

AGREEMENT  
BETWEEN  
STOREY COUNTY,  
NEVADA AND  
STOREY COUNTY SHERIFF'S OFFICE EMPLOYEES'  
ASSOCIATION/NEVADA ASSOCIATION OF POLICE &  
SHERIFF'S OFFICERS (NAPSO)

March 27, 2023 - JUNE 30, 2024

**PREAMBLE**

This Agreement is made and entered into at Virginia City, Nevada, pursuant to the provisions of the Nevada Revised Statutes, by and between the County of Storey, Nevada, a County government, hereinafter referred to as the Employer or County, and the Storey County Sheriff's Office Employees' Association/Nevada Association of Police & Sheriff's Officers (NAPSO), hereinafter referred to as the Union or Association.

It is the purpose of this Agreement to achieve and maintain harmonious relations between the Employer and the Union, to provide for equitable and peaceful adjustments or differences which may arise and to provide proper standards of wages, hours, and other conditions of employment.

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## DEFINITIONS

**Anniversary Date:** The date in which the employee starts work as indicated in-writing in an offer letter of employment, is reclassified or promoted to a new job classification, or less than part-time or regular part-time employee becomes a full-time employee. The date on which an employee is demoted to a lower pay range, reassigned, or transferred to alternative positions where their talents or skills maybe best utilized to their own or the organization's benefit, or where they are better able to perform the job in accordance with required standards, is not an Anniversary Date.

**Base Rate of Pay:** The amount of pay the Employee is designated to receive within the salary range for the Employee's job classification, excluding any additional types of pay.

**Days:** Shall mean Storey County working days – Monday through Friday, excluding holidays unless otherwise stated.

**Employee:** An Employee in the bargaining unit who has successfully completed his/her probationary period or any extended probationary period and has been retained to the employment of Storey County Sheriff's Offices.

**Employee's Health File:** A separate confidential file which is maintained in the Human Resources Division and which contains only health-related matters, i.e., Workers' Compensation information, physical examination results, etc.

**Major Fraction:** Fifteen (15) minute intervals of time.

**Part Time Employee:** Part-time employees are defined as those who work a minimal of twenty (20) hours but less than forty (40) hours per week on a regularly recurring basis. Part-time employees are eligible for benefits on a pro-rated basis.

**Probationary Employee:** An employee who is undergoing a working evaluation period during which h/she is required to demonstrate his/her ability to carry out the duties of the position to which hired.

- a. The new hire probation period pursuant to this agreement is 12 months.
- b. Newly hired probationary employees are employed "at-will" and are excluded from the coverage of this agreement. They may be laid-off or discharged from employment during this period for any reason with or without cause. After successfully completing the new hire probationary period, the employee shall be deemed to be a regular employee and subject to this agreement, and shall acquire seniority from his/her first date of hire.
- c. A probationary employee who transfers laterally within the same classification (e.g., Admin. II in one department to Admin. II in another department) must serve the remainder of the new-hire probationary period assigned to him/her upon hire.
- d. A regular employee who is promoted to a position in a higher classification shall serve a "trial period" of 12 months in the new position. A probationary employee who is promoted to a position in a higher classification shall serve a "trial period" of 12 months in the new position and must concurrently complete the remainder of his/her new hire probation period. During the "trial period", the regular employee is not considered probationary; however, regular employees and probationary employees completing the remainder of their probationary period must demonstrate satisfactory ability to carry out the duties of the position to which promoted. Unless the promoted employee is dismissed from employment for cause, the employee who failed the "trial period" in the new position will be restored to

his/her previous classification or an equivalent classification if the previously position is unavailable.

- e. An employee who is demoted to a lower classification is not required to serve a "trial period" for that position.
- f. An employee who changes from working part-time to regular full-time within the same classification shall have his/her new hire probationary period adjusted to credit actual hours worked over the past 12 months with Storey County in said classification, up to the maximum of 1040 hours (6 months), toward completion of the new hire probation period.

**Regular Rate of Pay:** The Employee's base rate of pay plus other additional pay for which the Employee's specific assignment may entitle him/her.

**Regularly Scheduled Shift:** The shift created by the department that is the same schedule for at least 30 days.

**Sheriff:** The Sheriff or his/her designee.

## **ARTICLE 1: EFFECTIVE DATE, PARTIES**

1. This Agreement shall be in full-force and effect March 27, 2023 through June 30, 2024. If either party desires to make a change, the party shall notify the other party in writing of the Article and/or Section or that Article desired to be negotiated.
2. Pursuant to NRS 288.150, this Agreement or any provisions herein may be automatically reopened for negotiations upon written request by the Employer during periods of fiscal emergency.
3. Notification of desire to negotiate shall be done in accordance with NRS 288.
4. The parties shall promptly commence negotiations. If the parties cannot reach agreement either party may submit the dispute to an impartial fact finder at any time for his/her findings in accordance with NRS 288. The fact finder shall make recommendations of the unresolved issues.
5. If the parties have not reached an agreement within ten (10) workdays after the fact finder's report is submitted, all issues remaining in dispute shall be submitted to an arbitrator. The arbitrator shall, within ten (10) workdays after the final offers were submitted, accept one of the written statements, and shall report the decision to the parties.
6. The impartial fact finder and the binding arbitrator shall be from the American Arbitration Association (AAA) and/or the Federal Mediation and Conciliation Services (FMC). The Union and the County agree to solicit a list of seven (7) professional neutrals with public sector experience from the AAA or FMCS and alternately strike names from such list until one name remains. That remaining person so selected shall serve as the arbitrator. For the first arbitration, the party to strike first shall be determined by lot. Thereafter, the party to strike first shall alternate between the parties. All hearings shall be conducted according to AAA or FMCS rules.
7. In the event that future agreements are not reached prior to July 1 of that year, all awards rendered by the final binding arbitrator shall be retroactive to July 1 of the year in which negotiations commenced.

**ARTICLE 2: RECOGNITION**

1. The Union is hereby recognized as the sole and exclusive collective bargaining representative for the purpose of establishing wages, hours, and conditions of employment pursuant to the provisions of NRS 288.010 et seq., for all Employees in the bargaining unit covered by this Agreement, which include all full-time or part-time positions in the following classifications:
  - a. ~~Deputy Sheriff~~
  - b. Corporal
  - c. Sergeant
2. Representatives of the Union and its affiliates will be permitted to transact Union business on County property, provided that this does not disrupt normal work functions. In accordance with NRS 288, the Employer may require Union business to be conducted during non-work time, such as before work and after work, during breaks, and/or lunchtime. Union business may only be conducted in common areas and/or designated Employee break areas. Designated representative of the Union shall be allowed to receive telephone calls or other communicate concerning Union business at any time during working hours. The Union shall have the right to use the interoffice mail for Union business. County email may be used internally to conduct Union business, but shall be limited to all parties to this Agreement and subject to established County policies.
3. The Union may post notices involving Union business in the location(s) and manner(s) as mutually agreed upon. All items to be posted on the bulletin boards are subject to review by the Sheriff.
4. The Union acknowledges and agrees that the Union shall be solely responsible for the opening, closing, and securing of County building used by the Union for Union meetings. The Union acknowledges and agrees that the Union shall indemnify, defend, and hold the Employer harmless for any damages incurred and against any claims made or actions initiated against the Employer as a result of the Union's use of County buildings for Union meetings.

**ARTICLE 3: NO STRIKE CLAUSE**

1. The Union agrees not to and will not promote, sponsor, or engage in, against County any strike, slowdown, interruption of operation, work stoppage, absence from work upon any pretext or excuse not founded in fact, or any intentional interruption of the business of the County, regardless of the reason for so doing, and will use all reasonable efforts to induce all Employees covered by this Agreement to comply with this pledge.

**ARTICLE 4: RIGHTS OF MANAGEMENT**

1. County, Sheriff, and Commissioners retain, and do not waive in any respect, all rights conferred upon them, jointly and severally, by NRS Chapter 288, any and all other provisions of the

Nevada Revised Statutes, and relevant case law.

**ARTICLE 5: NON-DISCRIMINATION**

1. Employer and Union agree to comply with all applicable laws prohibiting discrimination in employment including Title VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act of 1967, the Equal Employment Opportunity Act of 1972, the Immigration Reform and Control Act of 1986, the Americans with Disabilities Act of 1990, as amended, the applicable Nevada Revised Statutes on Equal Employment Opportunity (NRS 613) and any other

applicable federal, state, and local statutory provisions.

## **ARTICLE 6: EMPLOYEE REPRESENTATIVES**

1. The County recognizes and agrees to deal with representatives of the Union on all matters within the scope of bargaining and pursuant to the provisions of NRS 288, so long as the subject matter does not impinge upon the County's management rights provided by NRS 288.
2. Reasonable release time for Employee representatives shall be limited to (1) attending County meetings, including negotiations, which have a direct impact on the Union; (2) investigating, processing or attending meetings in accordance with the provisions of the grievance-arbitration procedures of the Agreement; or (3) meetings called by the County for information exchange and other conditions designated by the County concerning the interpretation or application of the terms and conditions of this Agreement.
3. If such Union business or representation must be conducted during an Employee representative's regular work shift, the County shall, upon advance approval of the Sheriff or his/her designee, release the Employee to conduct Union affairs on County time.
4. The Sheriff shall not unreasonably withhold approval of requests for release time pursuant to this Article.
5. The County authorized payment as outlined above will be granted at the applicable straight time rate, provided the time spent is a part of the Employee's scheduled workday.

## **ARTICLE 7: COMPENSATION PRACTICES**

1. **Wages:** Biweekly wages: All Employees will be paid on each biweekly Friday, with wages computed through the preceding Sunday.
2. **Wages and Wage Adjustments:** Employees will receive hourly wages and yearly adjustments as shown in Appendix A of this Agreement. Merit increases will be provided as described in this Article.

**Merit Increases:** A merit increase of one step in the wage range for the Employee's job class will be granted to an Employee upon completion of each year in which the Employee receives a satisfactory evaluation score until the Employee reaches the top of the wage range. If the Employee has not been evaluated within thirty (30) calendar day following his/her Anniversary date, merit will be granted retroactive to the Anniversary date.

Employees who reach step ten (10) of the 2020-2023 Appendix A, are capped and may advance no further.

