

**LABOR AGREEMENT BETWEEN
CITY OF HENDERSON, NEVADA
AND
HENDERSON POLICE SUPERVISORS ASSOCIATION**

JULY 1, 2025 – JUNE 30, 2028

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PREAMBLE:

WHEREAS, the CITY of Henderson (the "CITY") is engaged in furnishing essential public services vital to the health, safety and welfare of the population of the City;

WHEREAS, both the CITY and its employees have a high degree of responsibility to the public in so serving the public without interruption of essential services;

WHEREAS, both the CITY and the Henderson Police Supervisors Association (the "Parties") recognize this mutual responsibility, and have entered into this agreement as an instrument and means of maintaining the existing harmonious relationship between the CITY and its employees, and with the intention and desire to foster and promote the responsibility of sound, stable and peaceful labor relations between the CITY and its employees;

WHEREAS, the parties recognize that this Agreement is not intended to modify any of the discretionary authority vested in the CITY by the statutes of the State of Nevada; and

WHEREAS, the parties have reached an understanding concerning wages, hours and conditions of employment and have caused the understanding to be set out in this Agreement, with the effective dates of July 1, 2025 through June 30, 2028 and

NOW, THEREFORE, the parties do agree as follows:

ARTICLE 1. RECOGNITION:

The City of Henderson, (hereinafter referred to as the "CITY"), and the Police Department (hereinafter referred to as the "DEPARTMENT") recognizes the HENDERSON POLICE SUPERVISORS ASSOCIATION (hereinafter referred to as the "HPSA"), as the bargaining agent for the classifications listed in this Agreement for the purpose of collective bargaining as set forth in NRS 288.

ARTICLE 2. ASSOCIATION AND MANAGEMENT RIGHTS:

Section 1: The CITY and the HPSA agree that the City possess the sole right to operate the Department and that all Management rights remain with those officials. These rights include, but are not limited to:

- (a) Hire, direct, classify, assign, or transfer HPSA Members; except when such assignment or transfer is done as a part of the disciplinary process.
- (b) Reduce in force, demote, or lay off any HPSA Member because of lack of work or lack of money.

- (c) Determine appropriate staffing levels and work performance standards, and the means and methods by which operations are conducted, except for HPSA Member safety considerations.
- (d) Determine work schedules, tours of duty, daily assignments, standards of performance, and/or the services to be rendered.
- (e) Determine quality and quantity of services to be offered to the public and the means and methods of offering those services.
- (f) Determine the content of the workday, including without limitation workload factors, except for HPSA Member safety considerations.
- (g) Take whatever action may be necessary to carry on its responsibilities in situations of emergency such as a riot, military action, natural disaster or civil disorder.
- (h) Manage its operation in the most efficient manner consistent with the best interests of all its citizens, its taxpayers, and HPSA Members.
- (i) Promote HPSA Members and determine promotional procedures, as provided in this Agreement.
- (j) Educate and train HPSA Members and determine corresponding criteria and procedures.
- (k) The CITY shall have such other exclusive rights as may be determined by N.R.S. 288.150 and this Agreement.
- (l) The CITY'S failure to exercise any prerogative or function hereby reserved to it, or the CITY'S exercise of any such prerogative or function in a particular manner shall not be considered a waiver of the CITY'S rights reserved herein or preclude it from exercising the same in some other manner not in conflict with the provisions of this Agreement. Notice requirements set forth in this Agreement shall not be deemed as a limitation on the CITY'S right to exercise the prerogatives provided by this Article or the Nevada Revised Statutes.

Section 2: The CITY and the HPSA agree that the HPSA possesses those rights afforded to its members pursuant to NRS 288, NRS 289, State and Federal law, Departmental Policy, and the terms and conditions of this Agreement.

ARTICLE 3. CLASSIFICATION AND REPRESENTATION:

Section 1: The CITY and the HPSA agree that the following classifications are represented by the HPSA:

Police Sergeant
Police Lieutenant
Corrections Sergeant
Corrections Lieutenant

Section 2: Assignment Differential Pay:

- (a) For the period assigned, HPSA Members identified below shall receive assignment differential pay (ADP) as follows:

Specialized Assignments	ADP
Acting Pay	10%
Professional Standards Lieutenant	8%
K-9/ Tactical Response Lieutenant	8%
SWAT Sergeant	8%
K-9 Sergeant	8%
Motors Lieutenant	8%
Motors Sergeant	8%
CRU/PSU Lieutenant	8%
PSU Sergeant	8%
Narcotics/ROP/Intel Lieutenant	8%
Homeland Security Sergeant	8%
Homeland Security Lieutenant	8%
Narcotics Sergeant	8%
ROP/Intel Sergeant	8%
Investigations Lieutenant	8%
Investigations Sergeant	8%
Field Training Supervisor (per Section (c) below)	8%
Training Lieutenant	8%
Training Sergeant	8%
Support Lieutenant (Jail)	8%
Intelligence Lieutenant (Jail)	8%
Intelligence Sergeant (Jail)	8%
Technical Services Lieutenant	8%
Accreditation Sergeant	8%
IAB Lieutenant	8%
IAB Sergeant	8%
CRU Sergeant	8%
Administrative Sergeant	8%
Administrative Lieutenant	8%
PIO Lieutenant	8%
PIO Sergeant	8%
Special Programs and Services Sergeant (Jail)	8%
Special Programs and Services Lieutenant (Jail)	8%

If determined necessary by the Chief of Police that new specialized assignments are required and are eligible for ADP, a Sergeant and/or Lieutenant will receive the applicable ADP.

- (b) Assignment differential pay is a temporary monetary compensation paid to HPSA Members who are assigned to the assignment categories indicated above. ADP assignments are not promotional and therefore, no property rights exist. Employees shall only receive ADP pay for the duration of their assignment and the elimination of an ADP does not constitute a reduction in salary as defined in NRS 289.010. Assignment to an ADP position is defined as an ongoing assignment with no identified end date or a temporary duty assignment established through special order for a period of thirty (30) days or more. While assigned to an ADP position, the assigned supervisor is subject to all rules and regulations associated with the ADP assignment regarding shift scheduling and overtime as outlined in Article 20. ADP is not applicable to light duty or modified duty assignments.

The parties recognize that certain specialized assignments require flexibility in work hours, locations and the sharing operational guidance during active enforcement incidents.

- (c) The number of required employees serving as Field Training Supervisors (FTS) will be based upon the number of projected promotions and the needs of the department. Those individuals assigned as an FTS will receive the appropriate PERS eligible ADP as defined in Section 2 (a) for the period(s) of time they are assigned and developing a Supervisor trainee, with a two (2) pay period minimum assignment. Extensions of the original assignment will be made on a full-pay period basis. Field Training Supervisors who are not assigned a trainee but who fill in as an FTS in the absence of a trainee's assigned FTS will receive the appropriate ADP as defined in Section 2 (a), on a day for day basis.
- (d) K-9 handlers will receive the equivalent of five (5.0) overtime hours of compensation bi-weekly per dog, for the at-home care, grooming, transportation, and feeding of the dog.
- (e) Police Sergeants and Lieutenants assigned to motorcycles will receive the equivalent of one and one-half (1.5) overtime hours bi-weekly for the off-duty maintenance and care of the motorcycle assigned to them.

Section 3: Shift Differential: For those HPSA Members whose 51% of the hours worked fall after 2:00 p.m. shall receive a 4% swing shift differential. For those HPSA Members whose 51% of the hours worked fall after 8:00 p.m. shall receive a 6% graveyard shift differential.

Shift Differential	4% swing shift
	6% graveyard shift

- (a) Upon re-assignment, differential pay would cease if no longer applicable. An exception to this policy would be in the case where an HPSA Member is injured in the line of duty, working modified duty, and whose normally assigned shift is other than days. In such cases, the HPSA Member will receive full salary, including shift differential.
- (b) Shift differential pay is a temporary monetary compensation paid to the HPSA Member who is assigned to the shifts indicated above. Employees working swing or graveyard shifts who are assigned to day shift to accommodate requests for temporary modified duty for non-occupational injury or illness will not receive shift differential for the duration of that accommodation. Shift differential shall continue to be paid during vacation leave, sick leave, and any other paid leaves, including administrative leave authorized by the Chief of Police or designee
- (c) Members assigned to swing, or graveyard shifts receive shift differential for all hours worked, including overtime. Conversely, day shift employees do not receive shift differential when working overtime on swings or graveyard shifts. HPSA Members who receive overtime per the provisions of Article 3 Section 2 (d) and (e), will be paid shift differential for those hours.
- (d) Temporary assignments: HPSA Members that are assigned to a shift on a temporary basis through a written order from the Chief of Police, will be paid the applicable shift differential for the actual shift they work. For example: a dayshift employee assigned to a graveyard shift will receive graveyard shift differential and a graveyard shift employee assigned to day shift will receive no shift differential. Shift differential while on vacation or sick leave during this temporary assignment will be paid in accordance with the appropriate differential for the shift assigned.

Section 4: Bilingual Pay: HPSA Members who are eligible for bilingual pay must pass a City of Henderson approved Spanish proficiency examination at the City of Henderson's expense to receive a monthly payment of \$80.00 per month, beginning the first month after they have successfully completed the assessment. The payment will be received in the HPSA Member's paycheck. Once an HPSA member has successfully completed the mandatory assessment, they will not be required to complete another exam unless they voluntarily withdraw and then wish to re-enter the program. Should the HPSA Member demonstrate an unwillingness to utilize his second language skills for the benefit of the department, the department may remove the individual from the list and bilingual pay will cease for that individual.

Section 5: Acting Pay: Sergeants and Lieutenants who are directed via department Special Order by the Deputy Chief of Police, Chief of Police, or designee, to temporarily accept the responsibilities of their superior officer (Lieutenant or Captain) will be awarded acting pay. Acting pay shall be paid at a rate of ten percent (10%) higher than the HPSA Members current hourly rate and be in addition to any applicable shift differential and assignment differential if the elevated responsibilities are in a

position eligible for an assignment differential. Acting pay is only applicable to hours worked in the out of class capacity as designated by the special order. While assigned to an acting position the assigned supervisor is subject to all rules and regulations associated with the acting assignment regarding shift scheduling, and overtime as outlined in Article 20.

Section 6: For full-shift absences where a Sergeant serves as Watch Commander, they will receive an eight percent (8%) premium for their shift. The Lieutenant designated as the Watch Commander will receive a 6% premium for all hours worked as the Watch Commander.

ARTICLE 4. HPSA MEMBERSHIP:

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

Section 2: HPSA membership shall carry no validity in reclassification of an employee.

Section 3: The HPSA shall evidence in writing to the CITY all current officers of the HPSA representing employees under this Agreement.

ARTICLE 5. WAGES:

Section 1: Wages:

Subject to the provisions of (NRS 288 as amended), and Section 1 above, effective the first pay period that includes July 1 of each fiscal year, the base wage of classifications covered by this Agreement shall be increased by the same general wage increase negotiated by the Henderson Police Officers' Association (HPOA). If the HPOA has not negotiated a wage modification by the beginning of the fiscal year, modifications to the HPSA wage schedule will occur on the same effective date of any subsequent HPOA wage schedule change.

(a) This HPSA wage schedule reflects a twenty-five percent (25%) hourly wage differential between police and corrections officers and their respective sergeants. It also reflects a twenty percent (20%) hourly wage differential between police and corrections sergeants and their respective lieutenants. These percentage differentials will be maintained after each negotiation between the Henderson Police Officers' Association and the CITY.

(b) The wage schedule for HPSA members covered by this Agreement is defined in Appendix B of this Agreement. The implementation details of this wage schedule and Step assignments for promotions after the effective date of this Agreement are included in Appendix B of this Agreement.

Section 2: Newly promoted HPSA members will establish and maintain a Step Increase Date that will mirror their promotion date and will not receive an additional Step increase at the end of their qualifying period.

- (a) Should subsequent negotiations between the Henderson Police Officers' Association and the CITY produce additional Steps above the current Thirteen (13) Step wage schedule, the CITY will add an additional Step(s) to this wage schedule if a complimentary Step that reflects the 25% and 20% differential does not already exist.
- (b) Should subsequent negotiations between the Henderson Police Officers' Association and the CITY produce a wage schedule that increases the current five percent (5%) spread between each Step, the CITY will make the same change to the HPSA wage schedule.

Section 3: In the event of an employee's death, the CITY will help the beneficiaries fill out the necessary forms and ensure that they are properly signed in order to ensure that the beneficiaries will receive any monies due them.

- (a) A deceased employee's final paycheck, including wages earned and all payable leave accruals per this Agreement, will be distributed to the beneficiary(s) designated on the employee's COH Final Check Beneficiary Form, or the City-provided life insurance form if the Final Check Form has not been completed. If no such beneficiary(s) exist, the proceeds will be dispersed per NRS 281.155.

Section 4: The City will continue to make an \$118.28 contribution each pay period to a retirement health saving plan (RHS). This amount reflects the \$24.20 per pay period deduction per the provisions of the Joint Benefits Agreement.

Section 5: The City will match an employee's pre-tax non-Roth 457(b) contributions up to a maximum of eight hundred fifty dollars and zero cents (\$850.00) per calendar year. Contributions will be matched on a per pay period basis until the deferred compensation match limit is set. The parties recognize the match in the initial year of this Agreement may be delayed while the City updates the plan documents, if needed.

ARTICLE 6. PAY DAY:

Pay day shall be bi-weekly and in no case shall more than five (5) regularly scheduled work days' pay be held back from the end of the pay period. All payroll-generated compensation will be made by electronic direct deposit to the HPSA Members' identified accounts, except for those circumstances where electronic deposit is temporarily unavailable to the Member. The Member should contact Payroll in advance if direct deposit is temporarily suspended.

ARTICLE 7. RETENTION PAY:

Section 1: Effective July 1, 2026 through June 30, 2027, employees covered by this Agreement shall receive retention pay as follows:

- (a) 12 Years of Service: Officers covered by this Agreement, who have completed at least twelve (12) years of continuous service in a sworn police position with the City, shall receive retention pay. This retention pay shall be equal to one percent (1.0%) of the employee's base hourly rate on the wage scale and will be paid in addition to the employee's base wage hourly rate. The retention pay will commence in the pay period starting immediately after the employee's 12th anniversary date and will continue thereafter, provided the employee remains in a position covered by this Agreement.
- (b) 15 Years of Service: Officers covered by this Agreement, who have completed at least fifteen (15) years of continuous service in a sworn police position with the City, shall receive an additional one percent (1.0%) retention pay, for a total of 2.0%. Retention pay will be calculated using the employee's base hourly rate on the wage scale and will be paid in addition to the employee's base wage hourly rate. The retention pay will commence in the pay period starting immediately after the employee's 15th anniversary date and will continue thereafter, provided the employee remains in a position covered by this Agreement.
- (c) 18 Years of Service: Officers covered by this Agreement, who have completed at least eighteen (18) years of continuous service in a sworn police position with the City, shall receive an additional one percent (1.0%) retention pay, for a total of 3.0%. Retention pay will be calculated using the employee's base hourly rate on the wage scale and will be paid in addition to the employee's base wage hourly rate. The retention pay will commence in the pay period starting immediately after the employee's 18th anniversary date and will continue thereafter, provided the employee remains in a position covered by this Agreement.
- (d) 21 Years of Service: Officers covered by this Agreement, who have completed at least twenty-one (21) years of continuous service in a sworn police position with the City, shall receive an additional one percent (1.0%) retention pay, for a total of 4.0%. Retention pay will be calculated using the employee's base hourly rate on the wage scale and will be paid in addition to the employee's base wage hourly rate. The retention pay will commence in the pay period starting immediately after the employee's 21st anniversary date and will continue thereafter, provided the employee remains in a position covered by this Agreement.

Section 2: Effective July 1, 2027, retention pay for employees covered by this Agreement shall be as follows:

- (a) 12 Years of Service: Officers covered by this Agreement, who have completed at least twelve (12) years of continuous service in a sworn police position with the City, shall receive retention pay. This retention pay shall be equal to two percent (2.0%) of the employee's base hourly rate on the wage scale and will be paid in addition to the employee's base wage hourly rate. The retention pay

will commence in the pay period starting immediately after the employee's 12th anniversary date and will continue thereafter, provided the employee remains in a position covered by this Agreement.

