AGREEMENT

between

TEAMSTERS LOCAL UNION 533



and



RENO-TAHOE AIRPORT AUTHORITY

Fiscal Years 2026-2027 and 2027-2028

AGREEMENT

TABLE OF CONTENTS

ARTICLE		PAGE
AGREEMENT		**1**
ARTICLE 1	**INTENT**	**2**
ARTICLE 2	**RECOGNITION**	**3**
	A. RECOGNITION	3
	B. REPORTING REQUIREMENTS	3
	C. REGULAR FULL-TIME EMPLOYEES	3
	D. REGULAR PART-TIME EMPLOYEES	4
	E. PROBATIONARY EMPLOYEES	4
	F. SEASONAL AND/OR TEMPORARY EMPLOYEES	4
ARTICLE 3	**MANAGEMENT RIGHTS**	**5**
ARTICLE 4	**PROHIBITED PRACTICES/NONDISCRIMINATION**	**6**
	A. RTAA	6
	B. UNION/EMPLOYEES	6
	C. NONDISCRIMINATION	7
ARTICLE 5	**EMPLOYEE RIGHTS**	**8**
	A. UNION MEMBERSHIP	8
	B. ACCESS TO PERSONNEL FILES	8
ARTICLE 6	**UNION PRACTICES**	**9**
	A. DUES DEDUCTION	9
	B. UNION ACTIVITIES	9
	C. UNION COMMUNICATIONS	10
	D. EMPLOYEE REPRESENTATIVES	11
	E. D.R.I.V.E. CONTRIBUTIONS	11
	F. ELECTED OR APPOINTED UNION OFFICIAL	12
	G. RELEASE OF CLAIMS	12
ARTICLE 7	**LABOR/MANAGEMENT COMMITTEE**	**13**
ARTICLE 8	**BENEFITS**	**14**
	A. INSURANCE/INSURANCE COMMITTEE	15
	B. VACATIONS	16
	1. Rate of Accrual	16
	2. Eligibility Provisions	16
	a. General	16
	b. Termination	16

ARTICLE 8 BENEFITS (CONTINUED)
c. Holidays, Leaves of Absence or Illness Occurring During Vacation 16
3. Vacation Pay 16
4. Vacation Scheduling 16
5. Accumulation of Vacation 17
6. Death of an Employee 17
C. HOLIDAYS 18
a. Eligibility Requirements 19
D. MISCELLANEOUS BENEFITS 19
E. RETIREMENT 19
F. ON THE JOB INJURY 20
G. TERMS OF VOLUNTARY EARLY SEPARATION 21
H. BILINGUAL PAY 21

ARTICLE 9 POSITION OPENINGS AND EXAMINATIONS 22

ARTICLE 10 PROBATION/PROMOTION/TRANSFER/DEMOTION 23
A. INITIAL PROBATION 23
B. PROMOTIONS AND LATERAL TRANSFERS 23
C. DEMOTION 24

ARTICLE 11 TEMPORARY ASSIGNMENT TO HIGHER POSITION..... 25
A. AUTHORITY'S RIGHT TO ASSIGN 25
B. COMPENSATION..... 25

ARTICLE 12 ESTABLISHMENT OF NEW POSITIONS 27

ARTICLE 13 SCOPE OF POSITION DUTIES 28

ARTICLE 14 REDUCTION IN FORCE/LAYOFF 29

ARTICLE 15 GRIEVANCE PROCEDURE 31

ARTICLE 16 DISCIPLINE 34
A DEFINITION 34
B. PROCEDURES FOR DISCIPLINE 34
1. Time Frames 34
2. Verbal Reprimand 34
3. Written Reprimand 35
4. Suspension 35
5. Discharge 35
6. Appeal 35
C. WRITTEN NOTIFICATION..... 35

ARTICLE 17 DISCHARGE 36
A. DEFINITION 36
B. EMPLOYEES' RIGHT TO REPRESENTATION 36
C. PROCEDURE FOR DISCHARGE 36

ARTICLE 18 REST/MEAL BREAKS 38

ARTICLE 19 SAFETY AND HEALTH 40
A. DEFINITION 40
B. JOINT SAFETY COMMITTEE 40
C. SAFETY EQUIPMENT 41
D. HEARING EXAMINATIONS 41
E. COMMUNICABLE DISEASES & TOXIC/HAZARDOUS WASTE 41

ARTICLE 20 PHYSICAL EXAMINATIONS 43

ARTICLE 21 UNIFORMS/PROTECTIVE CLOTHING/EQUIPMENT 44
A. UNIFORMS 44
B. TOOLS AND EQUIPMENT 44
C. STOLEN OR DAMAGED UNIFORMS/TOOLS/EQUIPMENT 44

ARTICLE 22 LEAVES OF ABSENCE 45
A. DEFINITION 45
B. LEAVES OF ABSENCE WITH PAY 45
1. Military Leave 45
2. Sick Leave 45
a. Sick Leave Use 45
b. Sick Leave in Lieu of Vacation Time 46
c. Death of an Employee 46
3. Bereavement Leave 46
4. Jury Duty 47
C. LEAVES OF ABSENCE WITHOUT PAY 47
1. Medical 47
2. Personal 47
D. EFFECT OF LOA'S W/O PAY ON EMPLOYEE BENEFITS 47
E. PROCEDURES AND RESPONSIBILITIES 48
1. Employee 48
2. Supervisor/Department Head 48
3. Department Chief 48
F. ANNUAL SICK LEAVE CASH OUT 49
G. SICK PAYOUT AT SEPARATION 50

ARTICLE 23 EDUCATION AND DEVELOPMENT 51

ARTICLE 24 COMPENSATION 51
A. SALARY SCHEDULE 51
B. PERFORMANCE EVALUATIONS 51
C. STEP INCREASES 52
D. WORK DAY DEFINED 53
E. OVERTIME 54
F. MANDATORY MEETINGS/TRAINING 55
G. CALL BACK 55
H. STANDBY ALERT 56

ARTICLE 24 **COMPENSATION (CONTINUED)**
I. SNOW REMOVAL/SNOW REMOVAL STANDBY 57
J. TAC AND CTO PAY 59
K. SNOW LEAD PAY 59
L. CURB/TRAFFIC ENFORCEMENT PAY 60
M. OFF DUTY CALL PAY 60
N. PYRAMIDING 60
O. RECORD OF TIME WORKED 60

ARTICLE 25 **LICENSES AND FEES 61**
A. LICENSE FEES 61
B. CDL REQUIRED POSITIONS/DRUG TESTING 61

ARTICLE 26 **GENERAL PROVISIONS 62**
A. AMENDMENT 62
B. WAIVER 62
C. NOTICES 62
D. SAVINGS CLAUSE 62
E. STRIKES AND LOCKOUTS 62
F. GOVERNING LAWS 62