### **3. Promotions:**

- a. A Deputy who is promoted to Corporal must move to the next closest step from his/her former position, but must receive no less than a 5 percent increase in base pay. A Deputy or Corporal who is promoted to Sergeant will move to the next closest step from his/her former position, but must receive no less than a 10 percent increase in base pay. Ensuring that the promoted Employee receives no less than the stated increase in base pay is accomplished by moving him/her to the next nearest step which provides the required increase.

- b. All promotions within the Bargaining Unit shall be filled by candidates who meet the minimum requirements of the position that are established by the Employer.
  - c. Notice of promotions to vacant positions within the Bargaining Unit shall be posted on bulletin boards within the Department for a period of not less than ten (10) working days prior to the last date for application or the date scheduled for testing, whichever is earlier. Notice shall contain the following information or indicate where the information may be obtained:
    - i. Title and Job Description of Position;
    - ii. All eligibility requirements including education, employment, training, and experience criteria, and whether equivalent factors will be recognized;
    - iii. If there will be competitive testing and the date, time, and place of such testing;
    - iv. The nature and scope of test subject matter;
    - v. Whether the test will consist of written, oral, and/or physical demonstration components.
4. **Shift Differential:** An Employee shall receive Shift Differential Pay, in addition to Base Pay on all regularly scheduled hours worked in the manner described in subsections (a) and (b) below. Shift Differential Pay will be included in regular rate of pay for the purposes of calculating overtime.
- a. Swing shift – One dollar fifty cents (\$1.50) per hour for all hours worked on Swing shift.
    - i. Swing Shift is a scheduled regular or scheduled overtime shift which must include the entire hour of 1900-2000 hours.
  - b. Graveyard shift – One dollar seventy-five cents (\$1.75) per hour for all hours worked on Graveyard shift.
    - i. Graveyard shift is a scheduled regular or scheduled overtime shift which must include the entire hour of 0100-0200 hours.
  - c. Overtime worked within shift differential period counts as time worked for determining eligibility pay.
  - d. No shift differential pay is provided during times the employee is absent from work while taking sick or annual leave, holiday not worked leave or other leave with or without pay, even though the employee during those times may be assigned to a shift that qualifies for the differential. No shift differential will be paid for standby hours.
5. **Acting Pay:** An Employee who is specifically assigned by the Sheriff to work in an acting capacity in a classification with a higher wage range for a period of more than five (5) consecutive days actually worked shall receive a five percent (5%) differential added to his/her hourly wage for time actually worked during the remainder of the assignment.



**6. Leave for Civic Duty:**

Temporary Leave at full wages will be provided to the employee for jury duty, court appearances, and administrative proceedings arising out of the employee's employment with the District and for selective service examinations. An employee who is subpoenaed or otherwise required to appear in court or at administrative proceedings arising out of his/her employment with the County, and which appearances occur outside his/her regularly scheduled shift, shall be paid one and one-half (1.5) his/her regular rate of pay for the time spent at such appearances.

In accordance with NRS 6.190, a person summoned to appear for jury duty, the employer and employee, agent or offer to the employer shall not, as a consequence of the person's service as a juror or prospective juror:

1. Require the person to use sick or annual leave; or
2. Require the person to work;
  - a. Within 8 hours before the time at which the person is to appear to jury duty; or
  - b. If the employee's service has lasted for 4 hours or more on the day of his/her appearance in a jury duty, including the person's travel time to and from the place where court is held, between 5:00 p.m. on the day of his/her appearance for jury duty and 3:00 a.m. the following day.

The employee shall claim any jury, witness, or other fee to which s/he may be entitled by reason of the appearances described above and pay such fees, except travel mileage and expense reimbursement that was not covered by the employer, to the Storey County Treasurer within 5 working days receipt, to be deposited by the applicable fund of the County.

Annual leave may be taken by the employee for court appearances or administrative proceedings, not related to employment with the District and not related to jury duty, in which the employee is a party or a witness.

An employee shall not receive pay from the employer for missed work time associated with court appearances in matters to which the employee is a party or is to serve as a witness for a party who has filed an action against an employer. The employee may, however, choose to use his/her annual leave.

**7. Standby Status:**

- a. An Employee is in standby status when s/he is:
  - i. Directed to remain available for notification to work during specified hours;
  - ii. Prepared to work if the need arises; and
  - iii. Able to report to work within forty (40) minutes.
- b. An Employee is entitled to receive additional pay of \$2.00 for every hour s/he is in Standby status or \$3.00 for every hours/he is in Standby status on a Holiday.
- c. When an Employee begins the performance of his/her regular duties after receiving notice to work, s/he ceases to be on Standby status and qualifies for straight time or Overtime pay, whichever is applicable, for the actual time worked. Upon completion of the work, s/he returns to Standby status for the remainder of the time s/he has been

directed to be available to work.

8. **Field Training Officer Pay:** Any Employee who is designated by the Sheriff to perform the duties of a training officer as a Field Training Officer (FTO) shall receive an additional 5 percent of his/her base pay per hour for all hours actually spent functioning as an FTO. The Employee is determined to be functioning as an FTO when s/he is assigned to and actively engaged in training another employee to perform specific duties applicable to the job and is recording the progress of that trainee for reporting to the Sheriff or his/her designee (e.g., completion of a daily observation report). The Sheriff or his/her designee shall have the discretion to make the FTO assignment and to remove someone from such assignment.

## 9. Incentive Pay:

- a. Employees will be granted incentive pay as follows:

<b>Incentive Category (Paid Annually)</b>	
<b>Degrees:</b>	
Master's Degree -	\$1,800
Bachelor's Degree -	\$1,400
Associate's Degree -	\$1,000
<b>POST Certifications:</b>	
Advanced POST (earned prior to October 29, 2013)	- \$1,100
Advanced POST (earned on or after October 29, 2013)	- \$500
Intermediate POST (earned prior to October 29, 2013)	- \$600
Intermediate POST (earned on or after October 29, 2013)	- \$350
<b>Specialized Training:</b>	
\$1,200 for one of the following sub-categories:	
1) Firearms Instructor	
2) Weaponless Defense Instructor	
3) Impact Weapon / Taser Instructor	
4) Drug Recognition Expert*	
5) Bilingual Pay**	
6) Any other specialized training approved by the Sheriff	
*Drug Recognition Expert and Bilingual Incentive pay shall be granted at the discretion of the Sheriff	
**Fluent Spanish and American Sign Language shall be the only eligible second languages considered for specialized training incentive pay.	
<b>Physical Fitness Test Incentive:</b>	
Annual* - \$1,000.00	
*For Employees who pass the POST physical fitness test administered annually by the Store County Sheriff's Office	

- b. Employees are eligible to receive incentive pay for all three (3) categories. Employees are eligible to receive pay for only one sub-category within each category. Incentive pay shall not be compounded for those Employees having multiple degrees, POST certifications, or specialized training certifications.
- c. Incentive Pay for degrees, certifications, and specialized training will become effective the first payroll period of the fiscal year, and will be paid to the eligible Employee each year thereafter in one lump sum during the first payroll period of the fiscal year.
- d. Employees who become eligible for Incentive Pay shall by December 30 provide written notice to the Sheriff requesting Incentive Pay for the following fiscal year. An Employee who demonstrates valid evidence that s/he will likely be eligible for Incentive Pay by July 1 of the following fiscal year may, with approval of the Sheriff also apply for Incentive Pay.

To be eligible for Incentive Pay for earning an Associate's, Bachelor's, or Master's Degree, the Employee must have the school of earned degree send sealed Official Transcripts to the Personnel Office. The transcripts must demonstrate that the Employee earned the applicable degree with a Grade Point Average (GPA) of 3.0 or higher at the time which the degree was granted. To be eligible for Incentive Pay, the degree must be earned from an accredited college or university.

Employees who receive Incentive Pay for Specialized Training Instructor shall perform no less than 15 hours of qualified instruction to Sheriff's Office Employee, including full-time, part-time, reserve, and/or volunteer Employees, each year from the pay period that the Incentive Pay is issued to the Employee.

10. **Specialized Training Instructor Selection.** Selection for Specialized Training Instructor incentive categories shall be selected in the following manner:

- a. Notice of Specialized Training Instructor opportunities within the Bargaining Unit shall be posted on bulletin boards within the Sheriff's Office for a period of not less than ten (10) working days prior to the last date for application or the date scheduled for training, whichever is earlier.
- b. Notice shall contain the following information or indicate where the information may be obtained:
  - i. Title and Description of Training;
  - ii. All eligibility requirements including education, employment, training, or experience criteria, and whether equivalent factors will be recognized;
  - iii. If there will be competitive testing and the date, time, and place of such test;
  - iv. The nature and scope of test subject matter;
  - v. Whether the test will consist of written, oral, and/or physical demonstration components.

11. **POST Physical Fitness Test Incentive.** Post-probationary Employees who meet or exceed POST Category I Physical Fitness Test standards each year shall receive an incentive of \$1000.00 for that year, and that payment shall be made in the last payroll of the fiscal year. The non-mandatory fitness test will be supervised by the Sheriff or his/her designee in order to obtain credit for the incentive. Tests will be held twice during the fiscal year and dates determined by the Sheriff, however, employees are only eligible for one payment.

**Salary and Step Upon Hire.** Applicants hired into a position represented by this Agreement will be placed at step 1 in the salary range chart. The Sheriff may approve an applicant to be hired up to a step 5 if it is determined that the applicant has extensive experience comparable to the duties assigned. Prior to approving an accelerated hiring step, the Sheriff must ensure that there are budgeted funds available and there will be no disparate impact to current employees in the bargaining unit.

12. **Years of Service Milestones.** Employees shall receive milestone disbursement according to union recognized positions years of service as of July 1, 2023 in the following amounts:

- Five (5) years = \$2,500
- Ten (10) years = \$5,000
- Fifteen (15) years = \$7,500
- Twenty (20) years = \$10,000

Payments will be made the first full payroll period of the fiscal year (pay date July 21, 2023). Employees who are in between milestone anniversaries at the beginning of this contract, will receive a one-time payment equal to the anniversary most recently past.

13. **Recruitment Referrals.** Existing employees shall receive a bonus of \$1,000 for referred applicant hired and upon the successful completion of the referral's probationary period and post certification to CAT 3.