- (b) 15 Years of Service: Officers covered by this Agreement, who have completed at least fifteen (15) years of continuous service in a sworn police position with the City, shall receive an additional two percent (2.0%) retention pay, for a total of 4.0%. Retention pay will be calculated using the employee's base hourly rate on the wage scale and will be paid in addition to the employee's base wage hourly rate. The retention pay will commence in the pay period starting immediately after the employee's 15th anniversary date and will continue thereafter, provided the employee remains in a position covered by this Agreement.
- (c) 18 Years of Service: Officers covered by this Agreement, who have completed at least eighteen (18) years of continuous service in a sworn police position with the City, shall receive an additional two percent (2.0%) retention pay, for a total of 6.0%. Retention pay will be calculated using the employee's base hourly rate on the wage scale and will be paid in addition to the employee's base wage hourly rate. The retention pay will commence in the pay period starting immediately after the employee's 18th anniversary date and will continue thereafter, provided the employee remains in a position covered by this Agreement.
- (d) 21 Years of Service: Officers covered by this Agreement, who have completed at least twenty-one (21) years of continuous service in a sworn police position with the City, shall receive an additional two percent (2.0%) retention pay, for a total of 8.0%. Retention pay will be calculated using the employee's base hourly rate on the wage scale and will be paid in addition to the employee's base wage hourly rate. The retention pay will commence in the pay period starting immediately after the employee's 21st anniversary date and will continue thereafter, provided the employee remains in a position covered by this Agreement.

Section 3: Retention Pay will supplement the base wages and will be included when calculating overtime premiums of any type, shift differential pay, and holiday pay.

Section 4: Specialized assignment pay will be based on the base hourly rate of pay; it will not account for the Retention Pay increase.

Section 5: The calculation of eligible leave payouts will be based on the employee's base hourly rate on the wage scale; it does not include the Retention Pay.

ARTICLE 8. CLOTHING AND PERSONAL EFFECTS ALLOWANCE:

Section 1: Effective the 1st month after City Council approval of this Agreement, the CITY shall provide a uniform allowance in the amount of One-Hundred Dollars (\$100.00)

per month to each full-time HPSA member for the purchase and maintenance of uniforms. Such allowance shall be paid monthly and added to the HPSA Members' paycheck.

Section 2: Uniform standards shall be at the discretion of the CITY and as further specified in the Departmental Rules and Regulations.

Section 3: Upon any changes in the existing police uniform, including but not limited to the addition of clothing, equipment or related items, the party requesting the change shall bear the initial expense. Any changes initiated by the HPSA must receive the approval of the CITY.

Section 4: For those HPSA Members assigned to the motorcycle unit of the Henderson Police Department, the CITY agrees to purchase the following initial clothing and safety equipment:

- (a) Two pair of boots
- (b) Two pair of pants
- (c) One pair of night safety glasses
- (d) One pair of safety glasses

It is understood that any additional uniforms or replacements will be at the HPSA Members expense.

ARTICLE 9. INSURANCE:

This Article has been deleted from this Agreement and replaced by the terms of the Joint Benefits Agreement between the City, Local 1883 IAFF, the HPOA and HPSA; with a term of January 1, 2019 through December 31, 2022. Should the Joint Benefits Agreement fail to be extended or potential legislative changes render the purpose of the agreement moot, the City acknowledges that "Insurance benefits" are a mandatory subject of bargaining as defined in NRS 288.150 (f).

ARTICLE 10. SAFETY AND HEALTH:

Section 1: The CITY agrees to provide annually a physical examination as required by NAC 617 and NRS 617 to all personnel in the HPSA with a copy of the results inserted into the HPSA Members confidential health file. The CITY will allow four (4) hours of overtime pay to each HPSA Member to complete this physical. These hours do not qualify for shift differential pay. The physical will be conducted on a member's off-duty time.

Section 2: HPSA Members agree to comply with the City and Police Department smoking policies.

ARTICLE 11. LEGAL COMPLIANCE:

The City of Henderson and the HPSA agree to fully comply with all Federal, State or local laws and executive orders pertaining to all aspects of employment with the City.

All references to an HPSA Member also cover any employee classification represented by this Agreement who is not a dues paying member of the HPSA. It is understood that only dues-paying HPSA Members in good standing shall have voting rights for Agreement ratification, or any other rights per the HPSA Constitution and By Laws.

ARTICLE 12. ANNUAL LEAVE:

Section 1: Annual leave will accrue and be credited on a monthly basis at the established rate according to the employee's years in service as follows:

Years of Service	Hours of Vacation
6th through 12th	160
13th and beyond	200

Section 2: HPSA Members may accumulate and carry over annual leave up to a maximum of 480 hours plus accrued bonus days, if applicable. Any annual leave which exceeds the allowed maximum will be forfeited on the last day of the last full or partial pay period charged to the calendar year.

Section 3: HPSA Members who separate from employment for any reason are entitled to payment for unused annual leave up to 480 hours plus accrued bonus days in the fiscal year prior to the year of separation from City employment. This payout is calculated using the base hourly rate and does not include any form of differential pays.

Section 4: In the case of death of a HPSA Member during his tenure with the CITY, 100% of the employee's unused annual leave shall be paid to the employee's designated beneficiaries per the provisions of Article 5 Section 4(a).

Section 5: Application for annual leave must be approved in advance of taking leave.

Section 6: In exceptional circumstances, HPSA Members may be advanced annual leave, subject to approval of the Chief of Police and the City Manager or designee.

Section 7: An HPSA Member who has taken annual leave beyond that accrued at the time of termination shall reimburse the City via deduction from their final paycheck for any amount owed.

Section 8: No monthly annual leave benefits will accrue if an employee is on an unpaid leave of absence for fifty percent (50%) or more of the month. If employment ends during the 1st fifteen (15) days of the month, no annual leave accrues for that month. If employment ends after the 15th of the month, an additional monthly accrual will be

credited to the employee. "Employment ends" is defined as the last day on the CITY's payroll.

Section 9: It is the HPSA Members' responsibility to assure that their annual leave balances do not exceed the maximum allowable accumulated annual leave at the end of the designated calendar year. The CITY will not be responsible for making up any time forfeited at the end of the year that is caused by an individual taking insufficient vacation time.

ARTICLE 13. SICK LEAVE:

Section 1: Sick leave shall accrue at the rate of ten (10) hours per month commencing on the first day of hire into a regular position. Sick leave is earned by active employees on the 1st day of the month.

(a) HPSA Members shall be paid their current hourly rate for each hour of sick leave used.

Section 2: Sick leave will accrue on an unlimited basis.

Section 3: Upon approval of the Chief of Police or designee and Director of Human Resources or designee, sick leave may be used by HPSA Members who are:

(a) Incapacitated from the performance of their duties by illness or injury, or

(b) Whose attendance is prevented by public health requirements, or

(c) Who are required to absent themselves from work for the purpose of keeping an appointment with the doctor; or

(d) Who are required to absent themselves from work to personally care for a member of their immediate family in those medical situations which require the employee's prompt attention.

Section 4: With the exception of sick leave depletion, annual leave shall not be used in place of sick leave.

Section 5: HPSA Members shall call in as required by department policy before the beginning of their shift when using sick leave.

Section 6: HPSA Members who have exhausted all accumulated sick leave will be granted the use of accrued annual leave, floating holidays, banked holidays, then donated leave. Leave without pay may be granted when all other paid leaves are exhausted.

Section 7: HPSA Members covered by this Agreement shall be subject to the following requirements for payment of such leave:

- (a) Sick leave may not be used for any gainful employment, pursuit of personal business, recreation, travel for recreation, non-sick leave purposes, or other non-sick leave related activity, unless approved in advance by the Chief of Police or designee.
- (b) Physician's Certificate of Recovery and Fitness: A certificate of recovery and fitness shall be submitted by all HPSA Members upon return to work from any illness that required the use of sick leave for periods longer than three consecutive working days.
- (c) An employee who accrues more than eight (8) incidents of sick leave usage in a twelve (12) month rolling period looking back from the latest incident may be subject to disciplinary action up to and including termination.
 - (1) Incident of Use (Sick Leave): Any period of continuous absence for the same reason, or the use of sick leave for an individual non-chronic condition's repeated treatment shall be considered one incident. Use of sick leave for a scheduled medical/dental appointment or when on approved FMLA leave shall not constitute an incident of sick leave. An incident will be defined as a period of continuous absence for an item defined in Section 3 of this Article no matter how long that incident lasts. After returning to work, absences for the same incident that requires continued treatment will not be counted as a separate incident.
 - (2) Unscheduled patterned absences utilizing sick leave associated with normal days off, scheduled leave or holidays are not subject to the eight (8) incident threshold and after being counseled about such patterned absences a HPSA Member may be subject to discipline if these types of absences continue.
- (d) HPSA Members shall report to work if recovery of illness is made during the normal work hours. Any gainful employment, pursuit of personal business, recreation, travel for recreation or non-sick leave purposes, or other such activity when a HPSA Member is on such leave is considered evidence of abuse of sick leave unless approved in advance in writing by the Chief of Police or designee. This does not preclude the HPSA Member from the ability to vote, attend religious services or engage in other activities which are constitutionally protected.

Section 8: Employees with one or more years of full-time service, who use no more than the sick leave usage outlined below during the fiscal year shall receive bonus hours of vacation credited in July annually on the following schedule:

- 0 – 1 day usage - 4 days bonus
- 1.1 – 2 days usage - 3 days bonus
- 2.1 – 4 days usage - 2 days bonus

Section 9: HPSA Members, hired prior to July 1, 1995, upon separation for any reason excluding disciplinary termination, shall be paid for all accrued unused sick leave not to exceed 1600 hours.

- (a) In the case of death of a HPSA Member hired prior to July 1, 1995 during his tenure with the CITY, 100% of the HPSA Members' unused sick leave shall be paid to the HPSA Members' designated beneficiaries per the provisions of Article 5 Section 4 (a).

Section 10:

- (a) Effective July 1, 1995, for HPSA Members hired on July 1, 1995 or after, with six (6) or more years of service, upon termination for any reason excluding disciplinary termination, sick leave hours accrued shall be computed based upon the HPSA Members' base hourly rate, and shall be paid for all accrued sick leave hours not to exceed 500 hours.
- (b) Effective July 1, 1995, for HPSA Members hired July 1, 1995 or after, with twenty (20) years or more of service, upon termination for any reason excluding disciplinary termination, sick leave hours accrued shall be computed based upon the HPSA Members' hourly rate, and shall be paid for all accrued sick leave hours not to exceed 900 hours.
- (c) Effective July 1, 1995, HPSA Members hired July 1, 1995 or after, upon retirement under the provisions of the Nevada Public Employees Retirement System, or HPSA Members, upon termination from the CITY, who retire under the provisions of the Social Security Act, shall be paid for all accrued unused sick leave not to exceed 900 hours.
- (d) Effective July 1, 1995, in the case of death of a HPSA Member hired after July 1, 1995, during his tenure with the CITY, 100% of the HPSA Members' unused sick leave shall be paid to the employee's designated beneficiaries per the provisions of Article 5 Section 4 (a).

Section 11:

- (a) Effective July 1, 2015, for HPSA Members hired by the City on July 1, 2015 or after who have completed six (6) years of service, upon termination for any reason excluding disciplinary termination, sick leave hours accrued shall be computed based upon the HPSA Members' base hourly rate, and shall be paid accrued sick leave hours equal to similarly situated HPOA members.

- (b) Effective July 1, 2015, in the case of death of a HPSA Member hired by the City after July 1, 2015, during his tenure with the CITY, 100% of the HPSA Members' unused sick leave shall be paid to the employee's designated beneficiaries per the provisions of Article 5 Section 4 (a).

ARTICLE 14. OTHER LEAVES:

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

- (a) Upon approval of the Chief of Police and City Manager or designee, an HPSA Member may be granted an unpaid leave of absence for good and valid reasons up to 90-days. During such leave, the HPSA Member will not accrue annual or sick leave. An HPSA Member will not be eligible to earn service credit toward a step increase, completion of probation, qualifying period, or seniority.
- (b) An HPSA Member may be suspended without pay for an indefinite period of time if: (1) The employee is arrested for felony charges or; (2) If felony charges are filed against the employee in a court of law. In either of these cases, the employee's suspension may continue until the matter is either: (1) In the case of an arrest, if there is good cause for the Chief of Police to believe that felony charges will not be filed against the employee in a court of law, or; (2) In the case felony charges having been filed against the employee in a court of law, the matter or matters are adjudicated or dismissed by the court. If the felony charges are not sustained (found not guilty of the felony charge), the CITY may still administer discipline if the CITY can substantiate misconduct under HPD or City policy. If the HPSA Member remains on suspension without pay after the Department disciplinary review is completed and is subsequently found not guilty of the felony charge, the Member would be reinstated with full pay, benefits and seniority, not to exceed eighteen (18) months from the date the Member was placed on suspension without pay for an off- duty incident and up to thirty-six (36) months for an active duty incident.

Suspension without pay under Section 1 (b) requires an Administrative Hearing and must be approved by the Chief of Police.

Section 2: Jury Duty Leave:

- (a) HPSA Members who are called for jury duty, including grand jury leave, will be paid regular pay for time served during their scheduled working hours. All jury duty pay will be retained by the HPSA Member. HPSA Members assigned to swing shift, or grave shift will have their shift adjusted to the hours required to complete jury duty on a normally scheduled work day.

- (b) Those persons called but not selected to serve on the jury or who complete the day's jury duty prior to the end of their normal shift shall report back to work when excused.

Section 3: Administrative Leave: The Chief of Police, City Manager or designee, has the authority to grant administrative leave as deemed necessary.

Section 4: Military Leave: Military leave shall be granted as follows: When an HPSA Member enters any branch of the Armed Forces of the United States, whether by enlistment, recall to active duty, selective service, or call to duty from the Nevada National Guard or other military reserve unit the following rules shall apply:

- (a) The HPSA Member shall be provided military leave.
- (b) During the period of military service, the HPSA Member shall retain all rights to which he is entitled under the provisions of the Charter of the CITY, State and Federal law and this Agreement.
- (c) After the completion of service the HPSA Member may be restored to his former position if it appears to the satisfaction of the department head, after such examinations as may appear necessary, that the HPSA Member is able to perform his former service to the CITY, provided that the HPSA Member makes written application for immediate reinstatement within ninety (90) days after receiving an honorable discharge or release from active duty. The provisions of this subsection shall not apply to any HPSA Member receiving other than an honorable discharge.
- (d) Persons employed to fill positions becoming vacant under these rules shall hold such positions subject to being transferred to another post or assignment upon the reinstatement of the returning HPSA Member to his former position in accordance with subsection (c).
- (e) An HPSA Member having a reserve status in any of the regular branches of the Armed Services of the United States or Nevada National Guard, upon request to serve under orders for training duty shall be relieved from his duties, upon request, to serve under orders on training duty without loss of pay for a period not to exceed 210 hours in any one calendar year. The HPSA Member shall file with the CITY a copy of such orders indicating thereon the date said duty is to commence and the date duty is to cease. The HPSA Member shall receive his regular compensation in addition to his military pay. It is understood that this provision is in accordance with NRS 281.145.
- (f) An HPSA Member having reserve status that is activated to serve on a full-time basis due to an extended military action will receive additional compensation from the CITY, to supplement their military pay, up to the Member's regular base pay for the duration of this activation.

Section 5: Bereavement Leave: Upon the death of an immediate family member, an HPSA Member will be granted three (3) consecutive workdays of bereavement leave. Bereavement leave is independent of other types of leave.

- (a) In the event the funeral services are held 400 miles or more from the City limits of Henderson, Nevada, one (1) additional workday of bereavement leave may be granted. This may be extended at the discretion of the Chief of Police, City Manager or their designee.
- (b) Immediate family is defined as an HPSA Members' spouse, mother, father, child, foster child, in loco parentis, stepchild, brother, sister, mother-in-law or father-in-law, half-brother, brother-in-law, half-sister, sister-in-law, daughter-in-law, son-in-law, grandchild, grandparent, spouse's grandparent, stepparent, or any person permanently living in the employee's household.