ARTICLE 27 **SECONDARY EMPLOYMENT/OUTSIDE ACTIVITIES 63**

ARTICLE 28 **SHIFT DIFFERENTIAL 64**

ARTICLE 29 **SHIFT BIDDING/SHIFT SCHEDULES 65**

ARTICLE 30 **DISTRIBUTION OF AGREEMENT 68**

ARTICLE 31 **UNSCHEDULED ATTENDANCE GUIDELINES 69**

ARTICLE 32 **DURATION OF AGREEMENT 71**

SIGNATURES **UNION AND AIRPORT AUTHORITY 72**

APPENDIX 1 **DEFINITIONS 73**

APPENDIX 2 **SHIFT PREFERENCE FORM 76**

APPENDIX 3 **DISCIPLINARY ACTION FORM 77**

APPENDIX 4 **BARGAINING UNIT POSITIONS 78**

APPENDIX 5 **SALARY SCHEDULE 2026-2027 ..... 79**

APPENDIX 6 **REPORT OF GRIEVANCE FORM 80**

APPENDIX 7 **DEPARTMENT LIST 81**

APPENDIX 8 **MEMORANDUM OF UNDERSTANDING: AIR COM 82**

AGREEMENT

This Agreement is made and entered into, pursuant to Chapter 288 of the Nevada Revised Statutes (NRS 288), by and between the RENO-TAHOE AIRPORT AUTHORITY, a quasi-municipal corporation of the State of Nevada (hereinafter called the "RTAA"); and the INTERNATIONAL BROTHERHOOD OF TEAMSTERS, LOCAL 533 (hereinafter called the "UNION") this 1st day of July 2026.

ARTICLE 1 - INTENT

WHEREAS, the RTAA is a body corporate, politic and a quasi-municipal corporation established to provide service to the public and must remain open and operational at all times and is the owner and operator of Reno/Tahoe International Airport and Reno Stead Airport (hereinafter collectively referred to as "Airport"); and

WHEREAS, the UNION is the exclusive representative of all employees covered by this Agreement pursuant to NRS 288; and

WHEREAS, the parties desire to assure sound and mutually beneficial economic and employment relations between the parties hereto; to provide a respectful, orderly and peaceful means of conducting negotiations, exchanging communications and points of view, and have as their purpose the promotion of a responsible, mutually co-operative labor relations policy and the establishment of procedures to orderly and equitably resolve misunderstandings, grievances, and complaints; and

WHEREAS, it is the desire and intent of the RTAA and the UNION to enter into an Agreement which shall reflect the requirements and intent of NRS 288 and all other applicable laws;

NOW, THEREFORE, it is hereby agreed between the parties as follows:

ARTICLE 2 - RECOGNITION

A. **RECOGNITION**. The RTAA recognizes the UNION as the sole and exclusive bargaining agent for all regular full-time and regular part-time employees filling those positions listed in or added to Appendix 4 attached hereto and incorporated by reference herein and made a part of this Agreement. This recognition is granted for the period during which the UNION qualifies as the exclusive representative of those employees under the provisions of NRS 288.

B. **REPORTING REQUIREMENTS**. The RTAA will supply the following to the UNION:

1. At least quarterly, an updated and complete list of members of the UNION.

2. Within sixty (60) calendar days after the open enrollment insurance period, a report of what type of insurance coverage the UNION employees have chosen. This report will include by department/section, by individual, their election, cost, and total monthly cost to the RTAA.

3. Within thirty (30) calendar days of the close of each fiscal year an updated and complete list of all UNION employees who participated in the tuition reimbursement program and the amount reimbursed to each.

4. Copies of each Requisition of Employment for temporary employees filling positions covered by this bargaining Agreement. Upon separation of each temporary employee, notification of such termination date.

5. At least quarterly, an updated and complete report of UNION representative hours utilized.

6. A copy of all notices, memos, administrative reports, minutes, etc. and any other information or documentation that is distributed to the RTAA Board of Trustees that is non-privileged and that is subject to the "Open Records" law. This information shall be provided to the UNION at the same time that the normal and routine distribution is made to the Board of Trustees.

C. **REGULAR FULL-TIME EMPLOYEES**. A regular full-time employee is an employee filling a budgeted position under the jurisdiction of this Agreement (including employees temporarily assigned to a higher position pursuant to Article 11) for at least forty (40) hours per week who has completed the probationary period referenced in Article 10. Regular full-time employees shall be entitled to all applicable pay, benefits, and accruals provided for in this Agreement.

D. **REGULAR PART-TIME EMPLOYEES**

1. A regular part-time employee is an employee filling any budgeted position under the jurisdiction of this Agreement (including employees temporarily assigned to a

higher position pursuant to Article 11) for at least twenty (20) hours per week who has completed the probationary period referenced in Article 10.

E. **PROBATIONARY EMPLOYEES**. A probationary employee is an employee filling a budgeted position under the jurisdiction of this Agreement during the probationary period referenced in Article 10. Except as provided in Article 10, probationary employees are not represented by the UNION nor covered under the terms of this Agreement.

F. **SEASONAL AND/OR TEMPORARY EMPLOYEES**

1. Seasonal and/or Temporary employees are not represented by the UNION or covered under this Agreement. A "seasonal and/or temporary employee" is an employee hired by the RTAA for the purpose of doing work, which is of a seasonal or temporary nature, not to exceed six (6) months from date of hire.

2. The RTAA will notify the UNION prior to the hiring of a seasonal and/or temporary worker.

3. No seasonal and/or temporary employee shall be hired to fill a regular budgeted position represented by the UNION for a period greater than six (6) months unless mutually agreed upon by both parties. Thereafter the regular budgeted position may only be filled with a regular employee. Seasonal and/or temporary employees are only eligible for those benefits required by law. Seasonal and/or temporary employees who become regular full-time or regular part-time employees will commence accruing benefits, as applicable, from the date of hire as a regular full-time or regular part-time employee.

4. It shall be the intent of the RTAA not to utilize leased, intern, on-call, student, convict, emergency, management, professional, contract or seasonal and/or temporary employees to permanently occupy those UNION positions covered by this Agreement. The RTAA will notify the UNION, in writing, of the hiring of any of the classifications of employees mentioned in this paragraph. The UNION recognizes the importance of assisting students to develop job experience, and desires to work with the RTAA and the school district to develop a unique program to address this issue.

   Nothing in this paragraph 4 shall prohibit the RTAA from utilizing contract services to perform restroom cleaning of public restrooms during the graveyard shift. Provided that any and all other duties currently performed on the graveyard shift by employees covered under this Agreement (including but not limited to the cleaning of the restrooms not to be cleaned by contract services), shall continue to be performed by employees covered under this Agreement. Provided further that no employees covered under this Agreement shall be laid off as a direct result of the commencement of the use of such contract services.

ARTICLE 3 - MANAGEMENT RIGHTS

A. Those subject matters which are not within the scope of mandatory bargaining, and which are reserved to the RTAA pursuant to NRS 288 without negotiation include:

1. The right to hire, direct, assign or transfer an employee, but excluding the right to assign or transfer an employee as a form of discipline.

2. The right to reduce in force or lay off any employee because of lack of work or lack of funds, subject to NRS 288.150.2. (v).

3. The right to determine:

   a. Appropriate staffing levels and work performance standards, except for safety considerations;

   b. The content of the work day, including, without limitation, work load factors, except for safety considerations;

   c. The quality and quantity of services to be offered to the public; and

   d. The means and methods of offering those services.