## ARTICLE 8: OVERTIME

1. Overtime pay is defined as additional compensation earned by an Employee who continues working beyond his/her regularly scheduled shift or is required to return to duty at a time that is more than 12 hours after notice is given. The Employee will be compensated at time and one-half (1.5) of his/her regular rate of pay for those extra hours worked.
2. A normal non-alternative work schedule shift shall consist of 8 hours per day and 5 consecutive days over a 7 day period, 10 hours per day for 4 consecutive days in a 7 day period or three (3) twelve hours shifts in a seven day period followed by four (4) twelve hour shifts in a seven (7) day period totaling eighty-four (84) hours worked per pay period. Eighty (80) hours will be paid at the employee's current pay rate. Four (4) hours will be paid at one and one half (1.5) of the employee's current regular rate. Upon agreement between the Employer and the Union, the parties may implement an alternative work schedule.
3. The assignment of the regular normal shift shall be determined by the Sheriff. Consideration will be given to the preferences of staff; however, the necessity of delivering adequate services to the community will take precedent. Sheriff must provide at least 30 days of written notice to the Employee(s) prior to changing the normal regular shift. During temporary instances, such as during community special events, disasters and emergencies, and unusual staff shortage conditions, changes to the regular normal shift may be made by the Sheriff, effective immediately.
4. Overtime shall not count toward Public Employee Retirement System (PERS) retirement benefits as stated in Nevada Revised Statutes (NRS) 286.481.
5. Compensatory-Time ("Comp-Time"). Overtime may be compensated at the rate of one and one-half (1.5) hours of Compensatory-Time for each hour of Overtime worked. Employees may not accrue more than two hundred and forty (240) hours of Compensatory-Time per calendar year. Compensatory-Time balances shall be paid-out as a check or direct deposited payment on the first payroll period in December of each year.
6. All Overtime, including Compensatory-Time, must have previous authorization by the Sheriff except when, due to an emergency, the Sheriff's approval cannot be obtained and, accordingly, the Employee's Supervisor authorizes the necessary Overtime.

7. Overtime shall be filled by Bargaining Unit members. For the purposes of Overtime to fill vacancies, an Overtime/Call-Back list shall be developed by the Union and the Sheriff. The list shall consist of all Bargaining Unit members who desire to work Overtime/Call-Back to fill vacancies in staffing. A rotation procedure will be incorporated into the list. The initial eligibility list will be established with the Employee with the most full time continuous service with the Employer. The Sheriff shall reserve the right to mandate an Employee to work Overtime when no other Employee is available on the rotation eligibility list.
8. Paid Leave shall be considered as work-time for purposes of calculating Overtime.

#### **ARTICLE 9: CALL-BACK PAY**

1. Any Employee who is required to return to work by his/her Supervisor in accordance with NRS 286 shall receive a minimum of two (2) hours pay at 1.5 times the regular rate of pay. Time worked in addition to the initial two (2) hours shall be compensated at 1.5 times the regular base rate of pay for all time actually worked. An Employee shall not be eligible for Call-Back pay when receiving Stand-By pay.
2. Phone calls not requiring return to work.
  - a. All off-duty calls to an Employee regarding work-related matters shall be authorized and considered authorized by the Sheriff or his/her designee. Refusals for requests to return to work shall not be subject to Call-Back pay.
  - b. When an off-duty Employee receives a phone call that is work-related, lasts longer than fifteen (15) minutes, and does not result in the Employee being required to return to active duty, the Employee shall receive a minimum of one hour of overtime pay. The fifteen (15) minute period shall be the cumulative time of one or more phone calls within a twenty-four (24) hour period.
  - c. Phone calls subject to this section shall be documented by the Employee receiving the call, and the Sheriff or Employee making the phone call, on a form created and approved by the Personnel Director and/or Comptroller's Office (payroll). The completed form shall include, at a minimum, the involved parties, time and duration of phone call(s), and a summary of the content of the conversation. The completed form shall be submitted by both Employees to the Sheriff for review and/or approval, and to Payroll with both Employees' bi-weekly timesheets.
3. PERS contribution toward Call Back Pay shall comply with NRS 286, including NRS 286.025 for Employees who have an effective date of PERS membership before, and on or after January 1, 2010, and shall apply the definition of an "emergency" accordingly.

#### **ARTICLE 10: HOLIDAYS**

1. Holidays, for the purpose of this section, shall be as follows:
  - a. January 1 (New Year's Day)
  - b. Third Monday in January (Martin Luther King, Jr. Birthday)
  - c. Third Monday in February (Washington's Birthday)

- d. Last Monday in May (Memorial Day)
  - e. Juneteenth (June 19<sup>th</sup>)
  - f. July 4 (Independence Day)
  - g. First Monday in September (Labor Day)
  - h. Last Friday in October (Nevada Day)
  - i. November 11 (Veterans Day)
  - j. Fourth Thursday in November (Thanksgiving Day)
  - k. Friday following the fourth Thursday in November (Family Day)
  - l. December 25 (Christmas Day)
  - m. Floating holiday (Any day agreed upon by Employee and supervisor)
  - n. Any day that may be appointed by the Storey County Board of Commissioners as a legal holiday and any day appointed by the Governor of the State of Nevada as a legal holiday on which State offices are to close. Reoccurring holidays under this subsection will be observed through the term of the current Agreement only.
2. Holiday Pay: Holiday pay shall be equal to the Employee's regularly scheduled shift assignment of eight (8), ten (10), or twelve (12) hours.
  3. Holidays Not Worked: Employees who are not required to work on a recognized holiday shall receive Holiday Pay for the shift they normally would have worked.
  4. Holidays Worked Regularly Scheduled Day: Employees required to work their regularly scheduled shift on the actual holiday shall receive Holiday Pay plus an additional payment computed at time and one-half (1 ½) the straight time for the hours actually worked.
  5. Holidays worked during scheduled day off: Employees required to work on a holiday during their regularly scheduled day off shall receive Holiday Pay plus an additional payment computed at time and one-half (1.5) the straight time for the hours actually worked, and shall receive one actual day off with straight pay. The day off shall not be charged against the Employee's accrued Annual Leave, or any other accrued Leave, and shall be taken by the Employee within twelve months (1 year) of the associated holiday worked. The process for requesting the day off shall be the same as for Annual Leave pursuant to Article 11 (3), but not Subsection (4).
  6. Holiday During Vacation or Sick: Should a paid holiday fall during an Employee's Vacation or Sick Leave, the Employee will receive Holiday Pay rather than have such day charged against Vacation or Sick Leave pay.
  7. Holiday Pay for Part-time Employees: Part-time Employees shall receive Holiday Pay on a prorated basis when they would normally be scheduled and available to work on the holiday in question.

#### **ARTICLE 11: VACATION**

1. Accrual: Eligible Employees shall earn vacation benefits at the rate of ten (10) hours of Vacation Pay for each calendar month or major fraction thereof. Employees who have completed five (5) or more years of consecutive service shall earn vacation benefits at the rate of thirteen and one-third (13.33) hours of vacation for each calendar month or major fraction thereof. Employees who have completed 10 or more years of consecutive service shall earn vacation benefits at the rate of sixteen and two thirds (16.67) hours of vacation for each calendar month or major fraction thereof. Vacation credits shall

accrue for each pay period the Employee is in full pay status or major fraction thereof.

2. Eligibility: An Employee is entitled to take vacation time after six (6) months service with the County. Each Employee shall accrue vacation beginning upon completion of six (6) months of continuous employment as a regular or probationary Employee. Upon completion of six (6) months of County service as a regular or probationary Employee, the Employee shall receive sixty (60) hours of vacation credit.
3. Scheduling:
  - a. Vacation dates shall be granted and scheduled with the approval of the Sheriff or his/her designee. Where practical, in the determination of the Sheriff, vacation dates will be granted on a first-come, first-serve basis quarterly within the job classification.
  - b. An Employee becoming ill while on Annual Leave may have leave charged to Sick Leave upon request and upon presentation of proper documentation.
4. Pay Off at Termination: Upon termination of employment, the County shall compensate an Employee for all accrued vacation time (Up to a maximum of 240 hours).
5. Pay Off for Excessive Annual Leave: On November 1 of every calendar year, if the employee has accrued more than 200 hours of unused annual leave, the employee may submit a written request asking to be paid out for all or part of excess balance above 200 hours. Payment will be at the employees' current rate of pay and will be process with normal payroll. The written request must be submitted to the Sheriff's Administration during the first pay period of November. If the employee does not request pay out, the balance will remain the same and must not exceed 240 hours at the end of the calendar year.

## **ARTICLE 12: SICK LEAVE**

1. Accrual: Each Employee shall earn Sick Leave with pay at the rate of ten (10) hours of Leave for each calendar month or major fraction thereof. A maximum of nine hundred sixty (960) hours of Sick Leave may be accumulated.
2. Use of Sick Leave: Sick leave with pay may be granted upon approval of the Sheriff in the event of a bona fide illness of an Employee or member of his/her immediate family (within the second degree of consanguinity or affinity).
  - a. If the Sheriff has reason to believe Sick Leave is being abused, the Sheriff may require the Employee taking Sick Leave to submit a physician's statement in accordance with Storey County Policy 603 - Sick Leave.
  - b. After exhausting accumulated Sick Leave, an Employee may take accumulated Vacation Leave if s/he needs additional time off from work. Leave without pay may be granted by the Sheriff at his/her discretion.
3. Parental Leave: The parties agree to abide by all state and/or federal laws applicable to leave for maternity and paternity, which shall include adoption or foster care of a child within 12 months of placement.
4. Bereavement Leave: Bereavement leave shall be granted to any regular full-time or



regular part-time employee who must be absent from work upon the death of and/or to attend the funeral of a family member within the third degree of consanguinity or affinity, up to a maximum of 3 scheduled shifts of bereavement leave per each occurrence. Such leave will not be charged to the employee's accumulated sick leave or other accrued leave.

Bereavement leave in excess of 3 scheduled shifts may be charged to accumulated sick leave upon the approval of the Sheriff and Administrative Officer/HR Director. The employee may use annual leave after sick leave has been exhausted.

5. Payment for Sick Leave at Termination: Upon an Employee's end of service through PERS retirement or termination from service, other than involuntary termination, with a total accrued hours of three hundred sixty (360) or more, the Employee shall be paid for unused Sick Leave at the following rate:
  - a. 10 to 15 years of service shall be paid at a rate of 20% of their base rate of pay for each hour, not to exceed \$3,000 cash or \$4,000 toward the purchase of PERS.
  - b. 15 to 20 years of service shall be paid at a rate of 40% of their base rate of pay for each hour, not to exceed \$4,000 cash or \$5,000 toward the purchase of PERS.
  - c. More than 20 years of service shall be paid at a rate of 60% of their base rate of pay for each hour, not to exceed \$5,000 cash or \$6,250 toward the purchase of PERS.