Section 6: Family & Medical Leave Act (FMLA): The CITY will comply with the Family Medical Leave Act as detailed in this 1993 legislation. Highlights of the Act are:

- Up to 12 weeks of leave that may be paid or unpaid leave
- Leave can be taken for the birth or adoption of a child, providing care for a spouse, child, or parent that have a serious health condition as defined within the Act
- Your own serious health condition

HPSA Members with questions about FMLA are encouraged to consult with the Risk Manager within Human Resources and/or the HPSA. Additional details concerning the Family Medical Leave Act are included in Appendix C at the end of this Agreement.

ARTICLE 15. HOLIDAY PAY:

Section 1: The following days are declared to be the holidays for all members of the HPSA and are observed on the calendar day of the actual holiday. Holidays that fall on Saturday and Sunday are moved to the adjacent work day by Nevada PERS. Christmas Eve is not a PERS-designated holiday.

- | | |
|---------------------------|-----------------------------|
| 1. New Year's Day | January 1st |
| 2. Martin Luther King Day | Third Monday in January |
| 3. Presidents Day | Third Monday in February |
| 4. Memorial Day | Last Monday in May |
| 5. Juneteenth | June 19th |
| 6. Independence Day | July 4th |
| 7. Labor Day | First Monday in September |
| 8. Nevada Day | Last Friday in October |
| 9. Veterans | November 11th |
| 10. Thanksgiving Day | Fourth Thursday in November |

11. Family Day	Friday following Thanksgiving
12. Christmas Eve	December 24th
13. Christmas Day	December 25th

And any day that may be designated by the State Legislature and made applicable to local government employers.

Section 2:

- (a) All full time HPSA Members shall receive ten (10) hours of holiday pay for the holiday at straight time.
 - (1) Effective July 1, 2025 through June 30, 2026, HPSA Members that are required to work on the holiday shall receive double time (premium pay) for hours worked on their regular shift, for up to ten (10) hours.
 - (2) Effective July 1, 2026, HPSA Members that are required to work on the holiday shall receive time-and-one-half (1.5x) (premium pay) for hours worked on their regular shift, for up to ten (10) hours.
- (b) Shift swaps are permitted on a holiday are subject to the following:
 - (1) The shift swap must be approved by a Captain or above in advance of the shift swap.
 - (2) The employee who actually works on the holiday will receive the premium pay but will not accrue a holiday banked earned for that holiday.
 - (3) The employee who has the day off will accrue a holiday bank earned for that holiday.
 - (4) Employees may only swap full shifts.
- (c) Should an HPSA Member work overtime as an extension of their regular shift on a holiday, they would be paid at the applicable overtime rate consistent with Article 20 of this Agreement.
- (d) Nevada PERS-eligible holidays cover the hours of Midnight through 11:59 P.M. on the PERS-designated day. Accordingly, HPSA Members who work on a holiday will continue to receive 10 hours of both holiday pay and premium pay in accordance with Section 2(a), and will record their payroll hours per Article 16 Section C with the appropriate Holiday TRC codes. Should an HPSA Member, work beyond their regular shift on a holiday, they will be compensated at the appropriate overtime rate.
- (e) For Corrections Supervisors Working the Twelve (12) Hour Schedule:

- (1) The HPSA Member working the holiday on a twelve (12) hour shift will be paid 10 hours of holiday pay and the premium pay in accordance with Section 2(a) for their regular hours on their assigned shift that day, not to exceed twelve (12) hours.
- (2) The HPSA Member observing and not working the holiday on a regularly scheduled twelve (12) hour shift will record ten (10) hours of holiday pay and two (2) hours of annual leave, floating holiday or banked holiday.
- (3) The HPSA Member assigned to the eight (8) hour shift on the holiday, who works beyond the end of their shift, would receive premium pay in accordance with Section 2(a) for up to ten (10) hours before reverting to the appropriate overtime rate.
- (4) The HPSA Member assigned to the eight (8) hour shift and observing the holiday would record eight (8) hours of holiday pay (H), and 2 hours of holiday banked earned (HBEP).

Section 3: In order to receive holiday pay, the HPSA Member must work, or be on annual leave, sick leave, leave without pay approved by management, or be on a scheduled day off the day preceding and/or following a holiday. In the case of sick leave, documentation may be required by the supervisor in the form of a doctor's certificate confirming the Member was unable to work. A HPSA Member that uses sick or annual leave for the week of a holiday will receive ten (10) hours of holiday pay on the holiday in lieu of any other leave payment.

Section 4: Floating Holidays: HPSA Members will be eligible for two (2) floating holidays each calendar year. The floating holidays will be scheduled in the same manner as a vacation day.

The floating holidays must be used within the calendar year and cannot be carried over to the following year. If an HPSA member schedules their floating holiday and is then called into work during their normal work hours, they would be paid as if they were working any holiday defined in Section 2.

Section 5: Effective September 2017, September 11th Memorial Holiday: All HPSA Members will be provided the September 11th Memorial Holiday each calendar year. The holiday is equal to ten (10) hours of regular pay at the base hourly rate and will be paid in the pay period that includes September 11th. This holiday provides 10 hours of additional compensation and is not available as paid time off; is not considered time worked for the purpose of overtime calculations and is not PERS-eligible compensation. New hires beginning their employment before July 1st will receive the September 11th Memorial Holiday in the year of hire.

Section 6: Holiday on a Normal Day Off: Should a holiday fall on the HPSA Members' regularly scheduled day off, the Member shall bank the equivalent hours for future time-off

with pay. All HPSA Members will be required to bank holidays that fall on normal days off.

- (a) For the term of this Agreement, HPSA Members will not be limited in the number of hours of banked holidays accumulated. Holiday hour banks will carry over from year to year and must be utilized prior to termination or retirement. Any hours remaining at termination or retirement will be forfeited. Banked holiday hours must be scheduled in the same manner as annual leave.
- (b) In the event of an HPSA Members death, the CITY shall pay 100% of the Members unused banked holiday hours per the provisions of Article 5 Section 4 (a).
- (c) In the event an HPSA Member is subject to layoff per the provisions of Article 24 of this Agreement, they would be paid for unused banked holiday hours at the time of layoff.

Section 7: Administrative Leave for Critical Incidents: HPSA members who are on administrative leave for a critical incident due to a use of force investigation shall receive the holiday premium pay benefit for holidays they were scheduled to work as though the member was working their regular work schedule.

ARTICLE 16. SHIFT ARRANGEMENT:

Section 1: The work schedule shall consist of four (4) consecutive ten-hour shifts. Corrections Sergeants and Corrections Lieutenants may work schedules that consist of six (6) twelve-hour work days with one (1) eight-hour work day per bi-weekly pay period.

- (a) Whenever deviations from regular shift hours are necessary, the supervisor shall provide HPSA Members with sufficient notification prior to such deviation. Sufficient notification is deemed to be a minimum of 48 hours. Such notice shall not be required for emergency work.
- (b) The CITY reserves the right to alter or temporarily change the work schedule, shift and/or hours of an HPSA Member to accommodate the HPSA Members attendance at:
 - (1) Training as provided out of the City or State
 - (2) In-house training longer than four days
 - (3) Special assignments not to exceed one year unless mutually agreed upon by the Chief of Police and the HPSA Member concerned.
- (c) HPSA Members working graveyard shifts shall record 100% of their work hours for payroll purposes on the day where they work 51% or more of their

regular hours. PERS eligible holidays require specific time recording codes to comply with PERS regulations.

Section 2: There shall be no split shifts or split schedules unless covered under Section 1 above or by mutual Agreement.

Section 3: Any unusual circumstances causing deviation from the aforementioned hours shall be discussed by the HPSA and the CITY.

Section 4: The policy regarding time change during the Spring and Fall shall be as follows:

- (a) HPSA Members on a four day work week scheduled to work graveyard shift during the Spring time change shall work nine (9) hours but be paid for ten (10) hours.

HPSA Members in the Corrections Facility working a twelve (12) hour shift during the Spring time change shall work eleven (11) hours but be paid for twelve (12) hours.

- (b) HPSA Members on a four day work week scheduled to work graveyard shift during the Fall time change shall work eleven (11) hours but be paid for ten (10) hours.

HPSA Members in the Corrections Facility working a twelve (12) hour shift during the Fall time change shall work thirteen (13) hours but be paid for twelve (12) hours.

ARTICLE 17. COMPENSATION FOR SERVICE INCURRED ACCIDENTS OR ILLNESS:

Section 1: HPSA Members shall be covered by a workers' compensation program of the CITY's choice that conforms with the provisions of the Nevada Industrial Insurance Act (NRS Chapter 616) and the Nevada Occupational Diseases Act (NRS Chapter 617) and that provides for payment of industrial accident benefits and compensation for partial and total disability arising from industrial injuries and occupational diseases.

Section 2: HPSA Members injured on the job, with an accepted workers' compensation claim, will receive full salary while away from work due to their injury for a period not to exceed 850 hours.

The HPSA Member, in exchange for salary continuation, will endorse workers' compensation payments received from the workers' Compensation Administrator back to the CITY.

Any hours that are charged to workers' compensation, up to the 850 hours of salary continuation, will not affect an HPSA Member's sick or annual leave accruals.

- Section 3: Upon expiration of the 850 hours of salary continuation, the HPSA Member who continues to receive workers' compensation benefits may elect to use their previously accumulated sick leave, then annual leave, and shift trades to receive a full salary. In the event the HPSA Member has exhausted all of the above, the CITY may authorize additional paid time at its discretion. The Finance Department will calculate sick and annual leave usage.
- Section 4: HPSA Members shall be granted an additional one thousand (1000) working hours as defined in Section 2 hereof, for disabilities incurred in the line of duty involving a deadly weapon. "Deadly weapon" is defined as "a weapon which, from the manner used, is calculated or likely to produce death or serious bodily injury".
- Section 5: If, as a result of a licensed physician's evaluation and prognosis, it appears that the HPSA Member will not return to his regular CITY job, the CITY may require a medical separation.
- Section 6: The CITY may disallow the salary continuation benefit provided in Section 2 herein, upon a finding by a preponderance of the evidence that the employee is abusing this benefit. The suspension of this benefit does not preclude the Department from completing a proper investigation and potentially issuing the appropriate disciplinary action. Any such investigation will be conducted in accordance with all IAB procedures and members will be provided with all rights guaranteed under NRS 289, the Nevada Peace Officer Bill of Rights.
- Section 7: Before the CITY grants these benefits, the HPSA Member shall comply with reasonable administrative procedures established by the CITY. The CITY may also request, at its option and expense, that the HPSA Member be examined by a physician appointed by the CITY. The examining physician shall provide to the CITY and the HPSA Member a copy of his medical findings and his opinion as to whether or not the HPSA Member is able to perform his normal work duties and/or whatever, if any, work duties the HPSA Member is able to perform or unable to perform. The CITY may further require that such injured HPSA Member make himself available for light duty work as soon as possible after release by a qualified physician which may be either CITY or HPSA Member appointed.
- (a) Temporary modified duty assignments will be at the sole discretion of the Chief of Police and Human Resources Director, or designee as provided in NRS 288.150 3(c)(2).
 - (b) HPSA Members on temporary modified duty will not be eligible for acting pay, overtime pay or any other premium pay, except in the case of an emergency. HPSA Members receiving shift differential will be paid in accordance with Article 3 Section 3 (a).
 - (c) HPSA Members that are released to modified duty by the treating physician, offered such work by the City and refuse to perform modified duty, may supplement their salary continuation benefit defined in Section 2 with any paid leave.

- Section 8: The CITY will comply with the NRS Chapters 616 and 617, and the Nevada Administrative Code for rehabilitation of an HPSA Member with an industrial injury or occupational disease that resulted from employment with the CITY. An injured HPSA Member of the CITY may be returned to work with the CITY in any available position for which the HPSA Member is qualified and which accommodates the HPSA Member's limitations.
- (a) The HPSA Member may be appointed to the position even if there is an existing list for the classification that does not contain the HPSA Member's name.

ARTICLE 18. COMPENSATION FOR NON-SERVICE INCURRED ACCIDENTS OR ILLNESS:

- Section 1: An HPSA Member who is incapacitated due to non-service incurred accident(s) or illness shall be entitled to draw his full wage against sick then annual leave accrued to his benefit.
- Section 2: The HPSA Member will continue to be eligible for benefits from the City Self-insured Benefit Plans while they are utilizing previously accrued sick, personal time off, banked holidays or any other paid leave during the time of absence from work.
- Section 3: Upon exhausting all available leave, the CITY, at its sole discretion, shall determine whether the HPSA Member shall be retained in his current position and in CITY employment.
- Section 4: Temporary Light Duty: An HPSA Member incapacitated due to an injury or illness that is not work related may, at the option of the CITY, be employed in other work on a job within the CITY which a physician determines the HPSA Member is able to perform. The HPSA Member shall be paid one-hundred percent (100%) of the HPSA Member's current base pay grade, providing no current employee is displaced or laid off as a result of such placement.
- (a) An HPSA Member making the request for temporary light duty shall submit the request to the Chief of Police or designee or Human Resources with a letter from the physician outlining the restrictions and approximate time the HPSA Member could return to full duty.
- (b) All requests for temporary light duty assignments shall be reviewed by Human Resources for approval of eligibility. Requests approved by Human Resources shall be referred to the Chief of Police or designee to determine if work assignments are available that meet the employee's work restrictions.
- (c) The length of the assignment will be temporary based upon factors which include, but are not limited to operational needs, treatment plans and restrictions as outlined by the physician, etc. The HPSA member may be asked to resubmit the request and provide additional documentation from

the physician, as appropriate, throughout the term of the light duty assignment. Renewal requests for light duty must follow the same criteria as contained in this Section (a).

- (d) The authorization for temporary light duty can be denied or withdrawn and this action will not be subject to the grievance procedure.

Section 5: The CITY will allow an absence of up to a total of six (6) months, or to the extent the HPSA Member has any type of paid leave available, whichever is greater. If an HPSA Member has less than six months of paid leave available, the HPSA Member must use all of their paid leave to be eligible for extended leave of up to the total of six (6) months of absence. Any HPSA Member who is on leave without pay per the provisions of this Section, will remain eligible for benefits from the City's Self-insured Benefit Plan. At the end of this extended leave the employee may be medically separated. If the employee is medically separated, they will be eligible for COBRA coverage through the City's Self-insured Benefit Plan.

ARTICLE 19. PROMOTION/QUALIFYING PERIOD:

Section 1: The term "promotion" means the advancement of an HPSA Member to a post of higher grade. All promotions shall be subject to a qualifying period of six (6) months.

- (a) The CITY reserves the right to extend said qualifying period for an additional three (3) months.
- (b) The HPSA shall be notified, in writing, of such extensions.
- (c) HPSA Members serving in qualifying period status who are absent from work in excess of one work week shall automatically have their qualifying period extended for a like amount of time.

Section 2: Insofar as practicable and consistent with the best interest of the CITY, all vacancies in the HPSA within the Police Department shall be filled by promotion from within the HPSA (for Lieutenant) or Police Department members holding the rank of officer (for Sergeant) after an examination has been given and a promotional list established.

- (a) To be eligible for promotional testing to the rank of Police or Corrections Lieutenant, no less than three years as a Police or Corrections Sergeant with the City of Henderson Police Department will be required.
 - (1) If the pool of eligible candidates for promotional testing to the rank of Police or Corrections Lieutenant is insufficient for testing purposes (less than 3 people), the Chief of Police will contact the President of the HPSA and discuss the need for a lower minimum year service requirement (i.e. two years, one year, etc.). It is

understood that the lowering of the minimum year service standard would be accomplished through a Memorandum of Agreement and would be for that testing cycle only, and that the requirements in Section 2A will resume upon completion of that testing cycle.

- (b) To be eligible to take a promotional examination for an eligibility list, an applicant must meet the minimum requirements by no later than the filing deadline in the year given.
- (c) The promotional list that is established shall be maintained by the Human Resource Department and a copy shall be furnished to the HPSA.
- (d) For the purposes of 'in time and classification' for seniority or promotional consideration acting supervisory time will not be considered when determining eligibility.