4. Safety of the public.

B. Notwithstanding the provisions of any collective bargaining agreement negotiated pursuant to NRS 288, the RTAA is entitled to take whatever actions may be necessary to carry out its responsibilities in situations of emergency such as riot, military action, natural disaster or civil disorder. Those actions may include suspension of any collective bargaining agreement for the duration of the emergency. Any action taken under NRS 288.150(4) must not be construed as a failure to negotiate in good faith.

C. NRS 288 recognizes and declares the ultimate right and responsibility of the RTAA to manage its operation in the most efficient manner consistent with the best interests of members of the public and its employees. The parties agree that the RTAA will do so in a manner that is consistent with the provisions of this Agreement.

D. This Article does not preclude, but NRS 288 does not require, that the RTAA negotiate matters which are outside the scope of mandatory bargaining; however, the RTAA shall discuss subject matters outside the scope of mandatory bargaining, but it is not required to negotiate those matters.

E. The RTAA's intent shall be to offer all employees, who continue to meet performance standards, employment security through reassignment and retraining even if their present jobs are eliminated.

ARTICLE 4 - PROHIBITED PRACTICES/NONDISCRIMINATION

A. **RTAA**. It is a prohibited practice for the RTAA, or its designated representative, willfully to:

1. Interfere, restrain, or coerce any employee in the exercise of any right guaranteed under NRS 288.

2. Dominate, interfere with, or assist in the formation or administration of any employee organization.

3. Discriminate in regard to hiring, tenure, or any term or condition of employment to encourage or discourage membership in any employee organization.

4. Discharge or otherwise discriminate against any employee because they have signed or filed an affidavit, petition, or complaint, or given any information or testimony pursuant to NRS 288 or because they have formed, joined or chosen to be represented by any employee organization.

5. Refuse to bargain collectively in good faith with the exclusive representative as required in NRS 288.150. Bargaining collectively includes the entire bargaining process, including mediation and fact-finding, provided for in NRS 288.

6. Fail to provide the information required by NRS 288.180.

7. A complaint alleging a violation of 1 - 6, above, may be submitted by either an employee or by the UNION, for itself or on any employee's behalf, and shall be submitted to the Local Government Employee-Management Relations Board (EMRB) or shall be subject to the Grievance Procedure set out in Article 15.

B. **UNION/EMPLOYEES**. It is a prohibited practice for the UNION, its designated agent, or any employee willfully to:

1. Interfere with, restrain, or coerce any employee in the exercise of any right guaranteed under NRS 288.

2. Refuse to bargain collectively in good faith with the RTAA, if it is an exclusive representative, as required in NRS 288.150. Bargaining collectively includes the entire bargaining process, including mediation and fact-finding, provided for in NRS 288.

3. Fail to provide the information required by NRS 288.180.

4. A complaint alleging a violation of 1 – 3, above, may be submitted by the RTAA, and shall be submitted to the EMRB or shall be subject to the Grievance Procedure set out in Article 15.

C. **NONDISCRIMINATION**

1. The parties agree not to unlawfully discriminate against any employee because of lawful UNION activities or based on any state or federally protected category.

2. Except for a claim of discrimination based on lawful UNION activities, any complaint alleging a violation based on any state or federally protected category shall be submitted to a supervisor, manager, department head, or the Chief People Officer. Employees may also submit the complaint to the appropriate administrative agencies having responsibility for enforcing state or federal laws governing nondiscrimination in employment. Discrimination complaints may be subject to the Grievance Procedure but in no event may go beyond Step 2 or the Mediation step if agreed to per Article 15 D. 3.

3. The RTAA and the UNION shall share equally the responsibility for applying this provision of this Agreement.

ARTICLE 5 - EMPLOYEE RIGHTS

A. **UNION MEMBERSHIP**. The RTAA shall not interfere with, restrain, or coerce any employee in the exercise of any right guaranteed under NRS 288, including the right to form, join or choose to be represented by any employee organization and/or the right to file an affidavit, petition or complaint or give information or testimony pursuant to NRS 288.

B. **ACCESS TO PERSONNEL FILES**. The RTAA shall provide access to an employee's personnel files only to the employee, their representative designated in writing, employees in the People Operations office, RTAA staff legal counsel, and those management personnel in the employee's chain of command, from Supervisor to the President/CEO.

1. Employee Access to their Own Records. An employee shall be entitled to view their complete personnel file at all reasonable times during regular business hours (Monday through Friday, 8:00 a.m. – 5:00 p.m., excluding recognized paid holidays). An employee who feels that the contents of their personnel file is not accurate, timely, or complete may submit pertinent comments in writing for inclusion in their file. An employee may not remove any document from their file, but may request such removal through their Supervisor, Department Head or Department Chief to the Chief People and Culture Officer.

   The RTAA shall not allow access to nor give any material or copies of any material contained in an employee's personnel file to, or discuss the contents with, any third party unless so mandated by a government agency, a court of competent jurisdiction, or any applicable law, rule, or regulation without the express written approval of the employee.

2. Employee Designated Representative Access to Employee File. An employee will notify the Chief People and Culture Officer, in writing, that their designated representative be allowed access to the employee's file. This notification will be recognized for the period of five (5) consecutive working days (Monday through Friday, 8:00 a.m. – 5:00 p.m., excluding recognized paid holidays) unless stipulated otherwise.

3. An employee shall be entitled, upon request, to a copy of any material in their personnel file. Such request shall not be denied by the RTAA.

4. No adverse material will be placed in an employee's official personnel file unless a copy of same is first provided to the employee for their signed acknowledgment. The employee shall be given an opportunity to submit explanatory remarks for the record.

5. The official personnel files shall be those personnel files maintained by People Operations.

ARTICLE 6 - UNION PRACTICES

A. DUES DEDUCTION

Upon receipt of a written authorization from each employee so desiring, the RTAA shall make payroll deductions in an amount sufficient to provide for the payment of regular dues established by the UNION and remit such deductions to the appropriate officer designated by the UNION. Upon receipt of the written authorization referenced above, the RTAA will endeavor to begin dues deductions in a timely manner, but not later than thirty (30) calendar days from receipt of such authorization. The UNION shall give the RTAA thirty (30) calendar days written notice prior to any changes of dues.

B. UNION ACTIVITIES

1. From time to time RTAA management may request a meeting with one or more employee representatives, as defined in D, below. This meeting time will be mutually agreed upon. There shall be no loss of pay for employee representatives who participate in such a meeting. This meeting time shall not be deducted from the allowance stated in B8, below.

2. There shall be no loss of pay for no more than four (4) employee representatives bargaining collectively with management or for no more than two (2) employee representatives during mediation, fact-finding and arbitration with management. There shall be no loss of pay for no more than one (1) employee representative who participates in disciplinary or discharge proceedings with management.

   Such representatives shall provide advance notice to their Supervisors, in writing, of such proceedings. It is understood that release time is subject to RTAA scheduling requirements; however such release time shall not be unreasonably denied. Any denial shall be in writing and received by the representative in a timely manner.