#### **ARTICLE 13: GROUP BENEFITS INSURANCE**

1. Employee eligibility for health insurance benefits shall commence 60 days after hire, and to the first day of the next month.
2. The Employer agrees to pay one hundred percent (100%) of the monthly premiums for health insurance (to include hospitalization, major medical, dental, and vision) for Regular Full- Time Employees. The Employer agrees to pay a prorated percentage of monthly premiums for health insurance based on actual hours scheduled to be worked for Regular Part-Time Employees working at least twenty-one (21) hours but less than thirty (30) hours per workweek. Employees working 30 hours or more are eligible for benefits equaling that provided to regular full-time employees. Employer agrees to pay \$40,000 in Life and Accidental Death and Dismemberment (AD&D) for the employee for the term of this Agreement.
3. The Employer agrees to pay one hundred percent (100%) of the monthly premiums for health insurance base plan for the Employee's dependents (up to age 26) and one-hundred percent (100%) for the Employee's spouse who is not eligible for government-sponsored (e.g., Medicare, Medicaid, Veterans Administration) or employer-sponsored health insurance coverage. Effective May 1, 2012, if the Employee's spouse is eligible for any other government-sponsored or employer-sponsored health insurance coverage, the Employee may choose to cover his/her spouse on Employer's plan for a charge equal to fifty (50%) percent of the cost of the spouse's coverage.
  - a. Each Employee shall provide on a County-provided affidavit to the Personnel office annual certification stating whether his/her spouse is eligible for any other government-sponsored or employer-sponsored health insurance coverage.
  - b. In the event that the AFSCME Comstock Chapter General Employees' Association, and/or any other collective bargaining unit recognized by the Employer negotiates a higher level of

spousal and/or dependent coverage than is provided in this Article, or that said level of coverage is offered to any employees excluded from coverage by collective bargaining agreement (with exception of those subject to statutory requirements), the Union under this Agreement may negotiate this Article.

- c. Sick Leave HSA/Premium Contribution – Employees may utilize up to 40 hours of his/her accrued sick leave per calendar year, to be utilized as an HSA contribution or toward their monthly buy-up option insurance premium provided that the employee has 240 hours of sick leave in their bank at the time of contribution. This election takes place twice annually in the second full pay period in June and December. Signed requests must be submitted with the employee's timecard. Total annual contributions cannot exceed the limits outlined in law.
4. As allowed by law and without federal penalties to the employer, an employee may opt out of Employer-paid health insurance coverage and accordingly may receive fifty percent (50%) of the premium that the Employer would have paid for Employee only base plan coverage. Any employee opting out of health benefits coverage must complete an employer-provided affidavit stating that the employee and his/her tax-family (e.g., spouse and dependents) will maintain minimum essential health coverage, other than coverage purchased in the individual market and Medicare, as required by the Affordable Care Act.

The Employer shall offer Retirees, as defined under NRS Chapter 286, the option to continue coverage as required under NRS Chapter 287. Payment shall be made by the Employer regardless of the insurance provider elected by the Retiree to provide coverage; however, the Employer's responsibility for payment shall be capped at the amount the Employer would be required to pay if the Retiree elected coverage with the insurance provider designated under the Public Employees' Benefits Program (PEBP). Retirees not electing coverage with the insurance provider designated under PEBP shall be responsible for the payment of any excess difference in cost for the coverage elected. Employer contributions to retiree coverage will stop at age 65 or when the Retiree becomes eligible for Medicare Part A and Part B.

5. Legal Liability - NRS Chapter 41 shall apply to represented employees, as appropriate.

#### **ARTICLE 14: RETIREMENT**

1. Eligibility: Employees covered by this Agreement shall be included in the State of Nevada Public Employees' Retirement System (PERS) providing benefits pursuant to NRS Chapter 286.
2. Contributions: The Employer will pay retirement contributions for Employees covered under this agreement as required by NRS 286. No provision of this Article shall be deemed to waive any provision of Chapter 286 of NRS in respect to "Early Retirement".

#### **ARTICLE 15: UNIFORMS**

1. Initial Uniforms and Duty Gear: Newly hired employees will be provided the following uniform items:
  - a. Two (2) short sleeved Class B shirts
  - b. Two (2) long sleeved Class B shirts
  - c. Two (2) Class B pants
  - d. One (1) Class A shirt
  - e. One (1) Class A pant
  - f. One (1) Class A tie (black and clip on)
  - g. One (1) Cold Weather Jacket
  - h. One (1) external ballistic vest carrier (Point Blank MC Guardian, Laser Cut, Uniform Pocket, Ranger Green)

- i. One (1) set ballistic vest panels (Point Blank Vision AXB111A)
  - j. One (1) duty belt
  - k. Four (4) duty belt keepers (black, no brass)
  - l. Two (2) Sheriff's badges
  - m. One (1) double magazine pouch
  - n. One (1) double handcuff case
  - o. One (1) radio holder
  - p. One (1) tourniquet pouch
  - q. One (1) tourniquet
  - r. Two (2) pairs of handcuffs, chain hinge (Peerless or Smith and Wesson)
2. Employees currently employed at the time this contract takes effect will be provided the following new uniform items:
- a. Two (2) short sleeved Class B shirts
  - b. Two (2) long sleeved Class B shirts
  - c. Two (2) Class B pants
  - d. One (1) Class A shirt
  - e. One (1) Class A pant
  - f. One (1) Class A tie (black and clip on)
  - g. One (1) Cold Weather Jacket
  - h. One (1) external ballistic vest carrier (Point Blank MC Guardian, Laser Cut, Uniform Pocket, Ranger Green)
  - i. One (1) double magazine pouch
  - j. One (1) double handcuff case
  - k. One (1) radio holder
  - l. One (1) tourniquet pouch
  - m. One (1) tourniquet
- Additionally, new hires are allowed \$550.00 one-time reimbursement during the term of this contract for each employee for the purchase of a duty firearm and \$150.00 reimbursement for a level one or higher duty holster. The employee must provide the Sheriff a receipt or other valid documentation of the purchase and use the subject firearm during the line of duty for the duration of this agreement, and the receipt must show that the firearm was purchased during the term of this agreement. The type, make and model of the firearm must meet the requirements of the Sheriff for duty officers.
  - Issued items are the property of the Storey County Sheriff's Office and must be returned if the employee ceases employment with the County.

The Sheriff will provide the following item at hire:

- a. 1 – snowsuit, type to be determined by the Sheriff. A snowsuit will not be issued to the Employee until after s/he submit to the Sheriff in writing that s/he desires a snowsuit.

The Sheriff shall establish and maintain a ballistic vest replacement schedule and shall notify the Employee in writing six months prior that his/her vest will expire. The Employee shall be fully responsible for being fitted for his/her ballistic vest. The employee must be fitted with a ballistic vest from a supplier approved by the Sheriff's Office. The cost of the ballistic vest will be paid directly to the vendor by the County. If the issued ballistic vest becomes damaged in the line of duty, except for damage caused by negligence or misuse, the Employer will replace the ballistic vest at no cost to the employee.

The vest shall be returned to the Sheriff at the time the Employee for any reason leaves employment with the Sheriff's Office and at the time that the Employee receives his/her new

replacement ballistic vest. If the Employee does not return the ballistic vest at the time of leaving employment, the full cost of the ballistic vest shall be deducted from any amount owed to the Employee by the county. If the Employee does not return the expired or damaged ballistic vest within 30 days of receiving the replacement ballistic vest, the Employee shall have the full cost of the ballistic vest deducted from his/her paycheck in fifty percent increments over the next two pay periods.

The Employee shall be required to wear the issued ballistic vest at all times while on-duty. At no time may the Employee while on-duty wear a ballistic vest that is expired or that does not otherwise meet NIJ Level III and other standards.

2. Employees will forfeit their Uniform and Duty Gear Allowance for the duration of this current contract.
3. With the Sheriff's validation of a claim, the Employer shall reimburse an employee for the costs of repairing or replacing watches or prescription eyeglasses/contact lenses which are lost or damaged while the employee is in the performance of his/her duties, provided that there is notification by the employee to the Sheriff within 7 business days. Reimbursement amounts shall be limited to the actual replacement value up to \$250.00 per claim for prescription eyewear and \$50.00 per claim for watches. An Employee may only make a claim up to \$300.00 during each fiscal year.

#### **ARTICLE 16: LEAVE OF ABSENCE**

1. General Provisions-Unpaid Leaves: A leave of absence may be granted to an Employee in accordance with Storey County Policy and Procedure Number 606 - Leave of Absence Without Pay.
2. Investigatory Leaves: Any Employee who is required to discharge a weapon in the line of duty may forthwith be placed on administrative leave with pay pending investigation of the incident by the Sheriff. The Sheriff may assign the Employee to other duties where carrying or use of a weapon is not required until completion of the investigation. If the Sheriff determines that the weapon used was justified, the Employee shall be restored to regular duty. If the investigation indicates that the weapon used was not justified, the Employee may be placed on paid leave. If an administrative action is taken against the Employee, the Sheriff shall place the Employee on paid leave pending the pre-disciplinary hearing.
  - a. Any Employee charged with any criminal act may be placed on unpaid leave forthwith pending final disposition of the matter. If the charges are dismissed or the Employee is found not guilty at trial, the Employee shall be restored to regular duty with back pay to the date of suspension if no administrative action is pending. If administrative action is taken against the Employee, restoration of back pay will occur following the pre-disciplinary hearing on the administrative charges. Such restoration shall not include back pay for any period assessed as discipline.
3. Jury Duty: Any Employee called for jury duty shall be granted a leave of absence with pay. The Employee shall retain any travel pay ordered by the court unless the Employee's travel has been at County expense, but shall pay any other fees received to the County. Such leave shall not be charged against the Employee's vacation credit.
4. Family and Medical Leave: Family and medical leave for Employees shall be governed

by the provisions of the federal Family and Medical Leave Act (FMLA) and Storey County Policy and Procedure Number 605 - Family and Medical Leave.