Section 3: Appointments to and promotions to Lieutenants shall be determined by competitive examination, as follows:

- (a) Examination may consist of written, oral, performance, evaluation of training and experience, evaluation of weighted supplemental application form, assessment center and any other examination that is a valid selection instrument, at the discretion of the CITY.

Whenever Assessment Centers are held, the Chief will determine the number of candidates that will participate based on the needs of the department. This number will be identified and posted at the same time as the notice of examination. This applies for both the Sergeants and Lieutenants promotional testing process.

- (b) The Human Resources Director or designee shall prepare and conduct the examinations, which shall contain questions designed to test for job-related qualifications. Such tests shall be formulated on a general competitive basis and shall not be used to facilitate the hiring of any particular individual.
 - (1) A committee comprised of the HR Business Partner and representatives selected by the Chief of Police and the HPSA President or designee will participate in the development and review of testing instruments for promotion to classifications represented by this Agreement.
 - (2) The same committee that develops and reviews the testing instruments will serve as the Appeals Committee upon conclusion of testing.
 - (3) This applies for both the Sergeants and Lieutenants promotional testing processes.

- (c) Notice of examination, to include the reading list, shall be posted in the Police Department at least sixty (60) days prior to the examination date.
- (d) In all examinations, a minimum eligibility rating shall be established by the Human Resources Director or designee. Minimum ratings shall also be established for each part of the test. Candidates shall attain at least a minimum rating on each part of the test in order to receive a passing grade or to be rated on the remaining parts of the test.
- (e) The final rating shall be determined by adding each portion of the selection process according to assigned weights.
- (f) At the conclusion of any examination an eligibility list consisting of the names of persons successfully passing the examination, arranged in order of final ratings received, from the highest passing score to the lowest, shall be prepared and kept.
- (g) Whenever identical ratings are received, names will be arranged in order of date of initial hire. If date of application is identical, names will be arranged in alphabetical order. Priority in respect to the date of application shall be considered only when identical ratings are received.
- (h) The entire eligibility list shall be certified, and appointments made by the Department Head directly down the list starting with the candidate having the highest overall score. However, if there are less than two (2) passing scores, the Department Head may request that a new examination be given. The name of any person appearing on the eligibility list shall not be removed, unless for cause, until such list has expired. When a permanent, existing vacancy is created requiring promotion, appointments shall be made from the current eligibility list in effect when the vacancy occurs. If the promotions are to be made due to an increase in the complement of personnel, they shall be made during the pay period that the personnel are place "in service."
- (i) Eligibility lists shall remain in effect for one year from the date of certification. The eligibility list may be extended for an additional period not to exceed six (6) months at the request of the Human Resources Director or designee. The HPSA shall be notified of the initial date and period of the extension prior to the eligibility list expiration and before the extension is implemented.

ARTICLE 20. OVERTIME PAY:

Section 1: It is the policy of the CITY to keep to an absolute minimum the necessity for any HPSA Member to work in excess of his regularly scheduled tour of duty. When

overtime is necessary and is specifically authorized by the Chief of Police or their designated representative(s) the CITY's policy is to pay overtime as delineated herein.

Section 2: **Patrol Supervisory Staffing Requirements:**

- (a) In Patrol, when overtime is required of a Sergeant or Lieutenant, that overtime will be offered first (1st) to a Sergeant or Lieutenant before utilizing an OIC. If there are not three (3) promoted supervisors (two (2) Sergeants and one (1) Lieutenant) on duty, overtime will be assigned. An acting Sergeant or Lieutenant, through written order, satisfies the three promoted supervisors as well.
- (b) If overtime is required in a supervisory position, it will be offered to the appropriate classification. If there is sufficient staff on shift where an OIC may be utilized without going below minimum manning levels, the OIC will be utilized. An OIC will not be utilized if it creates overtime in the Officer classification, until all eligible Sergeants have been offered the opportunity to work the overtime.

Section 3: **End of Shift (Hold-over) Overtime for the Patrol Division:**

At the end of a shift, overtime will be offered per the seniority list of those supervisors currently on duty. This process will repeat for each incident of overtime. Overtime that is necessary at the end of a patrol shift will be filled from the appropriate classification in the following order:

- (1) From the current shift of the affected Patrol Area Command based on seniority.
- (2) From the current shift of the other Patrol Area Commands based on seniority.
- (3) In cases where there are not two other promoted sergeants remaining on the Patrol Watch, the on duty sergeant with the least amount of seniority will remain on duty until they are relieved by the oncoming sergeant who is called out.
- (4) For a Lieutenants position: If no member of the Lieutenants classification is available, to a member of the Sergeants classification who is under orders as an Acting Lieutenant and is receiving ADP (Acting) Pay.
- (5) For a Sergeants position: If no member of the Sergeants classification is available, to a member of the Officers classification who is under orders as an Acting Sergeant and is receiving ADP (Acting) Pay.

Section 4: **Call Out and Call back overtime for the Patrol Division:**

When this type of overtime is needed, the on-duty supervisor will offer it per seniority. This process will repeat for each incident of call out/call back. Callout/call

back that is necessary to fill a patrol shift will be filled using personnel in the following order:

- (a) From the oncoming shift of the affected Area Command based on seniority.
- (b) From the oncoming shift of the other Area Commands based on seniority.
- (c) From a supervisor of the same rank from the Patrol Division, based on seniority.
- (d) From a supervisor of the same rank assigned to any other assignment based on seniority.
- (e) If no supervisor from the same rank is available, but there is a Sergeant who is under orders as an Acting Lieutenant (for Lieutenants position), or an Officer under orders as an Acting Sergeant (for a Sergeants position).

Section 5: **Fair and Equitable Assignments and Calculations:**

- (a) “Fair and Equitable” scheduled overtime assignments will be offered to the supervisor with the least amount of overtime, call-out and callback hours awarded/worked in that calendar year at the time the overtime is assigned. In cases where supervisors have equal amounts of overtime, call-out or callback, the most senior supervisor will be awarded the assignment.
 - (1) “Fair and Equitable” awarded/assigned overtime, callout and callback hours will be available to current supervisors via the supervisor’s portal in the current overtime scheduling software in seniority order for each classification. The hours of overtime, call-out and callback awarded/worked will be automatically updated at the time the assignment is awarded/scheduled by the current overtime scheduling software.
 - (2) All overtime, call-out, and callback worked will be recorded by the member in both the current scheduling software and the current payroll software by the end of the shift on the day it was worked. The parties recognize that there will be isolated situations where overtime, call-out or callback is not recorded on the day it was worked or in the same pay period that it was accrued, and the overtime, call-out, and callback hours worked will be updated as quickly as possible in both the appropriate scheduling software and the appropriate payroll software
 - (3) It will be the responsibility of the member to ensure that their hours of overtime, call-out and callback awarded/worked are updated via the current overtime scheduling software and current payroll system.

- (4) The parties recognize that for the purposes of “Fair and Equitable” awarded overtime, all types of overtime awarded through the current overtime scheduling software, whether past or future, will be used to calculate who is assigned the overtime assignment. Future overtime is defined as overtime awarded/assigned to a member that has not yet been worked by that member.
- (5) The parties acknowledge and agree that all hours of overtime, call-out, and callback awarded/worked in the HPSA member’s assignment count towards “Fair and Equitable” awarded overtime hours, with the EXCEPTION of hours worked for Court attendance, off-duty motorcycle maintenance, and off-duty police canine care and maintenance. Court attendance, off-duty motorcycle maintenance, and off-duty police canine care and maintenance should not be entered into the overtime/work scheduling software, but they must be entered into the payroll software.
- (6) The parties recognize that certain “Fair and Equitable” scheduled overtime assignments may require certain skills or attributes that limit who is eligible to work that particular scheduled overtime assignment, such as Specialized Assignments as determined by the Chief (e.g.: Bicycle Unit, SWAT Unit, Traffic Unit, K-9 Unit and Investigative Services Division). The department will provide HPSA members with training classes necessary to work other assignments which do not require the specialized skills and attributes needed by Specialized Assignments as determined by the Chief (e.g.: Bicycle Unit, SWAT Unit, Traffic Unit, K-9 Unit and Investigative Services Division) without cost to the member or the HPSA which will be offered at a minimum annually.
- (7) Sergeants and Lieutenants are primarily responsible for the scheduling of overtime, callout and callback. Neither the City nor HPSA assumes financial or grievance liability in circumstances where an error is made in the scheduling of overtime, callout and callback, including errors based upon problems caused by the current overtime scheduling software.
- (8) Supervisors will be given a minimum of 48 hours of notice from the time of the email notification being sent out until such time as they must report for the assignment.
- (9) At the beginning of the 1st full pay period on/or after January 1st, the overtime list by seniority for each classification will start anew and all previous overtime hours will be zeroed out.

(b) **Scheduled & Contracted Overtime for Patrol & Corrections:**

Scheduled overtime for the Patrol & Corrections Divisions, and Contracted Patrol Overtime Assignments will be handled as follows:

(1) Opportunities for scheduled Overtime in Patrol or Corrections will be managed via the current overtime scheduling software which will notify all supervisors in the classification needed for the assignment, and shall be awarded pursuant to the “Fair and Equitable” assignment procedure in Section 5(a). “Fair and Equitable” scheduled overtime assignments in the Patrol Division will first be offered to the appropriate classification of supervisors (sergeant or lieutenant) assigned to the Patrol Division. If no Patrol Division supervisor has submitted for the assignment when the posting closes, it may then be offered to the appropriate classification of supervisor (sergeant or lieutenant) in any assignment within the department.

(2) If no supervisor in the classification requests the overtime, it will then be offered to other personnel in the following order:

(a) **For a Lieutenants position: To an Acting (ADP) Lieutenant:**

To a member of the Sergeants classification who is under orders as an Acting Lieutenant and is receiving ADP (Acting) Pay. If there is more than one Sergeant in this category, it will be awarded to the most senior ADP (Acting) Lieutenant (based on their Sergeant classification seniority) with the least amount of awarded/assigned overtime, callout or callback hours worked to that point in that calendar year. In cases where Sergeants have equal amounts of overtime, callout, or callback, the senior Sergeant in this ADP/Acting assignment (based on their Sergeant classification seniority) will be awarded/assigned the assignment.

(b) **For a Sergeants position: To an Acting (ADP) Sergeant:**

To a member of the Officers classification who is under orders as an Acting Sergeant and is receiving ADP (Acting) Pay. If there is more than one Officer in this category, it will be awarded/assigned to the most senior ADP (Acting) Officer based on their Officer classification seniority.

(c) **For a Sergeants position: No Acting (ADP) Sergeant:**

If there are no Acting (ADP) Sergeants, it may then be offered to a member of the Officers classification who has

successfully completed the Field Training Sergeant training program and is currently certified as such by the PD Training Bureau.

(c) Special Event Overtime:

(1) Special Events are different from Scheduled overtime, Grant overtime or Patrol overtime. Special Events require extensive planning, collaboration meetings, and supervision. These special events occur outside normal programming and activities. The Chief of Police shall determine which assignments are categorized as special events. Examples of special events may include, but are by no means limited to:

- (a) Parades/Running/Auto Racing or biking events
- (b) Concerts
- (c) "Wide-load" movement events/permits
- (d) Outdoor festivals
- (e) Road closures for the purpose of filming
- (f) Major sporting events
- (g) Any other event that is considered large scale and/or requires permitting.

This list is not exhaustive as the Chief of Police has the sole discretion to classify an event as a "Special Event" based on a case by case basis and dependent on the facts and circumstances of the event.

(2) The Homeland Security and Special Events (HSSE) Section is responsible for planning, coordinating, and on-site supervision of traffic control and/or security operations for each event and shall be assigned to these overtime assignments. HSSE will schedule any additional overtime that is needed for these events via the current overtime scheduling software, and in-line with "Fair and Equitable" assignment defined above in Section 5(a).

(3) Sergeants and Lieutenants not assigned to HSSE who wish to work Special Events overtime,

- (a) must meet eligibility and training requirements for the assignment as set forth in Section 5(a)(6);

- (b) must successfully complete a training course, determined by the City, in order to be eligible for assignment to these events; and
- (c) will be assigned to these events for any remaining available overtime assignments after HSSE staff has been assigned.

(d) **Grant Overtime:**

- (1) Grant Overtime is overtime where a Grant has been awarded/assigned to the City and is specific to a specialized unit. Examples of Grant overtime include, but are not limited to:

- (a) Grants from the Office of Traffic Safety
- (b) Justice Assistance Grants
- (c) Urban Area Working Group Grants
- (d) DEA, FBI, HSS, Grants.

Grant overtime awarded to a specific unit will be awarded/assigned by the unit/section that was awarded/assigned the grant. These grants are specialized and usually have a match work guarantee that will also need to be worked by that specialized unit. This overtime will be awarded/assigned via the current overtime scheduling software but will not be covered under “Fair and Equitable” as outlined above in Section 5(a).

Section 6: **Overtime:**

For HPSA Members on a four ten-hour day work week, work in excess of ten (10) hours during one shift or forty (40) hours during one work week shall be considered overtime.

For HPSA Members on a five eight-hour day work week, work in excess of eight (8) hours during one shift or forty (40) hours during one work week shall be considered overtime.

For Corrections Facility HPSA Members, work in excess of their normal scheduled work shift (i.e. twelve hours, ten hours, or eight hours) or eighty (80) hours during one pay period shall be considered overtime.

Overtime shall be defined and compensated as follows:

Section 7: **Time and One-half Overtime**

- (a) **Regular Overtime:** accrues when an HPSA Member is directed to work beyond his regular work shift.
- (b) **Scheduled Overtime:** accrues when an HPSA Member is directed to work and is given 48 hours advance notification of the date and time such work will be required.

- (1) Any HPSA Member scheduled to work on a regular assigned day off shall be guaranteed three (3) hours work at time and one-half his regular rate of pay. The HPSA member will be guaranteed the three (3) hour minimum, or actual hours worked, whichever is greater. The HPSA member may be released prior to the three (3) hours with supervisory approval.
- (2) Any HPSA Member scheduled to work on a regularly assigned work day, but not immediately following his shift, shall be guaranteed one (1) hours work at time and one-half his regular rate of pay.
- (c) Effective July 1, 2026, call-out overtime will accrue when an HPSA Member is not provided 48 hours' notice of the required overtime and does not qualify as call-back overtime. Call-out overtime is paid at time-and-one-half (1.5x) the regular rate.
- (d) Court Appearances: will be compensable when an HPSA Member is required to appear during his regularly scheduled time off for a scheduled: (1) criminal court appearance, (2) a Department of Motor Vehicles administrative hearing, or (3) for other scheduled matters wherein the HPSA Member's presence is required by the City of Henderson, as opposed to any other party or a grievant, and for which the HPSA Member is not otherwise compensated. Members receiving shift differential due to their shift assignment will receive that differential for court-related overtime.
 - (1) HPSA Members under Section 3(c) shall be guaranteed two hours work at time and one-half his regular rate of pay.
 - (2) HPSA Members under Section 3 (c) who receive a duces tecum subpoena shall be guaranteed three (3) hours work at time and one half his regular rate of pay. Duces tecum shall be paid when evidence with a chain of custody is required.
 - (3) On Duty Court Attendance: HPSA Members subpoenaed to appear on duty as a witness in a criminal proceeding connected with official duties, and who are not party in such criminal proceeding, shall receive their regular pay, providing that all witness fees or pay are returned to the City of Henderson. HPSA Members shall report to work when excused.
 - (4) On Duty Court Attendance: HPSA Members subpoenaed to appear on duty as a witness in a criminal proceeding connected with official duties, and who are not party in such criminal proceeding, shall receive their regular pay, providing that all witness fees or pay are

returned to the City of Henderson. HPSA Members shall report to work when excused.

- (5) Off Duty Court Attendance: HPSA Members subpoenaed to appear off-duty in court as a witness for the prosecution or defense, connected with official duties, shall be paid overtime with a minimum of two (2) hours. In the event a 'duces tecum' subpoena is received an additional one (1) hour will be paid for the pick-up and return of evidence. All witness fees or pay are to be returned to the City of Henderson.