3. When an aggrieved employee must attend any meeting or hearing that is part of the Grievance Procedure set forth in Article 15, the grievant and their employee representative (not to exceed one (1) as defined in B.2., above) shall be released from duty to attend without loss of pay.

4. The UNION has the right, on behalf of all or any portion of its bargaining unit, to file a grievance or initiate the grievance process pursuant to Article 15.

5. Employee representatives and/or employees who are witnesses in matters relating to employee grievance hearings or meetings, employee disciplinary meetings, and employee suspension or termination meetings shall be allowed to attend such meetings during the employee's normal working hours without loss of pay.

6. The RTAA agrees to allow UNION meetings to be held on RTAA property during working hours on alternate months. Meetings will not exceed one (1)

hour's duration. Any time used by UNION members for such meetings shall be deducted from the time allotted in 8, below. Employees will not receive any compensation for attendance at UNION meetings held beyond their regularly scheduled work hours.

7. The UNION may request use of RTAA conference rooms and similar building facilities for meetings with employees in its bargaining unit. Use of RTAA meeting facilities is subject to prior scheduling. The UNION will give the RTAA twenty- four (24) hours advance notice of its intent to use RTAA meeting facilities.

8. When attending to the duties provided for herein or attending Union meetings during work hours, employee representatives/Union members shall be on compensated release time up to a cumulative total of four hundred (400) hours per fiscal year, not to include any reasonable number of hours expended for UNION activities delineated in B 1-5, above. Pursuant to Section 1 of SB 241 as signed by the Governor on 6/1/15, the parties have bargained over this release time.

   Such representatives/Union members shall contact their Supervisor in advance when responding to UNION business/meetings during regular work hours. It is understood that release time is subject to Supervisor approval and RTAA scheduling requirements; however, such release time shall not be unreasonably denied. If the employee's Supervisor is unavailable, notification will be provided via voice mail or e-mail.

9. The UNION representatives/members shall be responsible for properly utilizing the electronic timekeeping system to accurately reflect the utilization of these hours, including documentation in the electronic timekeeping system as to general UNION activities performed.

C. UNION COMMUNICATIONS

1. The UNION may post notices involving UNION business on bulletin boards to be provided and installed by the RTAA. The bulletin boards will be installed in locations having reasonable access and visibility. Access to the bulletin boards, if locked and/or enclosed, shall be limited to RTAA management and authorized UNION representatives.

2. Employee representatives will make all reasonable efforts to meet with UNION members to discuss UNION business outside of the affected employees' scheduled work time. However, the RTAA recognizes there may be instances when it is necessary for employee representatives to meet with UNION members or to visit work areas to verify working conditions, during RTAA time. In such instances, the employee representative will give the employee's Supervisor advance notice of such meeting or visit and obtain that Supervisor's approval. Further, the time allotted for such meeting or visit shall be at the sole discretion of

the Supervisor. Any time used by employee representatives or UNION members for such meetings or visits shall be deducted from the time allotted in B.8., above.

D. EMPLOYEE REPRESENTATIVES

1. Subject to NRS 288.140(2) and Article 15 (Grievance Procedure), the RTAA recognizes and agrees to deal solely with authorized representatives of the UNION on all matters covered by this Agreement.

2. The selection of employee representatives (representatives of UNION employed by the RTAA) is the responsibility of the UNION; provided, however, that the total number of authorized employee representatives shall not exceed fifteen (15). This number shall include employee grievance representatives, members of the UNION negotiating team and UNION representatives to joint committees (e.g., labor management, safety, insurance).

3. The UNION shall provide the RTAA's Chief People, Culture & Equity Officer with a list of authorized employee representatives and shall maintain its accuracy.

E. DEMOCRAT REPUBLICAN INDEPENDENT VOTER EDUCATION (D.R.I.V.E)

1. The RTAA shall make payroll deductions to D.R.I.V.E. from each employee so desiring. The UNION acknowledges that any contribution made by an employee to D.R.I.V.E. shall be strictly voluntary, appropriately authorized by the employee and that no authorization will be recognized if it is in violation of any state or federal law.

    a. Upon signing of this Agreement, D.R.I.V.E. shall provide the RTAA with an initial list of employees who have affirmatively authorized a payroll deduction for D.R.I.V.E. contributions.

    b. The RTAA will remit such deductions to D.R.I.V.E. headquarters on a monthly basis via ACH payment, if this mechanism is available, no later than the twentieth (20th) day of the month following the month in which the money is deducted from the employees' paychecks. If ACH payment is not available, the RTAA will transmit such deductions as is administratively feasible. The RTAA will also provide D.R.I.V.E. with a summary sheet identifying the employees and the amount contributed by each.

    c. Subsequently, D.R.I.V.E. shall notify the RTAA of any additions, deletions or changes to contributions. The RTAA will then make these changes in a timely manner, but not later than thirty (30) calendar days from receipt.

F. **ELECTED OR APPOINTED UNION OFFICIAL(S)**

Any member of this UNION who now holds office or will be appointed or elected to any office in said UNION, which requires their absence from the RTAA's employ, may upon their retirement from said office be placed in their former or a similar position subject to RTAA's determined staffing capabilities. UNION business is further defined to mean employment directly and solely by the UNION, or the International Union of which it is a division.

During periods of any such leave, the employee shall not receive or accrue any pay, fringe benefits, seniority, or other compensation to which the employee would have been entitled to under this.

G. The UNION shall indemnify and hold the RTAA harmless against any and all claims, demands, suits, and all other forms of liability which shall arise out of or by reason of action taken or not taken by the RTAA under the provisions of this Article or at the request of the UNION pursuant to this Article.

ARTICLE 7 - LABOR/MANAGEMENT COMMITTEE

A. The Labor/Management Committee shall be composed of three (3) representatives, one (1) of which may be a non-employee representative of the UNION and three (3) representatives of the RTAA. UNION Committee representatives shall be appointed by the UNION and Management Committee representatives shall be appointed by the President/CEO. Representatives of the Committee shall serve at the pleasure of the appointing party. The Committee shall meet whenever the need arises, or upon the call of either party, at a date and time mutually agreed upon, but no longer than seven (7) working days after the call by either of the parties.

The meetings shall be for the purpose of:

1. Discussing the administration of this Agreement;

2. Exchanging general information of interest to the parties; and

3. Giving the UNION representatives the opportunity to share the views and/or to make suggestions on subjects of interest relevant to their membership.

B. In order to allow for work schedule adjustments, the Committee will notify all representatives and their Supervisors of the locations, dates, and times of committee meetings.

C. UNION Committee representatives shall not lose pay for time spent in any meetings authorized by the provisions of this Article. Time spent in any meeting authorized by the provisions of the Article shall be construed as time worked for the purpose of computing overtime only if the time spent falls within the employee's regularly scheduled work hours.

D. Resolutions reached as a result of Committee discussions shall be reduced to writing, initialed by the principals and posted on employee bulletin boards.

ARTICLE 8 - BENEFITS

A. INSURANCE

1. The RTAA shall offer the following insurance benefits to employees and their dependents:

   a. Medical Insurance;
   b. Dental Insurance;
   c. Vision Insurance;
   d. Life Insurance;
   e. Long Term Disability (full-time employees only)
   f. Such other insurance benefits as may be mutually agreed upon by the RTAA and the UNION.