5. Military Leave: Any Employee who is a member of the organized U.S. Army, Navy, Air Force, Coast Guard, Nevada National Guard, or Marine Reserves shall continue to receive paid military leave as prescribed by NRS 281.145, and any benefits as provided by the Uniform Services Employment and Reemployment Rights Act (USERRA) of 1994. Employees may choose to use accrued annual leave before taking leave without pay. The Employer cannot require that annual leave or other personal leave be used. Employees returning from Military Leave are entitled to any benefits determined by seniority that they had when their Leave began and to any benefits which would have accrued had they remained continuously employed. This includes, for example, merit step and seniority. The Employer shall count the years of Military Leave as if they were years of actual work to determine the accrual rate of Annual and Sick Leave and to determine the rate of pay if the rates are based on seniority. Employees do not earn Annual and Sick Leave while on Military Leave unless other Employees, including those outside of the bargaining unit, are allowed to do so.

This Article recognizes that the USERRA and NRS 281.145 governing paid military leave provide hours to the Employee equivalent to 15 working days of paid military leave in a 12-month period beginning January 1 and ending December 31 of each year (i.e., the calendar year). This Article recognizes that 15 days means 15 regularly scheduled shifts regardless of the number of hours in a regular shift. The Employer recognizes that the applicable regulations intend to provide "hours" equivalent to 15 "workdays" and, therefore, fractions of days taken are deducted in hour increments. For example, Employees working regular 10-hour shifts are entitled to an equivalent of 15 working days of paid military leave, and this equates to 150 hours of leave within a 12-month period. Employees working regular 8-hour shifts are also entitled to an equivalent of 15 working days of paid military leave, and this equates to 120 hours of leave in the same period.

#### **ARTICLE 17: LAYOFF PROCEDURE**

1. Position to be eliminated: If the County determines the need for a reduction in its work force for lack of work or lack of funds, the Sheriff, County Manager and HR Director (Committee) will determine the positions to be eliminated and the Employees to be laid-off within each affected job class. Written notice of not less than thirty (30) calendar days shall be provided to regular Employees to be laid-off.
2. Order of Layoff:
  - a. Initially the Committee shall consider Employees for layoff in the inverse order of seniority.
  - b. When selecting which Employee will be laid-off, the Committee will review the qualifications of the Employee with the least seniority in the affected job class. If the Committee finds an Employee with less seniority has qualifications which are needed by the Sheriff's Office and those qualifications are equal to or greater than those of an Employee with greater seniority, and the documented performance of the Employee with lesser seniority is better than that of the more senior Employee, the County may lay-off the Employee with the higher seniority.
  - c. Qualifications to be considered in determining exceptions to seniority order shall include knowledge, skill, ability, and certificates required for job functions to be assigned to the

remaining staff, as well as previous experience in performing the essential functions and job performance. Job performance shall be determined on the basis of the Employee's record of job performance as documented in the Employee's personnel file at least forty-five (45) calendar days prior to the date the County determines a layoff is necessary. This shall not preclude consideration of discipline consisting of a two (2) day suspension or more occurring within this period.

- d. After consideration of seniority within class, qualifications, and performance, any ties shall be broken by total seniority within the department. Time spent in other County departments or as a County volunteer and/or reserve is specifically excluded in computing time for purposes of determining seniority.
- e. An Employee who was initially hired by the Sheriff into a class with a lower rank than his/her current class shall have the right to bump an Employee in such lower class if s/he has more seniority in the lower class. Such bumping rights may be exercised subject to the Sheriff's review of performance and qualifications outlined above.

### 3. Appeal Procedure:

- a. Notice of Appeal: In the event that an Employee who has been laid-off out of seniority order believes the decision based upon performance and/or qualification is incorrect, s/he may request that the Union appeal the Sheriff's determination. If the Union finds there is good reason to believe that the Sheriff has erred in his/her decision, it may appeal through the process set forth in this Article. Such appeal shall be filed within five (5) working days of delivery of the layoff notice to the Employee.
- b. Appeal Review Committee: When an appeal is filed, the Union shall identify two (2) persons to serve on a review committee at the time of the appeal. The Sheriff shall then appoint two (2) persons to the committee. Each of the persons appointed to the appeal committee shall be familiar with the work of the department and with the job class from which layoff is to be made. The appeal committee shall meet within five (5) days of delivery of the notice of appeal to the County. It shall review the basis for the Sheriff's layoff decision and the reasons the Employee believes the decision is in error. The appeal committee shall then determine whether the Sheriff's decision was reasonable and on that basis either confirm or reject the Sheriff's decision.
- c. If the appeal committee cannot reach an agreement regarding the Sheriff's decision regarding order of layoff, it shall, within three (3) days of its initial meeting, request the participation of a federal mediator. The services of the mediator will be jointly requested by the County and the Union on an urgent basis. The mediator shall seek to achieve a consensus decision among the appeal committee members. If none is reached, the mediator shall become a voting member of the appeal committee.
- d. The determination of the appeal committee regarding the appropriate order of layoff shall be final and binding and may not be grieved or appealed.
- e. The fees and expenses of the mediator shall be shared equally by the Union and the County. Each party however, shall bear the costs of its own presentation, including preparation and post-hearing briefs and legal fees, if any.

4. Recall Rights: Laid-off Employees will have a right to return to a vacancy in the same class and department from which they were laid-off. Recall shall be in inverse order of layoff.
  - a. Recall List: Employees shall remain on the recall list for one (1) year following the date of layoff; provided, however, laid-off Employees shall be removed from the recall list if:
    - i. They decline appointment to a position in the same department and in a class at the same wage range as the position from which their layoff occurred; or
    - ii. They fail to report for duty within fifteen (15) calendar days of mailing of notice of recall to County employment.
  - b. Recall Notice: Notice of recall or available position may be made in person or by U.S. Mail, return receipt requested. It is the responsibility of each laid off Employee to notify the Sheriff of his/her current address.

#### **ARTICLE 18: CHANGE OF ASSIGNMENT AND JOB VACANCIES**

1. An Employee whose regular assignment is changed shall be given thirty (30) days of notice of the reassignment. Notice is not required when change is required to serve the public in an emergency.
2. During the first week of January and July of each year, Employees will be permitted to notify the Sheriff of their preference for work shifts. The Sheriff will consider staff preferences in order of seniority, but shall retain full authority to make shift assignments. Employees will be permitted to trade shifts or days off with the proper approval of their respective supervisor.
3. For purposes of this Article, seniority is determined by the total consecutive time spent in the current job assignment (patrol, detention, investigations). If seniority is otherwise equal, a choice must be made on the total time spent with the Sheriff's Office second by total time spent with the County, and third by lot. In computing time for purposes of determining seniority, only time spent during current continuous County service will be counted. Leave without pay over thirty (30) days is not counted. Part-time employment must be prorated to its full-time equivalent. Time spent in other County departments or as a County volunteer and/or reserve is specifically excluded in computing time for purposes of determining seniority.

#### **ARTICLE 19. DISCIPLINARY ACTION**

1. General Policy: Discipline shall be administered or imposed on a basis of progressive punishment. No discipline shall be imposed except for cause. All discipline shall be accompanied by counseling which may assist the Employee in correcting past performance deficiencies or behavior. Authorized discipline shall range from Documented Verbal Warning up to and including Termination of employment with the County. The initial form of discipline and punishment shall be appropriate to the seriousness of the initial offense or condition.

## 2. Forms of Discipline:

- a. Documented Verbal Warning: Whenever Employee performance or job-related behavior falls below the acceptable level, the Employee's supervisor shall inform the Employee of the deficiencies using Storey County Policy and Procedure Form 1001F1. Documented Verbal Warnings shall remain in the Employee's master personnel file for twelve (12) months, after which it shall be removed from the Employee's record upon the written request of the Employee directly to the Sheriff and approval of the HR Director. The HR Director will provide written confirmation to the Employee of the action taken.
- b. Written Reprimand: In situations where a Documented Verbal Warning has not resulted in correction of the condition, or where more severe initial action is warranted, the Employee's supervisor shall inform the Employee of the deficiencies using Storey County Policy and Procedure Form 1001F1. A Written Reprimand shall remain in the Employee's master personnel file for eighteen (18) months, after which the Written Reprimand shall be removed from the Employee's record upon the written request of the Employee directly to the Sheriff and approval of the HR Director. The HR Director will provide written confirmation to the Employee of the action taken.
- c. Suspension: If the Written Reprimand is not effective, or in those cases where the seriousness of the offense or condition warrants, an Employee may be Suspended without pay by the Sheriff for a period not to exceed forty-five (45) working days.

Documentation supporting the Suspension shall remain in the Employee's master personnel file for twenty-four (24) months, after which the documentation shall be removed from the Employee's record upon the written request of the Employee directly to the Sheriff and approval of the HR Director. The HR Director will provide written confirmation to the Employee of the action taken.

- d. Pay Reduction: If other forms of disciplinary or corrective action have proven ineffective, or when the seriousness of the offense or condition warrants, the Sheriff may reduce pay by no more than one Merit Step in the Employee's current pay Grade. The date that the Employee's pay reduction takes effect shall establish a new Anniversary Date. Documentation establishing the cause for the pay reduction shall remain in the Employee's master personnel file for twenty-four (24) months, after which the supporting documentation shall be removed from the Employee's record upon the written request of the Employee directly to the Sheriff and approval of the HR Director. The HR Director will provide written confirmation to the Employee of the action taken.
- e. Involuntary Demotion: When other forms of disciplinary or corrective action have proven ineffective, or when the seriousness of the offense or condition warrants, the Sheriff may demote the Employee. Rejection on probation following promotion is not discipline. Documentation establishing the cause for the Involuntary Demotion shall remain in the Employee's master personnel file for twenty-four (24) months, after which the supporting documentation shall be removed from the Employee's record upon the written request of the Employee directly to the Sheriff and approval of the HR Director. The HR Director will provide written confirmation to the



Employee of the action taken.