(e) Contracted Overtime

- (a) Contracted Overtime assignments are not guaranteed for any HPSA Member. All events are subject to cancellation at any time. All assignments for Contracted Overtime will be on a voluntary basis and no HPSA Member will be forced to accept this type of overtime assignment.
- (b) Contracted Overtime is paid for by a third-party. Contracted Overtime deviates from the requirements for overtime set forth elsewhere in this Agreement as follows:
 - (1) The duration of Contracted Overtime assignments are established via the agreement between the contractor and the Henderson Police department. However, the assignment's start and end time shall depend on whether the contractor requires the HPSA Member to use a City of Henderson vehicle.
 - a. Travel Time is Included If Contractor Requires A City Vehicle: If a City of Henderson vehicle is required for the Contracted Overtime assignment, then the start time of the shift shall commence upon the HPSA Member leaving their assigned station and shall end upon the HPSA Member returning to their assigned station. HPSA Members are required to immediately return to their assigned stations upon being released by the contractor.
 - b. Travel Time Is Not Included If Contractor Does Not Require A City Vehicle: If a City of Henderson vehicle is NOT required for the Contracted Overtime assignment, then the HPSA Member shall travel to the Contracted Overtime assignment in their personal vehicle on their own time. The start time of

the shift shall commence upon the HPSA Member's arrival at the designated overtime location and end upon the contractor's release of the assignment.

- (2) All Contracted Overtime shall be paid at an overtime rate of time and one-half (1.5x) the HPSA Member's regular rate of pay.
 - (3) Contracted Overtime scheduled without 48 hours' notice will be paid at time and one half (1.5x).
 - (4) Contracted Overtime that falls on a holiday will be paid at time and one half (1.5x).
- (c) Contracted Overtime will be assigned by fair and equitable totals.
- (d) Contracted Overtime Eligibility Limitations – Vendor Complaints
- (1) In general, vendors have the right to request that HPSA Members not return to work on their property. If a contractor has reported complaints of misconduct, conduct unbecoming by a HPSA Member, or a violation of event planning guidelines, while working a Contracted Overtime event, and the contractor has requested that the HPSA Member not return to the contractor's Contracted Overtime events (current or future), a form describing why the contractor does not want the HPSA Member to return to the contractor's facility or worksite must be completed. The Special Event Lieutenant will forward the complaint to the supervising Captain. The Captain shall provide a copy of the complaint to the HPSA member within seven (7) business days of receipt of the complaint by the Special Event Lieutenant. The Captain shall consult with their Deputy Chief to determine the most appropriate course of action. While the complaint is being reviewed, the HPSA Member will be ineligible to work Contracted Overtime for that particular contractor only. Upon receipt of the complaint, the HPSA Member shall have seven (7) business days to submit a written rebuttal to the allegations. The complaint review shall be completed by the Deputy Chief within thirty (30) calendar days of the receipt of the complaint. Both parties can mutually agree to an extension.
 - (2) If the complaint is sent to IAB for investigation, the HPSA Member will be ineligible to work Contracted Overtime for that particular contractor only until IAB's investigation is concluded and disciplinary action has been determined, if

appropriate. However, if the HPSA Member is placed on Administrative Leave or in a temporary assignment as a result of the allegations, then the HPSA Member is ineligible to work any contracted overtime.

- (3) If the complaint does not warrant being sent to IAB, the Deputy Chief will determine whether the vendor's reasoning is unlawful (i.e., discriminatory). If the vendor's reasoning is not unlawful, then the HPSA Member shall be temporarily ineligible to work Contracted Overtime for that particular contractor only for a period of ninety (90) days. The 90 days shall be computed from the date of the receipt of the initial complaint from the vendor. This ineligibility will not be considered discipline and will not be recorded as discipline in the HPSA Member's file.
- (4) The City has the exclusive right to make any of the above determinations in this section as it relates to handling the vendor complaint:
 - a. Whether to send the vendor's complaint to IAB.
 - b. Whether the vendor's complaint is unlawful.
 - c. Whether the vendor's complaint results in the HPSA Member being ineligible for 90 days.
- (e) Contracted Overtime Expectations and No-Call-No Show/Late to Assignment
 - (1) HPSA Members will be punctual, prepared for duty and report on time at the designated overtime location.
 - (2) If a HPSA Member is unable to work an assigned contracted overtime assignment, the HPSA Member will contact the Special Event Lieutenant or designee. The Special Event Lieutenant or designee will attempt to reassign the contracted overtime to another HPSA Member who applied for the assignment under the original posting using fair and equitable standards. If the Special Events Lieutenant or designee is unable to reassign the contracted overtime they may repost the contracted overtime for additional volunteers or require the initially assigned HPSA Member to work the originally assigned overtime.
 - (3) HPSA Members will not seek out their own replacement for Contracted Overtime.

- (4) Any sustained findings of unexcused tardiness and absent without leave notification will be handled in accordance with Appendix A.

Section 8: Double Time Overtime

- (a) Effective July 1, 2025 through June 30, 2026, call-out overtime will accrue when an HPSA Member is not provided 48 hours' notice of the required overtime and does not qualify as call-back overtime. Call-out overtime is paid at double the regular rate.

Effective July 1, 2026, call-out overtime shall be paid in accordance with Section 7(c) of this Article.

- (b) Call-back overtime will accrue when an HPSA Member has completed their regular shift and is not in pay status or on normal days off and is called to return to work and is required to report within twelve (12) hours of that call. Any call that requires immediate reporting is considered call-back overtime and is paid at double the regular rate.
 - (1) HPSA Members having been called out/back on a regularly scheduled day off shall be guaranteed four (4) hours work at twice his regular rate of pay.
 - (2) HPSA Members having been called out/back on a regularly assigned work day shall be guaranteed two (2) hours work at twice his regular rate of pay. Should the two (2) hour guarantee overlap with the start of their regular shift, the Member would record callback/callout for the time before the shift begins and regular pay and a non-PERS eligible straight time pay code to satisfy the two (2) hour guaranteed minimum.
 - (3) Should an HPSA Member be called back to work while on a scheduled vacation, during their normal work hours, they would record the number of hours of actual vacation hours used; record the number of hours worked during their normal shift and record an equal number of hours of a PERS- eligible straight time pay. Should the assignment extend beyond the Members' normal work hours, call-back would be recorded for those hours.
 - (4) Should an HPSA Member be contacted after hours due to a developing operational incident that requires their expertise and direction, the HPSA Member is eligible for the appropriate overtime compensation rounded to the next highest six (6) minute increment.

- (c) For Members enrolled in PERS prior to January 1, 2010, Call-back overtime is PERS eligible compensation, while regular overtime, scheduled overtime, contract overtime, and call-out overtime are not PERS eligible compensation.
- (d) Contract Overtime: See Section 7 (d)

Section 9: Compensatory Time

An HPSA Member accruing overtime as stated above, with the exception of call-back overtime, shall elect to be paid at the rate upon which the overtime was accrued or to receive compensatory time off in lieu of overtime, which shall be computed at the rate upon which the overtime was accrued. Compensatory time off accrued that is subject to shift differential is adjusted at the time of the accrual through an increase in the hours of compensatory time available. Accordingly, when compensatory time off is utilized, that specific compensation is not shift differential eligible. For clarity: Ten (10) hours of double time or twenty (20) hours of compensatory time off for a graveyard shift Member will be recorded as 21.2 hours (20 x 6%) of compensatory time off accrued.

- (a) All compensatory time off will be paid to the HPSA Member at the overtime rate in which it was earned prior to the end of each fiscal year. There will be no early payments or special checks for accumulated compensatory time-off.
- (b) An HPSA member shall request the use of compensatory time in advance. The approval to use compensatory time-off will be based on the staff available to cover the vacancy, the specific operating environment on the requested day(s) and only in rare circumstances, will compensatory time off be granted if overtime is required to cover the absence. Exceptions to this overtime exclusion require the approval of the Chief of Police or his designee. The Department Command Staff will strive to accommodate compensatory time off requests whenever possible and understand its obligation under the Fair Labor Standards Act.
- (c) HPSA members who are approved for compensatory time-off will not have this time cancelled due to subsequent, unanticipated absences by other HPSA members.
- (d) The premium pay of double time for regular hours worked on a holiday as defined in Article 15 are not eligible for compensatory time-off accrual.
- (e) All compensatory time off accrual and utilization will be managed through the City's payroll processes.

Section 10: Overtime – Six Minute Increments

Overtime shall be earned and paid in increments of six (6) minutes. Overtime less than six (6) minutes will not be eligible for compensation. Overtime in excess of six (6) minutes will be rounded up to the next highest tenth (10th) of an hour.

Section 11: Stand-by Pay

Stand-by pay will be provided should an HPSA Member be required to stand-by anytime between work shifts, on regular days off or on holidays. HPSA Members shall be compensated by one (1) hour of double time for each twelve (12) hour period they are required to stand-by. HPSA Members on stand-by shall keep their supervisor and/or the Police Department notified of their location for emergency call-out/call-back purposes and must remain fit for duty during these stand-by hours.

- (a) Should HPSA Members on stand-by be called out for work, they shall be compensated for the actual time worked at the rate of double time the regular rate of pay in addition to stand-by pay.

Section 12: Travel

Travel time to and from work is not compensable per the federal Portal-to- Portal Act.

- (a) Out-of-town travel and same day return: Time traveling to and from the airport is considered “home-to-work” time and is not compensable. All other hours associated with this assignment that day would be compensable.
- (b) Overnight travel: Travel time is compensable when it occurs during the HPSA Member’s regular work hours. This is true on non- working days as well and would be paid at the appropriate rate of pay which may include overtime payments. Travel time in any means of travel outside of normal work hours is not compensable. However, if the HPSA Members is directed to perform work while traveling, this time would be compensable.

ARTICLE 21. RETIREMENT:

Section 1: The CITY and the HPSA agree that all employees shall participate in the Public Employees Retirement System of the State of Nevada, in accordance with the rules of that system.

Section 2: The CITY shall comply with all provisions of NRS 286.421 for the purpose of paying the HPSA Members’ retirement contribution but will not pay for the purchase of eligible service.

Section 3: Effective with ratification of this Agreement, increases or decreases in mandatory contributions to the Public Employees Retirement System (PERS) for employees covered by this Agreement will be split evenly between the employee and the City.

ARTICLE 22. HPSA MEMBER DISCIPLINE/TERMINATION:

Section 1: Resignation: HPSA Members who resign should submit his resignation in writing to the Chief of Police and give at least two (2) weeks' notice.

Section 2: Probation: If an HPSA Member is placed in a probationary period due to performance or conduct deficiencies as part of disciplinary action, the issuance of the probation may be contested through the Grievance Procedure defined in Article 29 of this Agreement. Additional discipline for further conduct or performance issues while in this probationary period may be contested through the Grievance Procedure defined in Article 29 of this Agreement. Discipline in accordance with this provision will only occur after a pre-disciplinary hearing with the Chief of Police.

Section 3: Unsatisfactory Service: An HPSA Member may be terminated or subject to disciplinary action if his performance or conduct is not satisfactory; if he proves unsuited to his work; or if for medical (with a reasonable accommodation) reasons he is no longer qualified for the position.

Section 4: It is agreed that the CITY has a right to discipline or discharge, in accordance with the Henderson Police Department Manual (DPM) 1090 and Appendix A. Discipline must be imposed according to the terms of the Code of Conduct and corresponding discipline as set forth in the Appendix – Code of Conduct (from DPM1090), attached hereto as Appendix A.

(a) Notification: An HPSA Member shall be notified in writing of any disciplinary action that could lead to suspension, demotion, or termination, and shall be afforded the opportunity to meet with the Chief of Police or designee to discuss the proposed disciplinary action prior to the action being taken. An HPSA Member may also respond to the proposed disciplinary action in writing.

(b) Discipline matters are subject to the grievance procedure.

Section 5: Abandonment of Post:

(a) An HPSA Member absent from duty in excess of three (3) consecutive work days without satisfactory explanation shall be considered to have abandoned his post and shall be terminated provided that the Chief of Police or designee make a reasonable effort to locate the HPSA Member.

(b) Reasonable effort to locate an HPSA Member shall be satisfied if the Chief of Police or designee sends a certified letter return receipt requested or similar attempts to the HPSA Member at the address shown in the HPSA Member's personnel file.

- (c) Termination pursuant to this section shall be deemed to be for just cause.

Section 6: Notice:

- (a) Written notification: Any termination under this article shall be in writing and shall set forth the reasons for such termination.

ARTICLE 23. SENIORITY

Section 1: Classification Seniority shall be based on promotional date within each rank. Acting time within a classification will not be considered in establishing seniority.

Section 2: Classification Seniority shall apply to the following:

- (a) Departmental Shift Bids - Management retains the right to assign HPSA Members with special skills to shifts as required, by seniority. Management has the right to re-examine the status of HPSA Members and may reassign based on that review with supporting documentation. The HPSA Member re-assigned will select their choice from the remaining shifts. For the purpose of this Article, the meaning of shifts will be day, swing, or graveyard. Departmental Shift bids (Patrol and Corrections HPSA members) will normally be completed by the end of June of each year and take effect the first pay period prior to the start of the school year (usually the last pay period of August). Management retains the right to modify the timing of the shift bids if operational conditions warrant.
- (b) An HPSA Member requesting a voluntary transfer from a special assignment will, after reorientation, have the ability to select the shift of their choice by seniority at the next shift bid. Until that time, they will have the choice of any vacant shifts available.
- (c) Demotion - When an employee is demoted to a position which was previously held, classification seniority will be based upon the employee's original date of promotion to that classification. The parties agree that should a Police Captain be demoted into a previously held classification in this Agreement, the individual's classification seniority will be the date of promotion to that classification.
- (d) Reduction in Force.

ARTICLE 24. REDUCTION IN FORCE:

This Article 24, Reduction in Force, and the manner in which it is executed, applies to all HPSA represented positions only.

Section 1: A reduction in force may take place upon approval of the City Council and is defined as an action wherein management eliminates a position.

- (a) The CITY may eliminate any position.
- (b) The CITY will notify the Henderson Police Supervisors Association prior to any City Council action that relates to a reduction in force.
- (c) Notice of at least thirty (30) calendar days will be given to HPSA Members whose positions are eliminated through a reduction in force. In lieu of notice, an equivalent amount of salary, based on the HPSA Member's regular work schedule, will be paid to the HPSA Member.

Section 2: When a position is eliminated and/or a reduction in force takes place, the following procedure will apply:

- (a) HPSA Members that are serving a qualifying period within the classification that is impacted by the reduction in force will be returned to their former classification first.
- (b) HPSA Members whose positions are eliminated shall be permitted to exercise their classification seniority to move laterally and displace the least senior Member in the same classification. If the impacted Member is the least senior employee in that classification, they will displace the least senior employee in the previously held lower classification. An employee who has been displaced as a result of this procedure will have the same seniority rights as the employee whose position was eliminated.
- (c) HPSA Members who are not placed in previously held positions within this Agreement will fill a vacancy as a Police Officer or Corrections Officer as appropriate.
- (d) Notice of at least 30 calendar days must be given to HPSA Members whose positions are to be eliminated through Reduction in Force. In lieu of notice, or less than 30-day notice, an employee shall be paid the amount of salary the employee would have, received based on the employee's regular work schedule, had a 30-day notice been given.

Section 3: RETURN TO FORMER CLASSIFICATION RIGHTS

- (a) If an HPSA Member has been subject to the demotion to a lower classification as a result of the reduction in force, they will be placed on a Recall to Former Classification List in classification seniority order. Members will be recalled to their former classification in seniority order as vacancies occur. Should a Member decline a return to their former classification, they will be removed from the list and all classification seniority expires.
- (b) Return to Former Classification rights do not expire while the Member is an active employee, unless the Member declines an offer of return to that classification.

- (c) Return to Former Classification List will have precedence over all other Eligibility Lists.