   Full-time or part-time employees will be eligible for the above insurance benefits on the first day of the next month after hire date with the RTAA.

2. **Premium Contributions**

   a. The RTAA shall pay employee and dependent premiums for the coverage listed in 1.a. – 1.f., above, subject to the following limitations:

      1. Full-Time Employees -

Employee Only Coverage	100%
Spouse Coverage	85%
Child(ren) Coverage	85%
Family Coverage	85%

      2. Part-Time Employees -

Employee Only Coverage	50%
Spouse Coverage	50%
Child(ren) Coverage	50%
Family Coverage	50%

      The employee will be responsible for any premium amount in excess of the above percentages via automatic payroll deduction.

   b. Should the RTAA continue to offer the Copay medical plan with the $750 annual deductible with its higher premium cost, any employee electing this plan will pay the additional premium cost above the amounts the RTAA will pay towards the Copay medical plan with the $1,500 annual deductible.

c. **Spousal Waiver:** Effective July 1, 2014, if an employee's spouse has alternate healthcare coverage and the employee elects to remove that spouse from their current RTAA coverage, the employee will be eligible to receive fifty dollars ($50) per month added to their regular paycheck.

To receive this money, the employee must specifically ask to invoke this waiver and receipt of the fifty dollars ($50) per month will become effective on the first full paycheck after the employee provides satisfactory proof of their spouse's alternate coverage. Waiver monies will not be paid retroactively.

3. **Dependent Eligibility.** Insurance plan provisions require that dependents must meet certain eligibility requirements to be eligible for coverage under the RTAA's plan. Employees are responsible for notifying People Operations in writing within thirty (30) calendar days of any family status change that may make their dependents ineligible for continued coverage. Failure to notify People Operations of a change within this timeframe may result in: (1) the employee being required to pay premiums for coverage that a dependent does not have until the next open enrollment period, (2) the employee being responsible for expenses incurred by dependents who are no longer eligible for coverage, and (3) may result in disciplinary action up to and including termination.

4. **Insurance Committee.** The RTAA and the UNION will cooperate in the continuing objective of obtaining the highest level of employee group insurance benefits within reasonable and realistic budgetary constraints. The Insurance Committee shall be the exclusive representative of management and employees to research, analyze, and formulate final recommendations to the President/CEO involving all matters regarding group insurance programs (e.g., modifications to existing programs or implementation of new programs) for presentation to the RTAA Board of Trustees.

Such Committee shall be comprised of two (2) representatives of the UNION, one (1) representative of the Airport Authority Police Officers Protective Association, one (1) representative of the Airport Authority Police Sergeants Protective Association and four (4) representatives of the RTAA. These representatives shall establish ground rules governing the conduct of business by the Insurance Committee.

The UNION agrees to abide by all recommendations of the Insurance Committee and that recommendations of the Committee will not be subject to grievance by individual employees. If either the President/CEO or the Board of Trustees chooses not to act on the recommendations of the Insurance Committee and a dispute arises, the parties agree to reopen negotiations on the Group Insurance Provisions of this Article pursuant to the requirements of NRS 288 for contractual negotiation, including mediation, and binding fact-finding.

B. VACATIONS

1. Rate of Accrual

a. Any employee who has been continuously employed by the RTAA shall be credited vacation hours for each full pay period as follows:

	Full-Time	Part-Time
Less than 5 years	4.5 hrs	2 hrs
5 years, less than 10 years	5.5 hrs	2.5 hrs
10 years, less than 15 years	6.5 hrs	3 hrs
15 years, less than 20 years	7.5 hrs	3.5 hrs
20 years or more	8 hrs	4 hrs

Continuous service shall be defined as a period of employment which has not been interrupted by more than thirty (30) consecutive calendar days at any one time, except by authorized leave of absence with pay, sick leave, vacation, or military leave of absence.

b. Employees earn vacation hours from the date of employment and will be eligible to use any accrued paid vacation immediately.

2. Eligibility Provisions

a. **General**. Vacation benefits apply to all regular employees.

b. **Termination**. An employee who terminates employment with the RTAA, for any reason, will receive vacation pay at the base rate of pay for all vacation hours accrued.

c. **Holidays, Leaves of Absence or Illness Occurring During Vacation**

1. If a designated holiday is observed during an employee's vacation period, the employee will not be charged for vacation time on that day but will code holiday in the electronic timekeeping system and receive holiday pay in lieu of vacation pay.

2. Vacation will not be accrued during any unpaid leave of absence.

3. An employee will not convert vacation time to sick time off due to illness or disability occurring while on vacation.

3. **Vacation Pay**. Vacation pay will be computed by multiplying the employee's current base rate of pay by the number of hours of vacation allowance taken.

4. Vacation Scheduling

a. Each calendar year, all employees will project their respective extended vacation use (five (5) days/forty (40) hours or more) through the end of

the calendar year and submit this requested vacation leave between December 1st and 15th for the following year. Employees who submit requested vacation at this time will receive approval based on seniority. The approved vacation schedule will be distributed and posted by the immediate Supervisor on or about January 1st. Reasonable requests for date and length of vacation usage will not be denied.

b. Vacations of less than five (5) days or requested after December 15th will be scheduled through the Supervisor to the Department Head with due consideration given to operational needs, staffing requirements, employee's length of service and employee preferences, in the order listed.

c. Vacations are approved with the understanding that the employee will have sufficient vacation time accrued at the time of leave to cover the entire period of vacation leave. Employees that do not have enough vacation time to cover their leave, will only be allowed to take those days for which paid vacation time is available. Leave without pay will not be granted for vacation purposes. [See Appendix 8, Section E.]

d. Barring extenuating circumstances, Supervisors will respond to all written time off requests within five (5) calendar days from the date of receipt. If an extenuating circumstance exists, the Supervisor will communicate the anticipated response date to the employee. The employee's time off request will be returned to the employee with either approved or denied marked on the form. If denied, an explanation as to the reason for the denial will be written on the form as well.

5. **Accumulation of Vacation**. An employee's unused vacation hours may not exceed, at any time, the number of vacation hours accruable in fifty-two (52) pay periods. No additional vacation hours will be accrued until the unused vacation hour balance is reduced below the maximum allowable level. There are two exceptions when this cap does not apply: when an employee is out on a job related injury (limited to the ninety (90) calendar day pay continuous period) and/or if the employee has been prevented by the RTAA, as substantiated by the Supervisor and/or Department Head, from taking their vacation hours. Nothing in this paragraph shall preclude an employee from availing themselves of the provisions of Article 22, Leaves of Absence.

6. **Death of an Employee**. If an employee dies and was entitled to accumulated vacation hours under this Article, the heirs of such deceased employee who are given priority to succeed to their assets under the laws of intestate succession of this state, or the executor or administrator of their estate, upon submitting satisfactory proof of their entitlement, shall be paid a lump sum payment for such accumulated vacation hours of such deceased employee at their last base rate of pay.

C. **HOLIDAYS. Regular paid holidays are**:

1.