- f. Termination: As a final disciplinary measure when other forms of discipline or corrective action have proven ineffective, or when the seriousness of the offense or condition warrants, the Sheriff may Terminate an Employee.
  - g. Suspensions of 1 to 3 days: Suspensions of one (1) to three (3) days may be appealed to Level 1 of the Grievance Procedure (Article 20). If the Grievant is not satisfied with the decision rendered by the Sheriff, the Grievant may within ten (10) working days of that decision request to the HR Director that the Grievance is advanced to mediation. Within ten (10) working days of the HR Director receiving the Grievant's request that the matter is advance to mediation, the parties shall request a mediator through the Federal Mediation and Conciliation Services (FMCS) to hear the Grievance. The parties shall attempt to hold a mediation session within twenty (20) days after contact with the FMCS. This timeline shall be extended based on the schedule of the mediator or by mutual consent of the parties. In the event a mediated decision cannot be reached, the Mediator shall, considering the evidence presented, issue a bench decision that the parties agree to implement, and which shall be final and binding.
3. Notice of Suspension, Involuntary Demotion, or Dismissal: All notices of Suspension, Involuntary Demotion, or Dismissal shall be given to the Employee in-writing, specifying the action to be taken, the grounds upon which the action is based, including specification of standards, rules, regulations, or policies violated, if applicable, and the date of action taken. The specification of charges shall include a statement of facts constituting conduct for which discipline is to be imposed, together with a statement of specification of standards, specific rules, regulations, ordinances, laws, policies or performance standards, if applicable, which the Employee is alleged to have violated. The notice shall include a statement that the Employee has five (5) working days to meet with the Sheriff to discuss the proposed action. The specification of charges shall be signed by the Sheriff or his/her designee. The Sheriff shall not suspend, involuntarily demote, or dismiss an Employee without giving ten (10) working days of notice prior to the action being taken.
- a. The Sheriff may serve notice upon an Employee by mail or personal service. If mailed, notice shall be mailed to the Employee at his/her last known address by USPS Certified Mail Return Receipt Requested. Receipt shall be deemed the date of first attempt of delivery as indicated on the Return Receipt. Should notice be returned to sender, receipt shall be deemed to be on the third day after the date of mailing of the notice.
  - b. The Employee, who may be accompanied by a Union representative, shall be allowed to meet with the Sheriff to review the charges. The Employee shall be given an opportunity to state his/her position as to whether there are true and reasonable grounds for the proposed action. The discipline may be postponed to allow for the consideration of evidence the Employee produced and/or for further investigation of the Employee's response.
4. Administrative Leave During Disciplinary Proceeding: In cases of contemplated Discharge or Suspension concerning misconduct which presents possible harm to persons or property, or pending criminal charges which adversely and directly affect the County or substantially disrupt County operations, the Sheriff may place an Employee on

Administrative Leave with pay, pending an investigation prior to or during a disciplinary proceeding, or during the review of the Employee's response to a proposed disciplinary action. The Employee will be notified in-writing of the decision to place him/her on Administrative Leave. The notice will include a statement that the Administrative Leave is not a disciplinary action.

5. Appeals of Disciplinary Actions: Within ten (10) days of the date that disciplinary action of Suspension without pay of four (4) days or longer, Pay Reduction, Involuntary Demotion, or Dismissal are implemented by the Sheriff, the Union may Appeal said disciplinary action to Arbitration.
  - a. The Appeal must be submitted in-writing to the Sheriff and HR Director and state the basis of the Appeal. The Union and the Sheriff shall mutually select a disinterested third-party to serve as the Arbitrator. In the event an agreement cannot be reached to select a neutral Arbitrator, the parties agree to solicit a list of seven (7) professional neutrals with public sector experience from the Federal Mediation and Conciliation Services (FMCS), and alternately strike names from such list until one (1) name remains. That remaining person so selected shall serve as the Arbitrator. The party to strike first shall be determined by lot. Both parties shall make every effort to mutually set forth the issue(s) to be arbitrated in advance of the Arbitration hearing date. The fees and expenses of the Arbitrator shall be shared equally by the Union and the County. Each party, however, shall bear the costs of its own presentation, including preparation and post-hearing briefs, and legal fees, if any. The Arbitrator's decision shall be final and binding upon both parties.

## **ARTICLE 20. GRIEVANCE/ARBITRATION PROCEDURES**

### **1. Definitions:**

- a. Grievance: A Grievance is claimed violation, misapplication, or misinterpretation of this Agreement or rules, regulations, and policies of the Employer governing matters within the scope of mandatory bargaining pursuant to NRS 288. Informal discussions and attempts to resolve the matter prior to filing a formal grievance are excluded.
  - b. Grievant: A grievant is an Employee or group of Employees who are covered by the provisions of this Agreement and who believe they have been adversely affected by an act or formal decision of the Employer occasioning the grievance, and who file a grievance. The Union may be the grievant if an act or formal decision of the Employer which is alleged to be a grievance directly relates to a Union activity or privilege addressed in this Agreement.
  - c. Day: Day shall mean a weekday, Monday through Friday, excluding holidays.
  - d. Grievance Screening Committee shall consist of any three (3) current members of the Board of Directors of the Storey County Sheriff's Office Employee Association.
2. Rights of Representation: With the consent of the aggrieved Employee(s), one (1) Union representative shall be present for any meeting, hearing, appeal, or other proceeding between the Employer and the grievant relating to a grievance that has been filed pursuant to this Article.

- a. If, in the judgment of the Union, a grievance affects a group of Employees or the Union, the Union may initiate and file such grievance with the HR Director and the processing of such grievance shall commence at Level II. The Union may process such a grievance through all levels of the procedure.
3. Individual Rights: Nothing contained herein shall be construed as limiting the right of any Employee having a complaint to discuss the matter with the appropriate supervisor(s), and to have the matter resolved without the intervention of the Union, as long as the Union has had, at the request of the Employee, the opportunity to be present at such discussions.
4. Informal Resolution: Within fifteen (15) working days from the event giving rise to a grievance or from the date the Employee(s) could reasonably have been expected to have had knowledge of such event, the Employee shall orally discuss the grievance with his/her immediate supervisor. A supervisor shall have ten (10) working days to provide a decision to the Employee.
  - a. The Unions Grievance Screening Committee shall convene within ten (10) working days from the date the Supervisor provides or should provide a decision to the Employee. The Grievance Screening Committee shall screen grievances to determine if there is valid cause to proceed to a Formal Level Grievance.
  - b. Should the Grievance Screening Committee determine there is no valid cause to proceed to a Formal Level Grievance, the Grievant shall still have the right to proceed; however, they will not have the support of the Union.
5. Formal Levels:
  - a. Level I: If a Grievant is not satisfied with the resolution proposed at the informal level, s/he may, within ten (10) working days of the receipt of such decision, file a formal written Grievance with the Sheriff, describing the Grievance, the specific section(s) of this Agreement, or County or Sheriff's Office rules, regulations, and/or policies allegedly violated, and the remedy requested. The Sheriff may have a meeting with the Grievant, and within ten (10) working days of receiving the Grievance provide a written decision to the Grievant.
    - i. If the Sheriff fails to respond within ten (10) working days of receiving the Grievance, the Grievance, if non-monetary, shall be granted in the Grievant's favor. If the Grievance contains a request for a monetary remedy; the Grievance shall automatically advance to Level II.
  - b. Level II. If the Grievant is not satisfied with the resolution proposed at the informal level, or the grievance includes a request of monetary related correction, s/he may, within ten (10) working days of the receipt of such decision, file a written appeal to the HR Director. Within ten (10) working days of receipt of the written appeal, the HR Director shall respond with a decision to the grievance or with a recommendation to proceed or not proceed to Level III.
  - c. Level III: If the Grievant is not satisfied with the decision rendered by the Sheriff, the Grievant may within ten (10) working days of that decision request to the HR Director that the Grievance is advanced to mediation. Within ten (10) working days of the HR Director receiving the Grievant's request that the matter is advanced to mediation, the parties shall request a mediator through the Federal Mediation and Conciliation Services (FMCS) to hear the Grievance. The parties shall attempt to hold the mediation session within twenty (20) days after contact with the FMCS. This timeline shall be extended based on the schedule of the mediator or by mutual consent of the parties. If the parties cannot reach a mediated resolution, either or both parties may request a recommendation from the mediator. Nothing occurring in mediation may

be referred to or introduced during Arbitration.

- d. Level IV: In the event that the parties cannot reach a mediated resolution at Level III, the Grievance may be submitted to Arbitration for resolution. The Grievant or the Union shall exercise the right to Arbitration by giving the HR Director written notice of intent to arbitrate within ten (10) working days from the date of receipt of the mediator's recommendation(s). If any question arises as to the ability to arbitrate the grievance, and the Grievant or the Union has decided to proceed, the following apply:
  1. If the grievance is a claimed violation, misapplication, or misinterpretation of this Agreement or rules, regulations, or policies as defined in Section 1 (a) of this Article not resulting in a verbal warning, written reprimand, or suspension of 1 to 3 days, such question shall first be ruled upon by the Arbitrator selected to hear the dispute.
  2. If the grievance is a claimed violation, misapplication, or misinterpretation of this Agreement or rules, regulations, or policies as defined in Section 1 (a) of this Article resulting in a verbal warning, written reprimand, or suspension of 1 to 3 days, a mediator through the FMCS shall consider the evidence presented by both parties regarding the claimed violation, misapplication, or misinterpretation and make a recommendation that the parties will accept as final and binding.
  3. A decision that is final and binding for the parties to proceed or not proceed to Arbitration.
    - i. Within ten (10) working days after the HR Director receives the written notice of intent to Arbitrate. The Employer and the Grievant, or the Union, will attempt to agree upon a mutually acceptable Arbitrator, and to obtain a commitment from such Arbitrator to serve. If the parties are unable to agree upon an Arbitrator, or to obtain a commitment to serve from the agreed-upon Arbitrator within the ten (10) working day period, a request for a list of seven (7) arbitrators may be made by either party to the FMCS. Within five (5) working days of receipt of the list, each party shall alternately strike names from the list, and the name remaining shall be the Arbitrator. The party to strike first shall be determined by a toss of the coin. The parties shall be bound by the rules and procedures of the American Arbitration Association in the selection of an Arbitrator.
    - ii. The Arbitrator shall thereafter confer promptly with the parties, shall set and hold hearings, and shall issue a written decision setting forth the Arbitrator's findings of fact, conclusions of law, and decision within thirty (30) working days from the date of the conclusion of all hearings on the matter arbitrated. The Arbitrator's written decision shall be consistent with the law and the terms of this Agreement and shall be final and binding upon the parties. The Arbitrator's authority shall be limited to the application and interpretation of the provisions of this Agreement and any related rules, regulations, and policies of the Employer, and no arbitrator shall have the power to modify, amend or alter any terms or conditions of this Agreement.