ARTICLE 25. BULLETIN BOARDS:

- Section 1: The CITY shall provide a bulletin board in a location agreeable to both the HPSA and CITY.
- Section 2: The bulletin board may be used by the HPSA to post notices of interest to HPSA Members. The HPSA further agrees that it will not use the bulletin board for the purpose of disparaging the CITY or its duly authorized representatives, or for any purpose other than the announcement of the business activities of the HPSA as they relate to the HPSA Members in the HPSA.
- Section 3: The City agrees to allow the HPSA to use the CITY's e-mail system to keep its members informed of HPSA business. The HPSA agrees to maintain an e-mail group so that only members of the HPSA will receive the e-mails and it will not unduly disrupt the day-to-day business of the CITY.

ARTICLE 26. RULES AND REGULATIONS:

- Section 1: Any and all conduct of the parties hereto shall be governed by this Agreement and not by any current or previous Civil Service Rules.
- Section 2: HPSA Members shall be subject to the rules and regulations of the Henderson Police Department and Detention Bureau Manual where applicable, not in conflict with any specific section, article or provision of this Agreement. The CITY shall present to all members of the HPSA copies of the applicable department rules.
- Section 3: Copies of any proposed changes to the Department Rules and Regulations or Detention Bureau Manual shall be submitted to the HPSA President, or his designee, thirty (30) days prior to the proposed change.
- Section 4: DPM1090 Appendix – Code of Conduct is attached to this Agreement as Appendix A and changes to it will require proper bargaining between the parties.
- Section 5: Record of Previous Discipline: All disciplinary matters will be removed from the HPSA Members personnel file at the following times and under the following conditions. A subsequent corrective action is defined as disciplinary action in the same general area of discipline, such as performance, attendance, or rules violations.
 - (a) Written Reprimand - 24 months after the date the employee signs or is given the opportunity to sign the adjudication. Any subsequent corrective action of a similar nature shall extend the purging of the original discipline

by another 12 months or the purge length of the latest disciplinary action, whichever is shortest.

- (b) Minor Suspension (less than 41 hours) - three (3) years after the date the employee signs or is given the opportunity to sign the adjudication. Any subsequent corrective action of a similar nature shall extend the purging of the original discipline by another 24 months or the purge length of the latest disciplinary action, whichever is shortest.
- (c) Major Suspension (41 or more hours) - five (5) years after the date the employee signs or is given the opportunity to sign the adjudication. Any subsequent corrective action of a similar nature shall extend the purging of the original discipline by another 24 months or the purge length of the latest disciplinary action, whichever is shortest.
- (d) Disciplinary Transfer - two (2) years after the date the employee signs or is given the opportunity to sign the adjudication. Any subsequent corrective action of a similar nature shall extend the purging of the original discipline by another 24 months or the purge length of the latest disciplinary action, whichever is shortest.

Removed documents may only be accessed by the IAB Lieutenant, Deputy Chief(s) or Chief of Police. Removed documents may be retained by the City pursuant to any applicable statutory document retention schedules; however, such documents may not be used by the Department for disciplinary purposes in the future. Evidence of previous discipline can only be raised for rebuttal purposes in an administrative hearing if the employee claims he has no disciplinary history.

ARTICLE 27. LUNCH AND REST PERIODS:

- Section 1: Rest Periods: Personnel will be allowed a fifteen (15) minute rest period in the first half of the shift and fifteen (15) minute rest period in the second half of the shift.
- Section 2: Lunch Break: HPSA Members shall be allowed a lunch period not to exceed one (1) hour. Personnel will not be called away from their rest or meal periods unless an emergency situation exists. In the event that an HPSA Member is called away from his meal period due to an emergency, the supervisor shall make a second meal period available to the HPSA Member whenever possible.
- Section 3: HPSA Members in the Detention Bureau shall not leave the Police Facility for purposes of lunch breaks. The CITY shall provide the on-duty Corrections Sergeants and Lieutenants with two (2) separate meals as available in the Detention Facility kitchen.

ARTICLE 28. PHYSICAL AGILITY TEST:

Section 1: No member of the HPSA Member shall be required to participate in any physical agility test, except to comply with the requirements for special assignments. Nothing in this Article shall be construed as impacting Article 10, Safety and Health, of this Agreement.

ARTICLE 29. GRIEVANCE PROCEDURE:

A grievance is defined as any dispute which arises regarding an interpretation, application, or alleged violation of any of the provisions of this Agreement or policy or procedure. A grievance can be filed on discipline with the exception of counseling sessions or verbal reprimands.

The purpose of the Grievance Procedure shall be to settle all grievances between the CITY and the HPSA as quickly as possible to ensure efficiency and promote employee morale. Should any HPSA Member, group of HPSA Members or the CITY feel aggrieved, regarding any matter or condition affecting health and safety beyond those normally encountered in all phases of normal work requirements, adjustment shall be sought.

Section 1: Any dispute concerning the interpretation or application of any expressed provision of this Agreement (including Article 2, Section 2), shall be subject to this, and exclusive to this grievance procedure.

- (a) It is agreed that the CITY has a right to discipline or discharge HPSA Members for just cause. Disciplinary matters, except oral reprimands, shall be subject to the Grievance Procedure. Oral reprimand is defined as a verbal warning which is not placed within the HPSA Member's personnel file.
- (b) No HPSA Member shall be discharged except for just cause as defined in Article 35, which shall be subject to the Grievance Procedure. It is understood by and between the parties that this section does not affect the CITY's right to eliminate positions because of layoffs or reduction in force.
- (c) Any grievance alleging the inappropriate termination of employment by the Chief of Police will be immediately advanced to Step 4 of the Grievance Procedure. The HPSA President and/or Grievance Committee Chairman will deliver the grievance directly to the City Manager or their designee.

All grievances must be filed in writing with the HPSA President or designee, or the Grievance Chairman within 30 calendar days of the HPSA Member becoming aware of a grievable issue. This calculation of time does not include any attempts to informally resolve the issue before filing the grievance.

STEP 1: The HPSA GRIEVANCE COMMITTEE, upon receiving a written and signed request, shall determine if a grievance exists. If in their opinion no grievance exists, the matter will be deemed settled. In the event the HPSA chooses not to pursue a grievance involving demotion or termination of a non-member of the

HPSA, the employee filing a grievance may pursue the matter, without the assistance of the HPSA, in accordance with the remainder of this article and NRS 288. All costs incurred by the non-member, including but not limited to those outlined in Step 8 of this article, will be the responsibility of the non-member. Should the non-member choose to arbitrate their dispute, both the City of Henderson and the non-member will be required to place ten thousand dollars (\$10,000) into an escrow account to ensure the payment of the arbitrator as detailed in Step 8 of this procedure. Should the grieving non-member fail to comply with this requirement within twenty-one (21) calendar days of notification of the escrow account details via certified mail or attempted delivery via certified mail, they will forfeit their ability to arbitrate the issue and the matter will be considered withdrawn.

RIGHT TO RECORDS:

Once notified of grievable discipline, the HPSA Member will be entitled to review the entire investigative file used to make the adverse determination in the case.

The review will be held in the IAB office under the supervision of IAB personnel. The HPSA Member will be allowed to take notes.

In the event the HPSA Grievance Committee convenes and requests the file, the Internal Affairs Bureau will present a copy of the entire investigative file to the HPSA Grievance Committee and HPSA Member.

Other than this Grievance Process, all Internal Affairs Records are to be kept confidential and under the control of IAB. Information related to an administrative investigation may only be released to the media or outside interests at the direction of the Chief of Police.

STEP 2: If a grievance exists, within thirty (30) calendar days from the date of receipt of grievance, the HPSA Grievance Committee Chairman shall, present a signed written grievance to the Police Chief or designee for adjustment.

STEP 3: The Police Chief or representative shall arrange for such meetings with the HPSA Grievance Committee Chairman and the HPSA President or designee and make such investigations as are necessary. The Police Chief or designee shall respond in writing to the HPSA Grievance Committee Chairman and the HPSA President or designee within thirty (30) calendar days of his receipt of said grievance. If the response does not resolve the grievance, it may proceed to Step 4.

STEP 4: Within thirty (30) calendar days from receipt of the written response from the Police Chief or designee, the HPSA Grievance Committee Chairman and the HPSA President or designee shall present the grievance to the City Manager through the Human Resources Director. The City Manager or designee will then make a determination within thirty (30) calendar days from the date of submission to him/her. The City Manager or designee may conduct a hearing if they deem it necessary to render their decision. In cases of termination of employment, any

hearing and the ultimate decision will be accomplished within the 30 calendar days identified above.

STEP 5: If a mutually satisfactory settlement cannot be reached between the City Manager and the HPSA Grievance Committee Chairman and the HPSA President or designee, the HPSA Grievance Committee Chairman and the HPSA President or designee or the CITY shall have the right to refer the matter to an arbitrator mutually agreed upon for final determination. If the City Manager's response is unacceptable to the HPSA they must notify the City of its decision to arbitrate in writing within thirty (30) calendar days from the date of the City Manager's written response or the grievance shall be deemed withdrawn with prejudice.

STEP 6: In the event the CITY and the HPSA GRIEVANCE COMMITTEE Chairman and the HPSA President or designee cannot agree within five (5) days after the receipt of the "notice" to arbitrate, the parties shall proceed to arbitration and jointly request the Federal Mediation and Conciliation Service for the names of seven (7) arbitrators experienced in the field to be arbitrated. If FMCS is not available to issue arbitration panels, then the parties will use the American Arbitration Association, using the same arbitrator qualifications specified above and the striking method below. The CITY and HPSA agree that the procedural rules for selection of arbitrators established by the American Arbitration Association shall not apply to them, and further, that neither party shall forfeit its rights under this Section due to the failure to meet deadlines imposed by the American Arbitration Association.

- (a) One arbitrator shall be selected by alternately striking names from the list and the dispute shall be submitted to the arbitrator then remaining.
- (b) The HPSA President or designee shall strike the name of the first arbitrator.
- (c) The arbitration hearing shall be conducted under the rules of the Federal Mediation and Conciliation Service, regardless of whether the Arbitrator was selected from an FMCS panel or a AAA panel.
- (d) Upon receipt of the arbitrator list from FMCS, arbitration shall be scheduled to begin within 120 days subject to the availability of the arbitrator. The parties may agree to extend this deadline for good cause. However, if only one party desires to extend this deadline and the other party disagrees, the final decision pertaining to the extension shall be left to the arbitrator.

STEP 7: Jurisdiction of the Arbitrator. The jurisdiction and authority of the Arbitrator's opinion and award shall be confined exclusively to the interpretation and application of an expressed provision or provisions of this Agreement at issue between the HPSA and the CITY. The Arbitrator shall have no authority to add to, detract from, alter, amend, or modify any provision of this Agreement or impose upon any party hereto a limitation or obligation not explicitly provided for in this Agreement; to establish or alter any wage rate or wage structure or to consider any term or condition of employment not expressly set forth within a provision of this Agreement. The Arbitrator shall not hear or decide more than one grievance without the mutual consent of the CITY and the HPSA President or designee. The

written award, of the Arbitrator, on the merits of any grievance adjudicated within his jurisdiction and authority as specified in this Agreement, shall be final and binding.

STEP 8: The Arbitrator's decision shall be final and binding, and the non- prevailing party shall pay the fee and related expenses of the arbitrator. The parties shall bear their own expenses for attorneys, court reporters and other related arbitration expenses. The City and the HPSA expect the arbitrator to render their decision within forty-five (45) days of the parties' submission of their closing briefs (unless the arbitrator, upon agreement of both parties, requests additional time to render a decision). If the parties submit closing arguments in lieu of briefs, then the City and the HPSA expect the arbitrator to render their decision within forty-five (45) days of receiving the transcript of the arbitration hearing from the court reporter (unless the arbitrator, upon agreement of both parties, requests additional time to render a decision).

Section 2: Grievances not filed, processed or responded to within the time limits set forth above and not extended by Agreement in writing, may be subject to unfair labor practice charges with the EMRB. Both parties to this Agreement commit to the timely resolution of all grievances, to the time frames defined herein and to proactive, timely requests for deviation from those timelines. The City Manager will ensure that the timeframes and protocols within this Grievance Procedure are followed and should be notified immediately by the HPSA if this is not occurring.

Section 3: Nothing herein shall preclude any HPSA Member from discussing his grievance with the HPSA GRIEVANCE COMMITTEE or his representative for informal adjustment.

ARTICLE 30. HPSA REPRESENTATION:

Section 1: The CITY agrees to allow six (6) HPSA representatives of the HPSA to sit at the bargaining table for the purpose of negotiations without loss of pay or deduction from the HPSA Member's leave time. HPSA Members involved in the bargaining process will record their time using the appropriate TRC (Time Reporting Code) code.

(a) If for any reason additional HPSA Members are needed for informational purposes, upon Agreement by the CITY and the HPSA, said HPSA Members will be called in the meeting without loss of pay. HPSA Members involved in the bargaining process will record their time using the appropriate TRC code.

Section 2: The President, or designee, of the Henderson Police Supervisors Association, as being the representative of the HPSA, will be given authority to enter the premises of the CITY during any shift for the purpose of investigating working conditions of HPSA Members covered by this Agreement, to assist in the settlement of grievances arising under this Agreement, and to post notices relative to the HPSA activities, after notifying the CITY or his supervisor of their presence on the job. It

will be required that the HPSA designate for each shift an Executive Board member for the purpose of handling grievances (the HPSA President or his designee).

Section 3: The HPSA President shall receive a copy of all disciplinary actions against HPSA members, if HPSA Member requests.

Section 4: The CITY agrees to provide one thousand two hundred (1200) hours of Union Leave per fiscal year for use of the HPSA President or designee to conduct HPSA business, i.e., conventions, seminars, training, lobbying etc. HPSA Members utilizing this leave will record their time using the appropriate TRC code.

- (a) The HPSA President, or his designee, will determine the use of association leave.
- (b) The HPSA agrees not to exceed six (6) individual requests for HPSA leave at one time and, under normal circumstances, no two of the individuals can be from the same shift of the Department unless authorized by the Division Commander. All leave will be approved by the Department Head or designee.
- (c) When HPSA members participate in departmental or City committees or work groups as representatives of the HPSA (i.e. Assessment Centers and the Promotional Process, Diversity Committee, Risk Management Committee, Management Team Meetings, etc.) they will record their time using the appropriate TRC code.
- (d) Approved union leave taken during normal working hours will be considered time worked for the purposes of computing overtime.

Section 5: The Chief of Police or designee and the Human Resources Director or designee shall meet quarterly with representatives of the Henderson Police Supervisors Association as designated by the HPSA Executive Board. The purpose of said meetings is to informally discuss matters of concern and/or interest to either party. On-duty time shall be provided for four (4) HPSA representatives and may be increased if both parties mutually agree. HPSA Members involved in these meetings will record their time using the appropriate TRC code.

Section 6: During the negotiations of this Agreement, the City and the Union expressly agree that the time spent by the Union's employee representatives in performing duties or providing services toward the purpose of this Agreement and in obtaining these joint benefits, and the allowance for the use of Union Leave, as well as attending Committee meetings and future negotiations to be conducted during normal work hours without payment for such time or reimbursement by the Unions for such time, have been negotiated with sufficient concessions pursuant to (NRS Chapter 288).

The parties acknowledge that the concessions contained in this Agreement satisfy the HPSA financial obligation for Union leave in compliance with NRS Chapter 288

ARTICLE 31. CHECK-OFF:

- Section 1: The CITY agrees to deduct from the paycheck of each HPSA Member within the HPSA who has signed an authorized payroll deduction form such amount as has been designated by the HPSA as HPSA dues and is so certified by the Treasurer of the HPSA. The HPSA will certify to the CITY, in writing, the current rate of membership dues. The CITY will be notified of any change in the rate of membership dues thirty (30) days prior to the effective date of such change. The CITY may require the submission of new authorization forms when the Association increases its membership dues.
- Section 2: Such funds shall be remitted by the CITY to the Treasurer of the HPSA within one (1) month after such deductions. The HPSA Member's authorization for such deduction is revocable at the will of the HPSA Member, provided by the law, and may be so terminated at any time by the HPSA Member giving thirty (30) days written notice to the CITY and the HPSA or upon termination of employment.
- Section 3: The HPSA agrees to indemnify and hold the CITY harmless against any and all claims, suits, orders or judgments brought or issued against the CITY as a result of any action taken or not taken by the CITY under the provisions of this Article.
- Section 4: The CITY will not be required to honor any biweekly deduction authorizations that are delivered to the payroll section after the beginning of the pay period during which the deductions should start.
- Section 5: The HPSA agrees to refund to the CITY any monies paid to it in error on account of the payroll deduction provisions herein upon presentation of proper evidence thereof.