January 1	New Year's Day
Third Monday in January	Martin Luther King's Birthday
Third Monday in February	President's Day
Last Monday in May	Memorial Day
June 19	Juneteenth
July 4	Independence Day
First Monday in September	Labor Day
Last Friday in October	Nevada Day Observed
November 11	Veteran's Day
Fourth Thursday in November	Thanksgiving Day
Friday Following Thanksgiving	Family Day
December 24	Christmas Eve
December 25	Christmas
Floating Holiday	

2. Employees not working a holiday on their regularly scheduled work day: Employees will receive eight (8) or ten (10) hours of holiday pay at their base rate on the date the holiday actually occurs depending on the number of hours they regularly work. If an employee is part-time, they will receive four (4) hours of holiday pay. These hours are excluded from overtime and will not create an overtime status. [See Appendix 8, Section E.]

3. Holidays falling on an employee's day off: Employees will receive eight (8) hours of holiday pay at their base rate on the date the holiday actually occurs regardless of the number of hours they regularly work. If an employee is part-time, they will receive four (4) hours of holiday pay. These hours are excluded from overtime, will not create an overtime status, and will be reduced by the number of hours an employee may work from a previous or subsequent shift which extends into or out of the date the holiday actually occurs. [See Appendix 8, Section E.]

4. Employees who work on the date the holiday actually occurs as listed in C.1., above, will be paid two and one half (2½) times their base salary for all time actually worked on the holiday.

5. Any employee who has not taken the Floating Holiday listed in C.1., above, by the last paycheck in June of any given year, will receive eight (8) hours of holiday pay if full-time and four (4) hours of holiday pay if part-time at their base salary for the Floating Holiday on the last paycheck in June of that year. These hours are excluded from overtime.

6. If an employee desires time off to observe a holiday not listed above, such time off may be granted, subject to staffing needs of the department.

7. Holiday work will be scheduled based on an employee's regular working shift. In cases where an employee has requested the day off and the shift needs to be

filled or in departments where reduced staffing is implemented for some or all holidays, employees will be offered holiday work on these days in the same manner as overtime is offered - via the Seniority List (see Article 24, section C. – Assignment of Overtime).

a. **Eligibility Requirements**

(1) Holiday pay benefits apply to all regular full-time and regular part-time employees.

(2) An employee who is on paid leave of absence will be eligible for holiday pay for a designated holiday observed during the leave of absence (including those employees receiving donated leave). Employees on an unpaid leave of absence will not be eligible for holiday pay for any holiday that occurs during the unpaid leave of absence.

(3) An employee not working the holiday must work their entire scheduled shift (unless the employee is sent home from work by their supervisor/manager) or have previously approved leave immediately prior to and after the holiday in order to receive holiday pay. Leave must be scheduled and approved at least 24 hours in advance.

Employees originally scheduled to work the holiday that do not end up working the holiday and do not have leave previously scheduled and approved at least 24 hours in advance will not be eligible for holiday pay for that non worked day.

D. **MISCELLANEOUS BENEFITS**. The parties agree that, from time to time, programs that benefit employees may become available. Prior to implementation of new programs, the RTAA agrees to inform the UNION and, if requested, to meet with the UNION to hear its recommendations regarding new programs.

E. **RETIREMENT**

The RTAA participates in the Nevada Public Employees Retirement System (PERS) under the Employer Pay Contribution Plan.

Eligibility for membership in Nevada PERS and PERSable wage contributions are determined by PERS and applicable state statutes.

Nevada PERS regulations and applicable state statutes require any increase in the PERS retirement rate contribution to be equally divided between the RTAA and the employee. Future PERS contribution rate increases/decreases will be split equally between the RTAA and the employees. The salary schedule (Appendix 5) and the salary of each employee will be automatically decreased by one-half (1/2) of any PERS increase and

increased by one-half (1/2) of any PERS rate decrease. However, if the increase to the PERS contribution attributed to the employee is greater than 1%, the RTAA will increase the employee's regular base pay, as well as the salary schedule, by the amount of the reduction that exceeds one percent (1%) on the effective date of the reduction (for example: if the overall PERS increase = 6%, the RTAA pays 3% and the employee's wage is decreased by 3%. The employee's wage and the salary schedule are then subsequently increased by 2%.

F. **ON THE JOB INJURY**

1. All employees shall be covered by a Workers Compensation Program. This Program will conform to all provisions of the NRS and provide for payment of industrial accident benefits and compensation for partial and total disability arising from industrial injuries, illnesses, and occupational diseases.

   a. In the event an employee is absent from work due to a job related injury, illness, or occupational disease, which is accepted by the Workers Compensation carrier under NRS 616 and/or 617, the RTAA shall pay that employee the difference between awarded temporary total disability (TTD) payments and their full salary for a period of ninety (90) calendar days unless the following provisions apply: 1) they are able to perform their normal duties; 2) they are able to perform modified duties; 3) the RTAA is able to provide work in accordance with Nevada Administrative Code 616; or 4) they become qualified to receive permanent disability compensation, whichever event occurs first. The RTAA will make every reasonable effort to return an employee back to work at the RTAA. The supplemental compensation will start from the first day of absence or illness. During such period the employee will accrue sick and vacation benefits as if they were in full pay status. Further, during such period the RTAA will continue its full contribution toward the employee's group medical insurance coverage. The parties recognize that contractual obligations with the insurance carrier may require that an employee be in pay status for a minimum number of hours in order to be eligible for medical insurance coverage. In that event, the employee may remain in pay status by endorsing their Worker's Compensation TTD check over to the RTAA. The RTAA will then pay the employee their full salary. If the employee elects not to remain in pay status, they may be required to pay the full amount of their medical insurance premiums. If they do not pay such premiums and allows medical insurance coverage to lapse, reinstatement of such coverage will be subject to the requirements of the insurance carrier.

      Employees performing a temporary modified duty assignment may work an altered schedule, dependent upon their medical restrictions and the modified duty assignment. Employees will remain in full pay status while performing modified duties, even if their medical restrictions call for less than a full day of work.

b. In addition, if the employee is temporarily disabled for a period longer than ninety (90) calendar days and they desire to remain in full pay status, they may use accrued sick or vacation time in conjunction with TTD payments. He/she may then elect to endorse their TTD check over to the RTAA in exchange for their full paycheck as set forth above.

c. If the employee has exhausted pay continuance, they may apply for, or be placed on by the RTAA in absence of this application, a medical leave of absence under Article 22, Leaves of Absence, for additional time off work.

G. The RTAA will consult with the UNION regarding terms of any Voluntary Early Separation Program prior to implementation.

H. The RTAA and the UNION shall implement a bilingual services program consistent with the RTAA's Bilingual Pay Policy as may be modified or revised during the term of the Agreement.

ARTICLE 9 - POSITION OPENINGS AND EXAMINATIONS

A. Position openings under the jurisdiction of this Agreement shall be announced on an open competitive or RTAA internal employee only basis and shall be posted by the RTAA at each section work area for not less than ten (10) calendar days, unless the opening will be filled from a valid eligibility list as indicated in section B, below. At the time of posting, copies of each announcement described above shall be provided to the UNION.