6. **Arbitration Costs:** The fees and expenses of the Arbitrator shall be shared equally by the Employer and the Union. Each party shall bear the costs of its own presentation including, but not limited to, witness fees and expenses, preparation, pre- and post-hearing briefs, and legal fees, if any.
7. If a court reporter is requested by either party, the requesting party shall pay the costs of the reporter. If the record is transcribed, the requesting party will pay the transcription costs unless the parties mutually agree to share the cost. Any party desiring a copy of the transcription will pay the costs for the copy. If the Arbitrator requires a reporter and transcript, the parties will share the cost equally.
8. **Jurisdiction of the Arbitrator:** The arbitrator shall decide all substantive and procedural issues. Upon request of either party, and in the discretion of the Arbitrator, the merits of a grievance and the substantive and procedural issues arising in connection with the grievance shall be consolidated for hearing. The decision of the Arbitrator may be enforced in any court of competent jurisdiction.
9. **General Provisions:**
  - a. If the Grievant fails to carry his/her grievance forward to the next level within the prescribed time period, the grievance shall be considered settled based upon the decision rendered at the most recent step utilized.
  - b. The Grievant may be represented by a person of his/her choice at any level of this procedure.
  - c. Nothing contained herein shall preclude an Employee, with or without representation, from bringing a matter not addressed herein through the chain of command to the Personnel Director.
  - d. Proof of service shall be accomplished by Certified Mail or personal service evidenced by a notarized affidavit of service.
10. **Exceptions to Time Limits:** The time limits set forth in this Article shall be strictly observed, unless extended by written agreement of the Union and the Employer or otherwise excused for just cause.
  - a. A Grievance alleging errors in wages which are ongoing shall be deemed continuing and all subsequent errors shall relate back to and be incorporated within the Grievance alleging the errors in the first instance.
  - b. Notwithstanding the expiration of this Agreement, any grievance filed prior to expiration may be processed through the grievance procedure to resolution.
11. Proof of service shall be accomplished by certified mail or personal service.

## **ARTICLE 21: MISCELLANEOUS**

1. **Safety:** The County shall make every reasonable effort to provide all safety equipment and maintain safe conditions of employment. Employees shall be alert to unsafe practices, equipment or conditions and report same to their immediate supervisor in

writing. The supervisor will provide an initial response to all such reports within three (3) days of receiving the Employee's written notice. A written response will be provided within ten (10) days. The County agrees to pay for a standard testing procedure to test for HIV/AIDS for an Employee who, within the scope of the Employee's normal duties, has been exposed to HIV/AIDS and could reasonably be viewed as posing a legitimate threat. The County agrees to pay for Hepatitis B vaccinations for all Employees covered by this Agreement who consent to the vaccination and who make an affirmative request for the vaccination.

**2. Communicable Disease:** In the event an officer covered under this Agreement or his/her supervisor suspects that, as a result of the course of duty, s/he has been exposed to or is the carrier of a serious communicable disease, the deputy may be relieved of duty without the loss of any pay or sick leave and shall be taken to a local emergency hospital for diagnosis and treatment. It shall be the responsibility of the supervisor to determine if or when the deputy is permitted to leave duty for this purpose.

a. The deputy shall be provided with preventive measures designed to protect the deputy against communicable diseases. These measures shall include, but are not limited to, vaccines and blood tests; medical equipment such as gloves, masks, and other products; and equipment and procedures that are intended to detect, prevent, or impede communicable disease. Participation in any medical procedures, such as vaccination and testing, shall be at the discretion of the deputy. The Storey County Sheriff's office shall not be held responsible for any consequences to the officer as a result of the deputy having or not having received any vaccinations or test.

**3. Personnel Files:** The Employer will maintain a master personnel file on each Employee. The Employer shall maintain only one (1) set of files on each Employee; the Personnel Office shall maintain said files. Any Employee has the right to review his/her master personnel file upon request to the Personnel Office. Reasonable advance notice will be provided. This right is limited to the individual Employee to review his/her own personnel file. However, an Employee may, with proper release forms, permit his/her personnel file to be reviewed by a party so authorized, upon presentation of properly executed forms to the Personnel Office, which form shall be developed by the Personnel Office. Except as provided herein, only those authorized persons working in the Personnel Office, the Employee's Supervisor, and the Sheriff shall have access to an Employee's master personnel file. In addition, the Employer's authorized attorney(s) shall have the right to access an Employee's files for legitimate personnel purposes related to discipline, complaints, grievances, arbitrations, and lawsuits involving the Employee.

**4. Rights of Peace Officers:** The County expressly recognizes the provisions of NRS Chapter 289 "Rights of Peace Officers."

**5. Personal Property:** Subject to the approval of the Sheriff, the County will pay one-half (1/2) the cost of replacing an Employee's prescription eyeglasses/contact lenses damaged in the line of duty to the extent not covered by insurance.

**6. Participative Management Committee:** A Committee of the Management and the Union, not to exceed three (3) representatives each, shall meet semi-annually or more frequently when mutually agreed. The meetings will be held on mutually agreed dates and times for the purpose of:

a. Discussing the administration of this Agreement;

- b. Exchanging general information of interest to the parties;
  - c. Giving the bargaining unit representatives the opportunity to share views of their members and/or make suggestions on subjects to their members;
  - d. Review and analyze replacement and new equipment for quality, safety, and functionality of future equipment purchases.
7. **Education and Development:** An Employee will be reimbursed for educational training courses taken after written approval from the Sheriff.
- a. The training must be related to the required skills or education for the Employee's current position or to a logical career path with the Employer.
  - b. Only a bargaining unit Employee will be eligible for reimbursement for course work after successful completion of the Employee's probationary period. Further eligibility may be determined by the Sheriff in accordance with the departmental training program.
  - c. No Employee will be reimbursed more than Two Thousand Dollars (\$2,000.00) per fiscal year. There will be no reimbursement if the cost is assumed by any other institution, scholarship, or grant-in-aid.
  - d. Reimbursable expenses shall be restricted to tuition and course fees. While courses shall be normally taken on the Employee's own time, exception may be granted by the Sheriff, in which case hours from work will cause no adverse impacts to his/her duties and other Employees in the workplace, and which hours from work must be deducted from earned Vacation or be recorded as an unpaid excused absence.
  - e. To obtain reimbursement, the course must be taken from a recognized and accredited college, university, or training institution. The Employee shall provide valid evidence that s/he completed the course with a minimum grade of "B" eighty percent. If the course is of a nature that no grade is given (i.e., pass or fail), the Employee must provide to the Employer a certificate of completion or other valid documentation showing satisfactory passage of the courses.
  - f. The employee shall receive the regular rate of pay during training and education which takes place during the employee's regular schedule shift period and otherwise as required by the federal Fair Labor Standards Act (FLSA).
8. **Shift Trades:** Represented Employees may request to trade shifts in the event that it does not interfere with the operation of the Sheriff's Office. Employees who trade shifts must occupy the same job assignment and otherwise be qualified to perform the duties of the job assignment.
- a. No obligation, financial or otherwise of any nature, shall accrue to the Employer on account of such shift trades. Therefore, hours worked by an Employee working a shift as the result of a shift trade shall be excluded from any overtime calculation. However, the regularly scheduled Employee shall be compensated as if s/he had worked his/her normal schedule for the traded shift.
  - b. Where Overtime is required as the result of an Employee's inability to fill a shift trade, the Employee failing to fill a shift shall have his/her Annual Leave balance reduced up to twelve (12) hours or up to eighteen (18) hours if Overtime payment is required.

- c. Three-way shift trades are prohibited except under emergency conditions, as determined by a Supervisor.
- d. A maximum of one hundred twenty (120) hours of shift trades per calendar year, per Employee will be permitted. Shift trades shall not interfere with the operation, administration, or safety of the Sheriff's Office.
- e. Nothing herein shall be construed to diminish the Employer's management rights under NRS 288 or the Management Rights clause hereof.

## **ARTICLE 22: CATASTROPHIC LEAVE**

1. Definitions: Catastrophe means the Employee is unable to perform the duties of his/her position including a reasonable modified duty assignment because of a serious illness or injury to the Employee and/or an immediate family member (within the First degree of consanguinity or affinity) which is life threatening or which will require a lengthy convalescence. Lengthy convalescence means a period of disability that an attending physician expects to exceed ten (10) weeks.
2. Establishing the Catastrophic Leave Account: The Sheriff's Office may establish an account for Catastrophic Leave for Sheriff's Office Employees. All Employees of the Sheriff's Office who are eligible to use Sick Leave, whether or not the positions they occupy are part of the bargaining unit of this Agreement, may use the Leave from the Catastrophic Leave account and/or donate to this account. Donations to and withdrawals from this account are restricted to Employees of the Sheriff's Office.
  - a. An Employee may request, in writing, that a specified number of hours of his/her accrued Annual or Sick Leave be transferred from his/her account to the Catastrophic Leave account.
  - b. Sick and Annual Leave will be transferred at the rate of one hour for one hour credit donated consistent with the provisions of NRS 245. Donated time will be converted to a dollar amount based upon the donating Employee's current base hourly rate of pay. When an Employee is given Leave, the Catastrophic Leave account will be reduced by an amount determined by multiplying the receiving Employee's current base rate of pay by the number of hours received.
  - c. The minimum number of hours which may be transferred is eight (8) hours. An Employee may not transfer Sick Leave to the Catastrophic Leave account if the balance of his/her account after the transfer is less than two hundred forty (240) hours. Leave will be placed in a pool; however, the Employee may transfer hours to the catastrophic leave account for use by a particular Employee who has been determined to be eligible to receive the Leave.
  - d. Any hours of Annual or Sick Leave which are transferred from any Employee's account to the Catastrophic Leave account may not be returned or restored to that Employee. This subsection does not prevent the Employee from receiving Leave pursuant to section 4 of this Article.
3. Request for Catastrophic Leave: An Employee who is himself/herself affected by a



catastrophe or an immediate family member (within the first degree of consanguinity) affected by a catastrophe as defined in paragraph (I) may request to the Sheriff, in-writing, that a specified number of hours of Leave be transferred from the Catastrophic Leave account to his/her account.