ARTICLE 32. LIABILITY INSURANCE:

The CITY shall provide liability protection for every member of the HPSA. The form of such protection shall be via self-funded or private carrier at the discretion of the CITY. The CITY shall indemnify and defend pursuant to the provisions of NRS 41.0349 and NRS 41.0339, respectively.

ARTICLE 33. WARRANTY OF AUTHORITY:

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

ARTICLE 34. SAVINGS CLAUSE:

This Agreement is declared to be severable and if any paragraph, phrase, sentence, or part is declared to be void by a court of competent jurisdiction, it shall not be construed to void or nullify the entire Agreement; and those parts not declared void shall be binding upon the parties

provided, however, upon such invalidation the parties agree immediately to meet and negotiate such parts of provisions affected.

ARTICLE 35. DEFINITIONS:

This Agreement is made pursuant to and in conjunction with the Local Government Employee-Management Relations Act of the State of Nevada, and all terms used herein which are terms used in the Local Government Employee-Management Relations Act shall have definitions ascribed to them by said Act.

Acting Pay: Sergeants and Lieutenants who are directed in writing by the Division Commander, Deputy Chief of Police, Chief of Police, or designee; to temporarily accept the responsibilities of their superior officer (Lieutenant or Captain) will be awarded acting pay. Acting pay is a form of Assignment Differential Pay and does not provide the member with rights to the classification that they are temporarily filling (they maintain the classification rights for the position they currently have). Time served in Acting Supervisory positions does not count for seniority or any other rights or eligibility requirements for promotion to the higher classification. * HPOA Officers may be temporarily designated as Acting Sergeants per their labor agreement with the City.

Administrative Transfer: Administrative transfers occur to enhance operations, further the department's mission, or improve efficiency and effectiveness. These transfers will also occur when an act compromises the integrity of the individual or unit, and/or the performance of the employee creates an environment where the employee loses effectiveness in the unit.

Appointing Authority: Persons having power by law or by lawfully delegated authority to make appointment to positions, terminate an employee, and other matters relating to their employment.

Arbitrator: An impartial third party chosen in accordance with the provisions of this Agreement.

Assignment Differential Pay: A temporary monetary compensation paid to HPSA Members who are assigned to Specialized Assignments within the department. ADP assignments are not promotional and therefore, no property rights exist. Employees shall only receive ADP pay for the duration of their assignment.

Base Salary: Remuneration received by the employee in accordance with the rates specified on the salary schedule established by this Agreement.

Bereavement Leave: Leave granted to an HPSA Member to attend the funeral of the HPSA Member's immediate family as defined herein.

Call-Back: When an HPSA Member returns to work during off-duty hours within twelve (12) hours of receiving the phone call to return to work.

Call-Out: When an HPSA Member works overtime with less than twenty-four hours' notice and it does not qualify as call-back overtime.

Cause: A factual reason cited by the CITY that is used to issue disciplinary action.

City Manager: The person designated as the chief executive officer having final authority by law in all matters relating to employment in the City of Henderson, except as provided for herein.

Classification: A group of positions which have essentially similar duties and responsibilities, are allocated to the same salary range by this Agreement and are designated by the same general title.

Classification Specifications: A written description of the work required of positions in the classification that includes the classification title, definition, authority, essential functions, and minimum or desirable qualifications. Classification specifications are descriptive, and explanatory of the general work required in positions in that classification and are not necessarily inclusive of all duties to be performed in a particular position.

Demotion: Movement of an HPSA Member from one classification to a different classification which is on a lower salary grade than the original classification. Seniority within the previous classification held will be maintained and applied during this movement.

Disciplinary Transfers: Disciplinary transfers occur where it is determined that an HPSA Member's conduct warrants a transfer as part of discipline. This transfer would be part of the disciplinary process and subject to the grievance process.

Emergency Annual Leave: Leave that may be granted after a request for immediate annual leave that, by the nature of the condition prompting the request, could not have reasonably been predicted in advance of need and been scheduled in accordance with normal departmental policy.

Gender Definition: In accordance with NRS 0.030, and except as otherwise expressly provided in a particular statute or required by this context:

- (a) The use of a masculine noun or pronoun in conferring a benefit or imposing a duty does not exclude a female person from that benefit or duty. The use of a feminine noun or pronoun in conferring a benefit or imposing a duty does not exclude a male person from that benefit or duty;
- (b) the singular number includes the plural number, and the plural includes the singular;
- (c) the present tense includes the future tense.

The use of a masculine noun in conferring a benefit or imposing a duty does not exclude the female person from that benefit or duty. The use of a feminine noun or pronoun in conferring a benefit or imposing a duty does not exclude a male person from that benefit or duty.

Grade: A term used to designate a salary range to which one or more classifications may be allocated.

Holiday: A day set aside for the special observance of a memorable event or occasion.

Immediate Family: A HPSA Member's spouse, mother, father, child, foster child, in loco parentis, stepchild, brother, sister, mother-in-law or father-in-law, half-brother, brother-in-law, half-sister, sister-in-law, daughter-in-law, son-in-law, grandchild, grandparent, spouse's grandparent, stepparent, or any person permanently living in the employee's household.

Incident of Use (Sick Leave): Any period of continuous absence for the same reason, or the use of sick leave for an individual non-chronic condition's repeated treatment shall be considered one incident. Use of sick leave for a scheduled medical/dental appointment or when on approved FMLA leave shall not constitute an incident of sick leave. An incident will be defined as a period of continuous absence for an item defined in Section 3 of this Article no matter how long that

incident lasts. After returning to work, absences for the same incident that requires continued treatment will not be counted as a separate incident.

Job-Related Disability: Incapacity resulting from an accident or occupational disease arising out of and/or in the course of employment as defined in NRS 616 and 617.

Negotiations: The process of collective bargaining between the CITY and the HPSA that determines the Agreement between the CITY and the HPSA.

Normal Work Day: The hours normally required for an HPSA Member to work any one day or one shift pursuant to the terms of this Agreement.

Normal Work Week: An HPSA Member's normal work week will be as designated depending upon work site and classification assignment.

Overtime: Time that an HPSA Member works in addition to the HPSA Member's normal work schedule.

Probationary Employee: A HPSA Member who has been placed in a probationary review period for conduct or performance issues.

Promotion: A change of a HPSA Member from a position in one classification to a position in a higher classification, when such change is other than a result of reclassification of the HPSA Member or reallocation of the position. Such advancement carries more responsibility and an increased salary. A HPSA Member on probationary or qualifying period status is not eligible to apply for closed promotional positions.

Qualifying Period: A regular employee appointed, transferred, or promoted to a non- temporary classified position in the City of Henderson may be required to serve a qualifying period of not less than six (6) months or more than nine (9) months prior to confirmation of the appointment.

Reassignment: The movement of an HPSA Member or a position from one work unit to another within the organization with no change of classification.

Regular Employee: One who has successfully completed his initial probationary period or qualifying period and whose appointment has been confirmed in a permanent position.

Retraction/Purging: The process by which CITY/DEPARTMENT management removes material, specifically including that of a detrimental nature relating to a specific incident regarding an HPSA Member, from CITY and DEPARTMENTAL files.

Salary Range: The minimum and maximum base salaries which may be paid to a HPSA Member working in a classification in accordance with the salary grade to which the classification is allocated.

Salary Schedule: The step, grade, and range structure for allocation of classifications as established by this Agreement.

Salary Step: An increment within a salary grade which designates a specific pay rate.

Service Date (Anniversary Date): Usually the actual date of hire, an employee's service date is that date which reflects the length of continuous active employment with the City of Henderson. For purposes of determining seniority, or other matters associated with length of active

employment, the service date shall be adjusted to accommodate any period of leave without pay in excess of thirty (30) calendar days. Prior service periods of employment will not be used in the calculation of service date. Seniority within classifications reflects the length of time of continuous active employment within the classification from the actual date of promotion to the current classification.

Shift: The hours which an HPSA Member is normally scheduled to work on any normal work day.

Shift Differential: Temporary monetary compensation paid to HPSA Members assigned to Swing Shift or Grave Shift for the duration of their assignment to that shift.

Step Increase: A salary increase between steps of a given salary range marking a steady progress from the minimum of the grade to the maximum.

Suspension: A temporary removal from work status, with or without pay, resulting from, or pending, disciplinary action.

Termination: The separation of an HPSA Member from employment with the City of Henderson.

Transfer: The formal movement of an HPSA Member or a position from one department to another department without any change to the classification of the position.

Within-Grade Increase: A salary increase from one step within a salary grade to a higher step within the salary grade.

ARTICLE 36. DURATION OF AGREEMENT:

Section 1: This Agreement shall be effective beginning on July 1, 2025 and expiring on June 30, 2028 and shall remain in full force and effect until such time as a new Agreement is approved by the City Council. The City acknowledges it cannot make unilateral changes to this Agreement should a successor Agreement not be approved by the City Council prior to June 30, 2028, subject to the continued representation of the classifications covered by this Agreement by the Henderson Police Supervisors Association.

Section 2:

- (a) In the event either party desires to open negotiations concerning a subject which would require the budgeting of money by the CITY, written notice of such desire shall be given on or before February 1, 2028.
- (c) In the event either party desires to open negotiations concerning a subject which would not require the budgeting of money by the CITY, written notice of such desire shall be given on or before February 1, 2028.

Section 3: In the event the parties cannot negotiate a new Agreement, it is agreed that the parties shall comply with statutory impasse procedures.

Section 4: Each party reserves its rights as established by Chapter 288 of the Nevada Revised Statutes, as amended.

Section 5: Except as specifically amended by future agreements, all provisions of this Agreement shall remain in full force and effect for the term of this Agreement.

IN WITNESS WHEREOF, the parties have executed and delivered this Agreement as of the effective date.

Date of Council Action: **April 21, 2026**

**CITY OF HENDERSON
CLARK COUNTY, NEVADA**

DocuSigned by:

38D8182A9AE748B...
STEPHANIE GARCIA-VAUSE,
ICMA-CM, FAICP
City Manager/CEO

05/14/2026 | 10:38 AM PDT

Date

ATTEST:

DocuSigned by:

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JOSE LUIS VALDEZ, CMC
City Clerk

APPROVED AS TO FUNDING:

DocuSigned by:

E9FAA0693CAC42A...
MARIA GAMBOA
Director of Finance

APPROVED AS TO CONTENT:

DocuSigned by:

B9E98AF67AFA411...
JAVIER MENDEZ
Director of Human Resources

for

APPROVED AS TO FORM:

DocuSigned by:

C8274A57AA6A4AD...
NICHOLAS G. VASKOV
City Attorney

Initial

CAO
Review

HENDERSON POLICE SUPERVISORS ASSOCIATION:

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CHARLES HEDRICK
Association President

04/20/2026 | 9:04 AM PDT

Date

APPENDIX A

APPENDIX to DPM 1090 – CODE OF CONDUCT¹

I. CLASS DESIGNATIONS

As with the rest of this policy, the Class Designations are to be used as guidelines for determining similar Types of violations. It is possible to have multiple violations within each Type without committing the exact same violation. Subsequent violations within each Type may be considered second, third, or fourth violations when the violations are similar in nature and fall within the same class Type.

All violations will fall into one of three Types:

1. Conduct Violations are those that are specific to the overall conduct of the employee, whether on or off duty. These violations are not specific to the performance of one's duties or their attendance at work.
2. Performance Violations are those that are specific to the way in which an employee performs their assigned tasks or the requirements of their job, to include safety.
3. Attendance Violations are those specific to arriving on time and being in attendance at their assigned work area.

II. CLASS DESIGNATION MATRIX

The Class Designation Matrix (CDM) is designed to help determine the range of sanctions to be received by an employee who violates a department policy, procedures, rules, or regulations, and/or the adopted laws of the local, State, or Federal Government.²

Each of the following sections describes a possible violation of Department Policy and Procedure by Category and assigns a Class Designation to it.

In cases where multiple policy violations of different classes occur, the highest-class violation will be used to determine the appropriate level of discipline for the investigation. Officers will not receive additional discipline for lower-level class violations arising out of the same investigation,

¹ The Appendix is the negotiated and bargained for Disciplinary Matrix and is separately incorporated into the collective bargaining agreements (CBA) with the Henderson Police Officer's Association (HPOA) and Henderson Police Supervisors Association (HPSA) as an exhibit to the CBAs. The actual body of DPM1090, which sets forth the investigative process, the pre-disciplinary hearing procedures, and implementation of such discipline, is not negotiated or incorporated into the CBAs. Management has the right to amend DPM1090, but any such amendment shall be made in accordance with Section 3 of Article 25 of the HPOA CBA and Section 3 of Article 26 of the HPSA CBA.

² DPM1090 is not incorporated into the Teamsters Local No. 14 (Teamsters) CBA. HPD understands that all discipline issued to an employee represented by Teamsters, must comply with its applicable CBA. The appendix to DPM1090 will be utilized only as a guideline to determine the appropriate level of discipline to issue to a Teamsters employee in accordance with the Disciplinary Article set forth in Teamsters CBA. Similarly, Civil Service Employees are subject to the Civil Service Rules. HPD understands that all discipline issued to Civil Service Employee, must comply with the Civil Service Rules. Therefore, the appendix to DPM1090 will be utilized only as a guideline to determine the appropriate level of discipline to issue to a Civil Service employee in accordance with the Civil Service Rules.

but the lower-level class violations will still be included in the final disciplinary action documentation for future consideration as appropriate. The intent is to document each class violation, but to avoid compounding the discipline an employee receives for a single investigation of misconduct.