Employees serving their initial probationary period, as described in Article 10, section A, shall not be eligible to apply for any position that is posted as "Internal Only".

B. At the completion of any selection process, all candidates deemed qualified for the position, as determined solely by the RTAA, shall be placed on an eligibility list. This list may be utilized to fill future vacancies without the need to announce/post the future position opening. A copy of this list will be sent to the UNION via email within five (5) calendar days.

Eligibility lists will be in effect for nine (9) months from the date established.

C. Any UNION employee who applies for a posted/advertised vacancy and is not selected for the position, may request an opportunity to meet with People Operations to review said employee's qualification and be given feedback regarding their performance during the recruitment/testing process. It is understood that such feedback is no guarantee of future promotions. The denial of a promotion is not grievable under the terms of this Agreement.

ARTICLE 10 - PROBATION/PROMOTION/TRANSER/DEMOTION

A. **INITIAL PROBATION**. Initial Probation is limited to the initial six (6) or twelve (12) month period, as reflected in Appendix 4, which an employee serves from the date of their initial hire/rehire. No regular employee (unless affected by the provisions of C, below) shall be required to serve any further initial probationary period. During the probationary period, the employee's immediate Supervisor will counsel the probationary employee at least once every three (3) months to assess the adjustment of the employee to the position. A written record of the counseling will be signed by the employee and placed in the employee's personnel file.

Full-time or part-time probationary employees will be eligible for the insurance benefits outlined in Article 8, section A, on the first day of the next month after completion of two (2) months of continuous service with the RTAA. A probationary employee will be eligible to use any accrued paid vacation immediately. A probationary employee will be entitled to benefits in the following Articles: Safety and Health; Uniforms; Physical Examinations; and Licenses and Fees. A probationary employee will also be entitled to sick leave, holiday pay, and one hundred percent (100%) paid retirement contribution. A probationary employee will be covered by Worker's Compensation Insurance as required by State law. A probationary employee shall not be entitled to the benefits of Article 23, Education and Development, until completion of the initial probationary period. At the end of a successful probationary period an employee shall be considered a regular employee under the terms of this Agreement and shall be entitled to all applicable pay, benefits, and accruals provided for herein.

B. **PROMOTIONS AND LATERAL TRANSFERS**.

1. Upon promotion or lateral transfer, an employee shall serve an appropriate six (6) or twelve (12) month qualifying period, as reflected in Appendix 4. Should an employee, promoted either inside or outside of the bargaining group, or laterally transferred inside the bargaining group, desire to return to their former position within a three (3) month period after the effective date of the promotion or lateral transfer, the employee shall be allowed to return to the position they held prior to the promotion or lateral transfer, or an equivalent position.

2. Should the RTAA find an employee promoted or laterally transferred to another position inside of the bargaining group unsuitable to perform the duties of the new position within the appropriate six (6) or twelve (12) month qualifying period of such promotion or lateral transfer, pursuant to such written reviews and except as a form of discipline, it will permit the employee to return to the same classification to that held prior to the promotion or lateral transfer.

3. An employee returning to a former position, an equivalent position or a former classification shall be entitled to the same pay, benefits and seniority they would have been entitled to absent the promotion or lateral transfer. In such event, an employee who subsequently filled the promoted or laterally transferred employee’s position shall be allowed to return to their prior employment status

within the RTAA, if available.

4. Technicians IVs are part of a progression series. The positions included are as follows:

    a. Airfield Landscape Technician IV
    b. Airfield Technician IV
    c. Facilities Technician IV
    d. Stead Technician IV

    Employees progressing into this level will not be required to serve a qualifying period as required for promoting employees as described in Article 10, Section B. Progression can occur at the discretion of the department and there is no limit to how many employees can be at a level IV.

C. **DEMOTION**

1. If a regular employee requests and is allowed a voluntary demotion to a classification never before held, the affected employee will serve a qualifying period, will not be credited with classification seniority, but will retain all time in service for purposes impacted.

2. Should an employee promoted to a higher level position within their same department (e.g. Landside Attendant to Landside Shift Leader or Facilities Tech IV to Facilities Tech V) decide to accept a voluntary demotion to a formerly held classification in which the employee completed a probationary period or served in the classification for at least twelve (12) months, the employee will be credited with all time accumulated in both classifications for purposes where seniority is a factor, e.g., shift bidding, layoff, etc.

    Employees promoted to a position outside their department and then demoting to a formerly held classification will only be credited with time accumulated in that specific classification.

    Upon demotion, the employee shall be entitled to the same pay they would have been entitled to absent the promotion, including any increases the employee would have received.

3. Sustained unsatisfactory performance may result in involuntary demotion by the RTAA

ARTICLE 11 - TEMPORARY ASSIGNMENT TO HIGHER POSITION

A. **AUTHORITY'S RIGHT TO ASSIGN**. The parties recognize the RTAA's right to assign and direct its employees. However, the RTAA will endeavor to keep employees working within their respective positions. People Operations will notify the UNION, in writing, within three (3) working days of the end of the pay period, of any initial or extended temporary assignments of employees to higher positions inside or outside the bargaining unit. Employees assigned outside the bargaining unit to temporary supervisory assignments may not issue discipline.

B. **COMPENSATION**. In the event of a temporary assignment of duties to a higher position, the employee shall be compensated as follows:

1. Pay for work in a higher classification is a short term remedy in those instances where temporary replacement is required for an incumbent of a position who is not available to perform the duties of the position. In making the assignment, the RTAA shall assign the work to the next lower position provided there are qualified employees available.

   Employees serving their initial probationary period, as described in Article 10, section A, may not be selected for a temporary assignment of duties to a higher classification.

2. If an absence of an incumbent requires assignment of another employee to duties which may qualify for pay for work in a higher position, the Department Head shall decide which employee will be assigned to such assignments by submitting the appropriate form to People Operations within the first five (5) working days of the assignment.

   a. The nature of the assignment must be such that the employee in the lower position becomes responsible for the duties of the higher position.

   b. Employees selected for the assignment are expected to meet the minimum qualifications for the higher position. Selection of persons not meeting the minimum qualifications may be made only when a person who meets the minimum qualifications is unavailable. Such selections must be justified in writing and included in the Department Head’s request.

   c. Pay for work in a higher position shall not be utilized as a substitute for regular merit or promotional procedures and may not be utilized in lieu of permanently filling a vacancy through normal hiring procedures.

3. Employees are eligible for additional pay when the employee is responsible for the higher assignment for at least one full shift.

4. The rate of pay for the assignment shall be five percent (5%) above the current salary of the selected employee or the lowest salary for the higher position, whichever is greater.

5. The employee's status in their regular position continues and their anniversary and salary review dates are determined by their regular position.

6. Overtime pay will be effected on the basis of the adjusted hourly rate.

7. Authorization for higher pay assignments shall be for a specified period but not for more than six (6) months. An extension may be granted by the President/CEO, in which case the employee will receive an additional five percent (5%) salary adjustment.

8. People Operations shall be notified immediately when a higher pay assignment is terminated.

9. Emergencies. Notwithstanding the above provisions, a Department Head may submit a request for higher pay for an employee(s) when an emergency occurs that meets the parameters of either applicable Federal Aviation Administration (FAA) Regulations or NRS 288.150(4).