- a. The request must include:
    - i. The Employee's name, title, and classification; and
    - ii. A physician's statement of the limitations which prevent the Employee from being available for work and the expected duration of the limitations.
  - b. An Employee may not receive any Leave from the Catastrophic Leave account until s/he has used all his/her accrued Annual, Sick, and other paid Leave. If an Employee has requested leave from the Catastrophic Leave account within the previous three (3) years, the Employee may not receive any leave from the Catastrophic Leave account until s/he has been off work for forty (40) consecutive hours and has used all his/her accrued Sick, Annual, and other paid Leave.
  - c. An Employee who receives Leave from the Catastrophic Leave account is entitled to payment for that leave at a rate no greater than his/her own rate of pay.
  - d. The maximum number of hours that may be granted to an employee shall be 480 hours per rolling calendar year. Any requests for an exception to this limit must be approved by the Sheriff and the Administrative Officer/HR Director.
4. Approval of Transferring the Catastrophic Leave: The Sheriff may approve the transfer of a specified number of hours of Leave from the Catastrophic Leave account to the account of any Employee who is eligible to receive such Leave.
- a. The decision of the Sheriff concerning the approval of Leave is final and is not subject to the Grievance procedure, judicial review, or review by the Board of County Commissioners.
5. Review of Status of Catastrophe; Termination of Leave; Disposition of Hours Not Used: The Sheriff shall review the status of the limitations of the Employee and determine when the limitations no longer exist. This determination is final and not subject to the Grievance procedure, judicial review, or review by the Board of County Commissioners.
- a. The Sheriff shall not grant any hours of Leave from the Catastrophic Leave account after:
    - i. The limitations cease to exist; or
    - ii. The Employee who is receiving the Leave resigns or his/her employment with the County is terminated.
  - b. Any Leave which is received from the Catastrophic Leave account which was not used at the time the limitations cease to exist or upon the resignation or termination of the employment of the Employee must be returned to the Catastrophic Leave account.
6. Maintenance of Records on Catastrophic Leave: The Sheriff shall maintain the records and report to the Union any information concerning the use of a Catastrophic Leave account.
7. Substantiation of Limitations: The Sheriff or his/her designee may require written

substantiation of the limitations and expected duration by a physician of his/her choosing. The cost of such written substantiation shall be borne by the Sheriff's Office.

#### **ARTICLE 23: SERVICE CONNECTED DISABILITY**

All eligible members shall be covered by a workers compensation program of the county's choice that conforms with the provisions of the Nevada Industrial Insurance Act (NRS 616) and the Nevada Occupational Disease Act (NRS 617) and that provides for payment of industrial accident benefits and compensation for partial and total disability arising from industrial injuries and occupational diseases.

1. In the event an employee is absent from work due to a service-connected disability, approved pursuant to NRS 616 or 617, a supplemental amount from the county will be provided which would cause the total amount received by the employee from the service-connected disability and the county to equal his/her wages at the time of his/her disability.

The supplemental compensation will start from the first day of absence or illness, but shall not exceed 60 calendar days for the same incident. During this period, the employee shall not forfeit any accrued sick leave. Successful completion of the probationary period is required in order to qualify for the supplemental compensation from the county.

2. It is the intent of the County to pay on-the-job injured employees (as outlined in this section) the difference between full biweekly wages and that provided pursuant to NRS 616 and 617 covering the period enumerated in Section I of this Article. No supplemental benefits shall be paid until after the employee's lost-time benefit check has been deposited with the County Treasurer.
3. If an employee who is entitled to disability compensation has not completed his/her probationary period, or if an employee who has received supplemental compensation for the maximum 60 calendar days is unable to return to work, s/he may elect to utilize accrued sick leave, during which period the employee shall receive compensation from the county as provided by NRS 281.390. If the employee is receiving no compensation for time missed from work through the workers' compensation program, the employee must use leave benefits to fully account for any absence.
4. When accrued sick leave has expired, if the employee is still unable to work and the employee is receiving compensation for time missed from work through the workers' compensation program, s/he will be permitted to use his/her accrued annual leave as sick leave. Subsequent to the expiration of both the employee's sick and annual leave, provided that the employee has so elected to use his/her annual leave as sick leave, the employee's compensation will be limited to that provided by NRS 616 or 617 and the employee will be placed in a leave without pay status. However, through written justification to the HR Director, exceptions to this Article may be approved by the county manager.
5. As a result of a licensed physician's evaluation and prognosis, it appears that the employee will not return to his/her regular county job within a 12-month period, the county may require a medical separation. Medical separation appeals of employees covered by this Agreement shall be handled in accordance with the procedures set forth in Article 45 Grievance Procedures.

**ARTICLE 24: PAYROLL DEDUCTION**

1. The County shall deduct dues from the salaries of Union members and pay over to the proper officer of the Union the money so collected on a monthly basis. All payroll deductions for dues shall only be made in accordance with a voluntary deduction authorization form individually executed by the Employee for whom the deduction will be made.
2. The Union shall indemnify, defend, and hold the County harmless against any and all claims, demands, suits, and all other forms of liability, which might arise out of or by reason of action taken under the provisions of this Article.
3. The Union shall certify to the County, in writing, the current rate of membership dues. The County will be notified of any change in the rate of membership dues, in writing, thirty (30) days prior to the effective date of such change.

**ARTICLE 25: PERSONNEL PRACTICES**

1. Date of hire is the first day actually worked.
2. Initial Probationary Period: Probationary periods are considered a continuation of the selection process and apply to all initial appointments. All classifications covered by this Agreement shall undergo a probationary period of one year from the date of hire.
  3. Time which elapses between an offer of employment and the date the employee begins working, unpaid leave, or other separations shall not be considered working time.
3. Rejection During Initial Probation: The Sheriff may terminate (reject) a probationary Employee at any time during the probationary period without the right of appeal in any manner and without recourse to the grievance procedure of this Agreement; except when the Employee alleges and substantiates in writing that the termination was due to discrimination on the basis of race, religion, color, national origin, sex, sexual orientation, age, disability, pregnancy, ancestry, veteran's status, domestic partnership, genetic information, gender identity or expression, political affiliation, membership in Nevada National Guard, or union affiliation. Grievances based on allegations of discrimination shall be processed pursuant to Article 20 of this Agreement and filed directly at Level 2 with the Sheriff within ten (10) days of the notice of termination.
4. The Sheriff shall notify the Employee in writing that s/he is rejected during probation. No reasons for the action are necessary.

**ARTICLE 26: DRUG AND ALCOHOL-FREE WORKPLACE**

1. Drug and Alcohol-Free Workplace & Reasonable Suspicion Drug Testing: Employees agree to abide by Storey County Policy and Procedure Number 206 - Drug and Alcohol-Free Workplace.
2. Reasonable Suspicion Drug and Alcohol Testing will be conducted in accordance with Storey County Policy and Procedure Number 206 - Drug and Alcohol-Free Workplace and Storey County Policy and Procedure Number 206A - Vehicle Operators Drug and Alcohol Policy, as appropriate.

3. Weapons / Use of Deadly Force Incident: Each Employee who accidentally discharges a firearm while on duty or applies deadly force against a human being will be tested for drugs and alcohol as soon as possible after the incident.
  - a. An Employee who is subject to a post-accident/incident test must remain readily available for testing. An Employee who leaves the scene before the test is administered or who does not make him/herself readily available may be deemed to have refused to be tested, and such refusal shall be treated as a positive test. Further, the Employee, subject to a post-accident/incident test, must refrain from consuming alcohol for eight (8) hours following the accident/incident or until the Employee submits to an alcohol test, whichever comes first. An Employee who consumes alcohol within eight (8) hours following the accident/incident or before submitting to an alcohol test, whichever comes first, shall be subject to discipline, up to and including termination.

#### **ARTICLE 27: SAVINGS CLAUSE**

It is not the intent of either party hereto to violate any laws, rulings or regulations of any governmental authority or agency having jurisdiction of the subject matter of this Agreement. The parties agree that, in the event that any provision(s) of this Agreement are finally held or determined to be illegal or void as being in contravention of such laws, rulings or regulations, nevertheless the remainder of the Agreement shall remain in full force and effect unless the provision(s) so found to be void cannot be separated from the provision(s) of this Agreement held to be legal. Upon such finding of illegality and nullity, the parties shall promptly meet to enter into lawful negotiations concerning the substance of the provision(s) found to be illegal and void.

#### **ARTICLE 28: ADOPTION AND AMENDMENT PROCEDURE**

This Agreement shall be deemed adopted and binding upon execution by authorized representatives of the Union and the County. The provisions of this Agreement shall not be altered, amended, or added to except by the mutual written agreement of the County and the Union. Either party may request to the other to consider changes in provisions of the Agreement: such request shall be in writing.

STOREY COUNTY

STOREY COUNTY SHERIFF'S OFFICE  
EMPLOYEES' ASSOCIATION



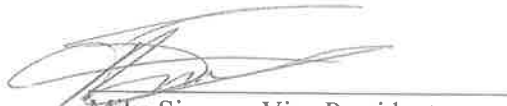
Clay Mitchell  
Storey County Commission



Christopher Hambin, President  
SCSO Employees' Association



Jay Carmona  
Storey County Commission



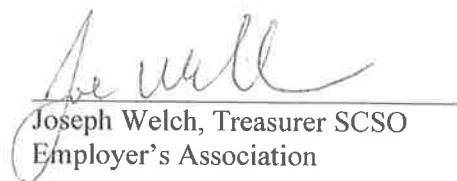
Mike Simons, Vice President  
SCSO Employees' Association



Lance Gilman  
Storey County Commission



Stan Glowniak, Secretary SCSO  
Employers Association



Joseph Welch, Treasurer SCSO  
Employer's Association

Approved as to from:



Anne Langer, District Attorney

**APPENDIX A: WAGE AND STEP SCHEDULE**  
*(2023 – 2024 Collective Bargaining Agreement Between SCSOEA & Storey County)*

**Article 7 Compensation.**

Wage and Step Schedule										
Class & Year	Merit Steps General									
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
Deputy	55,952	59,029	62,276	65,701	69,315	73,127	77,149	81,392	85,869	90,592
Corporal	57,869	61,052	64,410	67,953	71,690	75,633	79,793	84,181	88,811	93,696
Sergeant	62,416	65,849	69,471	73,291	77,322	81,575	86,062	90,795	95,798	101,057