03	9,820	31	10,111	60	10,405	88	10,702	16	11,002	44	11,304	71	11,609	97	11,916	23	12,225	48	12,536	73	12,848	97	13,162	20	13,478	42	13,795	65	14,114	87	14,435	10	14,757	32	15,080	53	15,404	74	15,729	94	16,055	15	16,382	35	16,710	55	17,039	75	17,369	94	17,699	13	18,030	32	18,361	50	18,693	68	19,025	85	19,358	02	19,691	19	20,024	36	20,357	52	20,690	68	21,023	83	21,356	03	21,689	18	22,021	33	22,353	48	22,685	63	23,017	78	23,348	92	23,679	06	24,010	20	24,341	34	24,672	48	25,002	61	25,332	75	25,662	88	25,992	01	26,321	14	26,650	27	26,979	39	27,307	51	27,635	63	27,963	75	28,290	87	28,617	98	28,944	09	29,270	20	29,596	31	29,921	42	30,246	53	30,571	64	30,895	74	31,219	84	31,542	94	31,865	04	32,187	14	32,509	24	32,830	34	33,151	44	33,471	54	33,791	64	34,110	74	34,429	84	34,748	93	35,066	03	35,384	13	35,701	23	36,018	32	36,334	42	36,650	51	36,965	61	37,280	70	37,594	79	37,908	88	38,221	97	38,534	06	38,847	15	39,159	24	39,471	33	39,782	42	40,093	51	40,403	60	40,713	69	41,022	78	41,331	87	41,640	96	41,948	05	42,256	14	42,563	23	42,870	32	43,177	41	43,483	50	43,789	59	44,094	68	44,399	77	44,703	86	45,007	95	45,310	04	45,613	13	45,915	22	46,217	31	46,519	40	46,820	49	47,121	58	47,421	67	47,721	76	48,021	85	48,320	94	48,619	03	48,917	12	49,215	21	49,512	30	49,809	39	50,105	48	50,401	57	50,696	66	50,991	75	51,285	84	51,579	93	51,872	02	52,165	11	52,457	20	52,749	29	53,040	38	53,331	47	53,621	56	53,911	65	54,200	74	54,489	83	54,777	92	55,065	01	55,352	10	55,639	19	55,925	28	56,211	37	56,496	46	56,781	55	57,065	64	57,349	73	57,632	82	57,915	91	58,197	00	58,479	09	58,760

APPENDIX E

Environmental Control Officer Certifications

GS14 Environmental Control Officer	5.0% Incentive	5.0% Incentive
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

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

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

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

When an employee is certified in all 8 they can earn "Master" Automobile Technician status and eligibility for incentive pay.

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

When an employee is certified in T-2 through T-7 they can earn "Master" Medium/Heavy Truck Technician status and eligibility for incentive pay.

Equipment Service Worker

Automotive:

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

When an employee is certified in all they can earn eligibility for incentive pay.

APPENDIX H
(Continued)
ASE CERTIFICATION

Parts Specialists:

- P-1 Medium/Heavy Truck Dealership Parts
- P-2 Automobile Parts
- P-3 Medium/Heavy Truck aftermarket brake parts
- P-4 General Motors Parts Consultant
- P-9 Medium/Heavy Truck aftermarket suspension and steering parts

When an employee is certified in all they earn eligibility for incentive pay.

Service Writer:

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

When an employee is certified in all they earn eligibility for incentive pay.

APPENDIX I

CITY OF RENO AND STATIONARY ENGINEERS LOCAL 39


LETTER OF AGREEMENT CONTRACT YEARS 1997- 2002

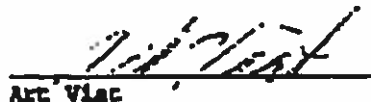
The criteria for bidding of shifts in continuous operations will emphasize seniority within that affected classification but will give management the final decision on a case-by-case basis to deviate from seniority due to operational needs.

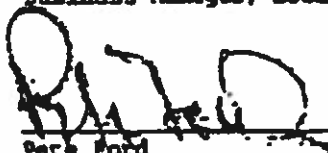
The signatures below do not indicate the parties may be locked in the above procedure if a majority of the affected employees agree to another procedure.

For the City:

For the Union:


Ralph Jaeck
Assistant City Manager


Art Vlat
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

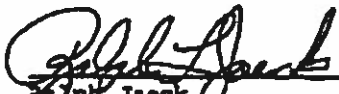
CITY OF RENO, DEPARTMENT OF POLICE, RECORDS AND IDENTIFICATION BUREAU, LUNCH BREAK PROCEDURE FOR SWING AND GRAVEYARD SHIFTS

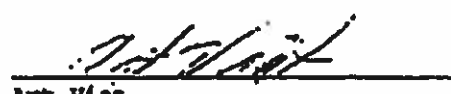
Commensurate with Article VIII, Section A of the current Contract covering supervisory and non-supervisory employees of the City of Reno, the agreed procedure for lunch breaks for employees in the classes of Administrative Supervisor and Police Clerk assigned to the City of Reno, Department of Police,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

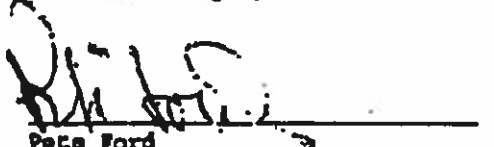
1. Employees in the classes noted above working the shifts noted above shall work an eight (8) hour work day.
2. This work day includes two (2) fifteen minute rest breaks.
3. The two (2) rest breaks provided for in the current Contract may, at the employee's request, be combined into a one-half (1/2) 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 Jaack
Assistant City Manager


Art Viat
Business Manager, Local 39


Pete Ford
Business Representative, Local 39

APPENDIX K

Degree of consanguinity and affinity

						7	OOOOO Grandson
						OOOOO Grandson	
					6	OOOO Grandson	OOOOO Aunt/Uncle
				4	OOO Grandson	OOOO Aunt/Uncle	
			3	OO Grandson	OOO Aunt/Uncle		Child of OOOO Aunt/Uncle
		2	OO Grandson	OO Aunt/Uncle		Child of OOO Aunt/Uncle	
	1	Grandparent		OO Aunt/Uncle	Child of OO Aunt/Uncle		Grandchild of OO Aunt/Uncle
	Parent		Aunt/Uncle		Child of Great Aunt/Uncle	Grandchild of OO Aunt/Uncle	
Deceased		Brother Sister		Cousin		Second Cousin	Third Cousin
	Child		Niece Nephew		Child of Cousin		Child of Second Cousin
		Grandchild		Grand Niece Nephew		Grandchild of Cousin	Grandchild of Second Cousin
			Great Grandchild		Great Grand Niece Nephew		Great Grandchild of Cousin
				OO Grandchild		OO Grand Niece Nephew	OO Grandchild of Cousin
					OOO Grandchild		OOO Grand Niece Nephew
						OOOO Grandchild	OOOO Grand Niece Nephew
							OOOOO Grandchild