CONDUCT VIOLATIONS			
Category	Commentary	Violation	Class
Acceptance of Gifts or Rewards	Employees shall not solicit or accept rewards for performance of duties, ask for gratuities or use their position to seek favors of any kind. Any offer of reward, gratuity, gift, fee or favor shall be courteously declined.	Failure to decline a reward, gratuity, gift, fee, or favor.	1
		Accepting or soliciting a bribe for performing an assigned duty	7
Civil Process	Employees shall not provide service of any civil process, unless in the performance of their duties.	Unauthorized service of legal process.	1
Conduct Unbecoming	Employees shall conduct themselves in a manner that will reflect favorably upon the Department.	Use of rude or insulting language or conduct offensive to the public while in performance of your official duties.	1
		Conducting private business while on duty without specific supervisory authority.	2
		Conduct unbecoming an employee which has the potential to bring discredit to the Department.	4
		Conducting business transactions with person confined and in custody during official police contact.	4
		Involvement in the commission of a crime.	7

		Renunciation of citizenship or allegiance to the United States or the State of Nevada or the taking of an oath of allegiance or otherwise pledging allegiance to any foreign country or organization that advocates the violent overthrow of the government of the United States or the State of Nevada.	7
		Becoming a prohibited possessor of a firearm as subject of an order of protection.	7
		Becoming a prohibited possessor of a firearm relative to a conviction of a misdemeanor crime of domestic violence.	7
		Intentional manipulation of MVICS system to negate the capture of video or audio as required.	7
Contributions	Employee shall not solicit from the public any contributions or donations while representing the department or identifiable as a department employee without the consent of the Chief of Police.	Employees seeking improper contributions or donations.	4
Criminal Proceedings	An employee shall not recommend that criminal or traffic offenses be reduced or dismissed unless they are the arresting officer or complaining witness and then only to cooperate with the prosecutor of court in the interest of justice.	Improper recommendation to the prosecutor for the disposition of traffic or criminal offenses.	2
Divulging Criminal/ Confidential Records & Information	No employee shall divulge the criminal record or any confidential record or information of any other person unless necessary to conduct an investigation or under due process of law.	Divulging Confidential Records of one person to another, except when necessary to conduct a criminal or Department investigation or under due process of law.	4

	This shall not prohibit the release of information to authorized law enforcement agencies or the release of facts connected with daily police activities to the press, radio or television as outlined in policy.	Disclosure of official business of the Department except as authorized.	4
	Employees shall not reveal official business of the Department except to those for whom it is intended or as directed by a supervisor or under due process of law. This shall not prevent the release of legitimate public information concerning daily police activities to the press, radio or television.	Misuse of NCIC.	7
		Divulging Criminal History Record Information of one person to another, except when necessary to conduct a criminal or Department investigation or under due process of law.	7
Drugs	No employee shall use illicit or illegal drugs, nor shall they appear for duty or be on duty while impaired by prescription drugs.	Willfully using any illicit or illegal drug.	7
		Reporting for duty while impaired by a prescription medication.	7
	No employee shall abuse any prescription drug.	Abuse of prescription drug	7
Harassment	All harassment, discrimination, and hostile work environment complaints will be investigated through Human Resources.	Harassment or discrimination against any employee.	7
Off-Duty Police	Officers filing suit for damages or settling the same without reporting the matter in writing to the Chief of Police through proper channels for incidents that occurred while on duty.	Officer filing suit for damages or settling the same without notification per policy.	1

	Officers will not apply for a warrant for arrest with themselves as a victim.	Officer applying for a warrant of arrest as a victim.	4
	Officers will not take police action in a situation where minor traffic and criminal violations occur. Off-duty officers observing minor violations, which they feel require police action, will refer the matter to on-duty personnel of the jurisdiction in which the offense occurred.	Officer taking inappropriate police action when off-duty.	4
	Off-duty officers may take reasonable and prudent police action on felony or serious criminal matters coming to their attention.		
Off-Duty Police	Officers will not identify themselves or use their police authority in their personal affairs or those of their family, friends or neighbors unless such action is warranted by the immediate threat of serious bodily harm or property damage. On-duty personnel will investigate those incidents that require police action.	Officer taking inappropriate police action in personal situations when off-duty.	7
(continued)	Officers will not use their police authority while engaged in outside employment.	Officer taking inappropriate police action when engaged in outside employment.	7

Public Appearances	All plans for public appearance before groups of any kind, including radio and television, for the purpose of discussing police problems shall be cleared through the Division Commander. Nothing in this section shall prevent officers from making extemporaneous statements or speeches when called upon to do so provided no Department Policies or Procedures are violated.	Employees engaged in unauthorized public appearances.	1
	Employees shall not engage in derogatory or inflammatory political or religious discussions during public exposure while on-duty nor shall they speak critically of the nationality, race, sex or beliefs of another person.	Engaging in derogatory or inflammatory political or religious discussions in public while on duty.	2
		Speaking critically of nationality, race, sex or beliefs of another person while in public and on duty.	4
Recommendations Prohibited	Employees shall not recommend any product or service related to departmental business such as an attorney, ambulance service, towing service, bondsman or funeral director, etc., while in a professional capacity.	Making inappropriate recommendations	1
Untruthfulness	Employees are required to be truthful in all official business except when using appropriate and legal, investigative techniques.	Employees who are found to have been untruthful during an internal investigation, in completing official department documents, or in the course of their official duties.	7

PERFORMANCE VIOLATIONS			
Category	Commentary	Violation	Class
Alcohol	No Employee in uniform or wearing any identifiable part of the uniform shall drink or purchase alcoholic beverages, except in the line of duty.	Employee in uniform or wearing any identifiable part of the uniform drinking or purchasing alcoholic beverages for immediate consumption.	5
		Unfit for duty due to the consumption of alcoholic beverages. An employee will be considered unfit for duty if a breath analysis records a reading of .01 or above.	7
	Plainclothes officers may consume alcoholic beverages on duty only with the prior approval of a supervising officer and in conjunction with official police business.	Officer while acting in authorized undercover capacity intoxicated or consuming alcohol without prior approval of a supervisor in conjunction with official police business.	7
Attentiveness To Duties / Neglect of Duty	Employees shall be attentive to their duties. Inattentive behavior shall include that which affects the operation or efficiency of the organization or the efficiency of the employee.	Inattentiveness to duty.	1
		Failure to answer, without justifiable reason, when called by radio or MDT.	1
		Failure to activate MVICS system as required.	1
		Asleep while on duty.	2
		Failure to properly complete an investigation and make necessary reports.	2
		Failure to take police action when necessary.	3
		Failure to thoroughly search for and properly collect and identify evidence of persons, property and locations in any arrest or investigation.	3

		Failure to turn over seized, found or recovered property directly to property custodian, court or owner.	3
		Loss of seized, found or recovered property by negligence.	3
Bias/Racial Profiling	Officers will not engage in bias/racial profiling in the performance of their duties.	Using bias/racial profiling in the performance of duties.	7
Department Property	Employees will not misuse or abuse city equipment and shall report to their supervisor in writing all loss of or damage to city-owned equipment. Any employee guilty of willful damage or negligence leading to damage or loss of department property may be required to pay for the cost of its repair or replacement and may also receive disciplinary action.	Failure to properly care for assigned equipment or any Police Department property, excluding vehicles.	1
		Failure to report loss of, or damage to department property.	3
		Willfully damaging department property.	5
False Reports	No employee shall, with intent to deceive, knowingly cause to be made or recorded any false or inaccurate reports, nor shall any employee knowingly omit or cause to be omitted any information which is required to be recorded in any Department report.	Knowingly making a false statement or entry in any departmental report, record, application, interview, hearing or judicial proceeding.	7
		Falsification of payable time to fraudulently obtain additional monies.	7
Identification	Employees shall supply at a minimum their last name and P# (number) upon request by any person.	Failure to supply name and number upon request.	1
Insubordination	Employees shall treat supervisors in a respectful manner. Employees are prohibited from making personal attacks that ridicule, belittle or defame another employee.	Failure to treat supervisors, in a respectful manner.	1
		Using profane or insulting language to a supervisor.	2

	Employees will not speak critically or in a derogatory manner to other officers, employees or any person regarding orders or instructions issued by a superior officer or supervisor. It is the right of any employee to respectfully call it to the attention of the supervisor issuing the order or to his superior that such orders or instructions are inconsistent or unjust.	Refusal to obey lawful direct orders from a supervisor.	7
		Failure to comply with any orders, directives, regulations, etc., oral or written, whether stated in this directive or elsewhere. Repeat offenses must be of the same or similar directive.	7
Leaving Assigned Area	An on-duty officer shall not leave the city limits or leave their assigned beat without authorization by a supervisor and/or exigent circumstances.	Leaving city limits while on duty without radio call-out or authorization from supervisor.	1
		Leaving beat, work area, or area command while on duty without being dispatched or authorization from supervisor.	1
Maintaining Performance Standards	Employees are required to maintain an acceptable level of performance in all areas designated by the Department.	Failure to maintain acceptable level of performance	7
Reporting To Supervisors	Employees must report to their supervisor knowledge of any unusual activity, situation or problem that involves the duty of the Department to uphold the law, keep the peace or protect lives and property.	Failure to report unusual activities, situations or problems to a supervisor while on duty.	2
	Employees will notify the Department via their chain of command within 24 hours when they are arrested, cited, or suspected of having committed an offense in an investigation being conducted by any law	Failure by an employee to notify a supervisor and Department for an arrest, citation, or a known investigation being conducted by a law enforcement agency within 24 hours, excluding minor traffic violations.	4

	enforcement agency if known by the employee.	Failure to report an unreasonable use of force, or any unlawful conduct by any employee or other public safety associate to a supervisor.	7
Supervisors	No supervisor or person of any rank is exempt from the rules of the organization simply because of the position held by such person. Flexibility and judgment are required in enforcing the rules when the competence of a supervisor is questioned because of the additional authority and greater responsibility.	Failure to ensure proper care of Departmental property and equipment.	1
		Failure to ensure employees perform required duties.	1
		Using profane or insulting language directed at a subordinate.	2
		Failure to properly perform required supervisory responsibilities.	4
		Failure to investigate and report actual or alleged incidents of misconduct or violation of Department Policies and Procedures.	4
		Misuse and/or abuse of supervisory authority or privilege.	5
Telephone Number and Address	All employees shall maintain a residence address and personal telephone number on file with the Department.	Failure to maintain a required contact information.	1
	All employees are required to monitor and respond to messages sent to their department issued cellular phone	Failure to monitor and respond to messages in the normal course of duty.	1
	Employees shall notify the department of any change of residence address and telephone number within twenty-four (24) hours of the change.	Failure to notify Department of change in contact information within 24 hours.	1
Tobacco	Employees are restricted from using tobacco, smokeless	Use of tobacco products without being concealed from public view.	1

	tobacco, and vape products while on-duty.	Use of tobacco products in a city vehicle or facility.	1
Use Of Electronic Equipment	All use of the City of Henderson's computer systems will be in compliance with the appropriate Policy and/or Procedure.	Improper use of electronic mail.	5
		Improper use of internet services.	5
		Improper use of computers.	5
		Use of City computers/phones to access or distribute materials with sexual content.	7
Use Of Force	The department is committed to resolving conflicts with the use of communication skills, crisis intervention and de-escalation tactics, when feasible.	Failure to utilize de-escalation tactics when feasible and safe to do so.	4
		Intentionally acting in a manner that provokes a use of force.	7
	Officers will only use necessary force to fulfill lawful objectives in accordance with policy, procedure, training, and case law.	Excessive use of force.	7
	Any employee who is present for, observes, or becomes aware of another agency employee or public safety associate engaged in an unreasonable use of force has the affirmative duty to intercede within their scope of authority and training if safe to do so, and to report the incident to a supervisor.	Failure to intervene in excessive use of force as required by law.	7
		Failure to make appropriate notifications concerning an incident involving excessive use of force	7
Vehicles And Driving	Vehicle operation -Employees shall not use Department vehicles without the permission of a superior officer, nor shall they use them for other than official police	Employee commits traffic violation for no valid reason while in Department vehicle	1

	business. When using a Dept. vehicle, they will be used in a safe and lawful manner.	Employee fails to use a seatbelt while operating a department vehicle as applicable.	1
		Employee is at fault in a non-citable accident resulting in damage to a department vehicle or other property.	1
		Employee commits a minor traffic violation in a department vehicle resulting in an accident with damage.	1
		Employee uses Department vehicle for other than official business or for personal use and benefit.	2
		Employee operates a vehicle in a manner posing serious risk to public safety.	4
		Employee commits a minor traffic violation in a department vehicle resulting in an accident with damage including substantial injury, or death.	5
		Employee commits a traffic violation of a serious nature in a department vehicle resulting in an accident with damage including substantial injury, or death.	6
		Employee operates a vehicle with willful and wanton disregard for public safety resulting in injury or death	7
	Care For Vehicles – Employees will not misuse, or abuse city owned, rented, or leased vehicles and shall properly care for	Failure to properly care for assigned vehicles.	1

	assigned vehicles. Employees shall notify their supervisor immediately of all losses from or damage to city-owned, rented or leased vehicles and then submit a written report as soon as practical.	Causing damage to a department vehicle or contributing to the loss of the vehicle or the loss of any property or equipment from the vehicle due to carelessness or neglect (excluding accidents).	3
		Failure to report loss, damage, or accident.	5
		Intentionally causing damage to a department vehicle or contributing to the loss of the vehicle or loss of any property or equipment from the vehicle.	7

ATTENDANCE VIOLATIONS			
Category	Commentary	Violation	Class
Reporting For Duty	Employees will be punctual, prepared for duty as assigned, and report for their regularly scheduled shift at the time and place designated. Duty/Shift includes reporting for court, mandatory training, firearm qualification, other special assignments, meetings or temporary schedule changes at the time and place designated.	Unexcused tardiness.	1
		Absent without leave.	5
		Abuse and/or misuse of sick leave.	5

VIOLATIONS NOT LISTED			
Category	Commentary	Violation	Class
Violations Not Listed	It is not possible to list all possible conduct, performance, and/or attendance violations within the Class Designation Matrix, therefore any violation not listed will fall into this category.	Violations not listed elsewhere in the Class Designation Matrix.	4

III. DISCIPLINE AND PRIOR OFFENSES

The Department is committed to utilizing disciplinary actions as a means to change and correct behavior. The Department will normally apply discipline progressively, however, based on the severity of the violation and/or the totality of the incident, there will be times when non-progressive discipline, up to termination, may be warranted and implemented.

IV. TYPES OF DISCIPLINE CHART

The Types of Discipline chart outlines the discipline to be imposed based upon a sustained violation.

CLASS	TYPE	DESCRIPTION	RETENTION PERIOD FOR SAME/SIMILAR CONDUCT ENHANCEMENT
1	WRITTEN REPRIMAND	Formal notice outlining the sustained violations and future expectations.	12 months (1 year) after the date of investigation initiation
2	INITIAL SUSPENSION	Removal from work status without pay (10 hours)	18 months (1.5 years) from the date of investigation initiation.
3	MINOR SUSPENSION	Removal from work status without pay (20 hours)	24 months (2 years) from the date of investigation initiation
4	MODERATE SUSPENSION	Removal from work status without pay (40 hours).	36 months (3 years) from the date of investigation initiation.
5	MAJOR SUSPENSION	Removal from work status without pay (80 hours)	48 months (4 years) from the date of investigation initiation.
6	DEMOTION OR REDUCTION IN GRADE/PAY	DEMOTION: Movement of an employee from one classification to a different classification which is on a lower salary grade than the original classification. REDUCTION: Reduction from one step in the pay scale to the next lower step in the pay scale or, for those employees not in a progressive pay scale, reduction of pay whether hourly or salary.	60 months (5 years) from the date of investigation initiation.
7	TERMINATION	Involuntary separation of an employee with the City of Henderson	NOT APPLICABLE

V. TYPES OF DISCIPLINE CHART PROVISIONS

- For a first offense (class 1) violation the Reviewing Authority may determine that the sustained violation does not warrant formal discipline, and in such cases, the matter may be referred to a supervisor for corrective measures, such as coaching and counseling or additional training. Same or similar violations within a 12-month period would be considered a class 1 violation.
- Suspension time for class 2 & 3 violations must be served within one pay period after final disposition and must be completed on the earliest date(s) possible in accordance with proper notification times and minimum staffing requirements.
- Suspensions for class 4 & 5 violations must be served within two pay periods after final disposition and must be completed on the earliest date(s) possible in accordance with proper notification and minimum staffing requirements. Employees will not be required to serve more than $\frac{1}{2}$ of the suspension per pay period.
- Employees may not work elective overtime until all imposed suspension time has been served.
- Class 4 and above violations include the removal of personnel from promotional lists and/or the disciplinary transfer of personnel.
- The Chief of Police maintains the ultimate authority regarding disciplinary matters and may modify or overturn any disciplinary decision.

APPENDIX B

Henderson Police Supervisors
Wage Schedule
Fiscal Year 2025-2026

Includes 3.50% COLA Increase
Includes 4.375% PERS Decrease

Title	Std Hrs/Wk	Grade	STEPS				
			1	2	3	4	5
Corrections Lieutenant	40	Police Supv 484	\$62.67	\$65.81	\$69.10	\$72.55	\$76.17
Corrections Sergeant	40	Police Supv 455	\$52.23	\$54.84	\$57.59	\$60.46	\$63.48
Police Lieutenant	40	Police Supv 488	\$64.22	\$67.43	\$70.80	\$74.34	\$78.06
Police Sergeant	40	Police Supv 477	\$53.51	\$56.19	\$59.01	\$61.95	\$65.05

Promotional Increases will occur as follows:

Corrections Officer to Corrections Sergeant OR Police Officer to Police Sergeant	
Officer	Sergeant
Step 13	Step 3
Step 12	Step 2
Steps 7-11	Step 1

Corrections Sergeant to Corrections Lieutenant OR Police Sergeant to Police Lieutenant	
Sergeant	Lieutenant
Step 5	Step 4
Step 4	Step 3
Step 3	Step 2

Employees will remain at the promotional wage for one (1) year

Appendix C

The City and the HPSA agree that they shall comply with the provisions of the Family Medical Leave Act (FMLA) of 1993, as well as the City's Administrative Policy C-5, Family and Medical Leave, with regard to the administration of FMLA Leave.