ARTICLE 12 - ESTABLISHMENT OF NEW POSITIONS

In the event the RTAA creates a new position under which the UNION is recognized as the exclusive bargaining agent pursuant to this Agreement or NRS 288, the UNION shall be first notified in writing at least thirty (30) calendar days prior to beginning the hiring process. The parties shall enter into lawful negotiations with regard to conditions of employment negotiable under NRS 288 or pursuant to the past practices of the parties for such new position, including the new position's equitable relationship to existing positions, hours of work, and the applicable wage rate for such new position. If, within thirty (30) calendar days after notification of the new position, no agreement concerning conditions of employment has been reached, the UNION will initiate the Grievance Procedures in accordance with Article 15 to resolve any disputes pertaining to this Article, beginning at Step 1.

ARTICLE 13 - SCOPE OF POSITION DUTIES

A. The UNION recognizes the RTAA's right to hire, direct, assign or transfer an employee pursuant to NRS 288. However, the RTAA will make a good faith effort to keep employees working within their respective positions.

B. In the event there is an assignment of duties which an employee or the UNION believes alters the position significantly, the employee or the UNION may request to have the position studied by People Operations beginning with the completion of a Position Description Questionnaire (PDQ) to be completed by the affected employee and their Supervisor or Department Head. If People Operations fails to complete this study within ninety (90) calendar days after the PDQ is submitted to People Operations, or if the employee or the UNION, disagree with the results of the study, the matter may be appealed through the Grievance Procedure, Article 15. An appeal process through the Grievance Procedure shall be the exclusive remedy for these matters.

C. The RTAA will notify the UNION, in writing, of its intent to make any changes that significantly alter the job duties or responsibilities of the job classifications/descriptions covered by this Agreement no less than thirty (30) calendar days prior to any such scheduled/proposed changes. Any proposed changes are subject to the provisions of NRS 288.150, et seq.

ARTICLE 14 - REDUCTION IN FORCE/LAYOFF

A. Prior to implementation of any reduction in force/layoff, the RTAA agrees to meet with the UNION to discuss and consider the UNION recommended alternatives to any reduction in force/layoff. Such alternatives may include, for example, but are not limited to: readjustment of personnel through transfer to other positions, reduction in workweek, leave of absence, voluntary layoff, job sharing and/or other methods of staffing which may minimize mandatory reduction in force/layoff.

B. Whenever it is necessary for the RTAA to reduce the number of positions, by classification, under the jurisdiction of this Agreement due to lack of work or lack of funds pursuant to NRS 288.150; emergency, temporary, on-call and probationary employees shall be laid off before any employees under the jurisdiction of the Agreement; regular part-time employees in that designated classification(s) shall be laid off next and regular full-time employees in that designated classification(s), shall be laid off last. Regular full-time employees shall be laid off in inverse order of their length of service by classification based on seniority within a department. For purposes of this Article, "length of service" refers to the actual time the employee has in the classification based on seniority within a department, not necessarily equal to continuous length of service with the RTAA.

Bumping Rights. Any employee being laid off shall have the option to retain employment by requesting to assume the position of any employee in the bargain unit with less seniority (total length of service with the RTAA), provided that:

1. The employee has held that position with the RTAA within the previous two (2) year period prior to the effective date of the reduction in force/layoff or the employee's current position requires equal or higher qualifications than the position the employee is requesting to assume; and

2. The employee still maintains/has the proper qualifications and ability to perform the job which they are requesting to assume as determined solely by the RTAA, whose determination is not subject to the grievance procedure.

Any employee whose position is being assumed also maintains the option to retain employment by exercising these same bumping rights under the same requirements as above.

C. For each position, People Operations shall maintain a rehire list consisting of names of employees, in order of seniority in a budgeted position, who have been separated from service by reduction in force/layoff. Such employees shall be given the opportunity to be rehired before any new employees are hired in that position. Individual names shall remain on the rehire list for a period of one (1) year unless extended by the President/CEO. Employees who have been laid off may also apply for any other open recruitment for which they are qualified.

D. The RTAA will notify the UNION of any proposed reduction in force/layoff at least five (5) calendar days prior to the official notification of employees affected thereby. Such notification will include the reasons for the reduction in force/layoff and the number and types of positions affected. The UNION will then make its views and recommendations known to the RTAA regarding the implementation of such proposed reduction in force/layoff. It is incumbent upon the UNION to keep all information related to the reduction in force/layoff confidential until the RTAA gives notice to the affected employees.

E. All reduction in force/layoffs will be carried out in strict compliance with applicable laws and regulations.

F. The RTAA shall give affected employees forty-five (45) calendar days prior written notice of reduction in force/layoff. Notice shall be deemed as received seven (7) calendar days after certified mailing to the employee's home address of record.

G. The RTAA will cooperate with any employee who is laid off as a result of a reduction in force/layoff and the State Employment Service (or equivalent agency) in determining the rights to be afforded such employee and will inform such employee of the method and procedures to follow in applying for any available benefits.

H. Any employee separated from service by reduction in force/layoff shall receive:

1. Payment of six (6) months of COBRA coverage for existing medical, dental, and vision insurance for the employee and their dependents already covered by the plan on the date of notice of reduction in force/layoff.

2. Two (2) weeks pay for each full year of service, to a maximum of twenty (20) weeks. Any partial year of service will be prorated at the same rate.

3. All accrued vacation time as a lump sum payment.

4. All accrued sick time paid at fifty percent (50%) of the employee's current hourly rate as a lump sum payment.

5. All eligible education reimbursement for those individuals currently enrolled on the date of notice of reduction in force/layoff.

6. Any employee separated from service by reduction in force/layoff shall be responsible for all applicable taxes associated with payments referenced in 2 – 6, above.

ARTICLE 15 - GRIEVANCE PROCEDURE

A. **Definition.** For purposes of this Agreement, a grievance is defined as a dispute between the UNION and the RTAA involving the meaning, interpretation, application or enforcement of this Agreement that arises during the term of this Agreement. Except where otherwise stated in this Agreement, all grievances shall be subject to final and binding arbitration pursuant to this Article 15 during the term of this Agreement. For the purpose of this Article, "calendar day" means any calendar day excluding Saturdays, Sundays and holidays.

B. **Time Limit for Filing Grievance.** Except for a grievance appealing a discharge which is governed by Article 17 C (2) and must be filed within five (5) calendar days of the decision to terminate, grievances shall be filed within fifteen (15) calendar days of the date the grievant knew, or reasonably should have known, of the event giving rise to the grievance.

C. **Documentation of Grievance.** Any grievance shall be reduced to writing and submitted to the Chief People and Culture Officer on the form attached as Exhibit 6. The UNION is the only party with the authority to advance a grievance to arbitration, however, an employee may separately access the arbitration procedure upon the signing of a waiver relieving the UNION of all costs related to arbitration and all effects and affects of any decision impacting the responsibilities of the UNION in applying the terms and conditions of this Agreement.

For the purpose of attempting to resolve grievances prior to arbitration, the parties shall make full disclosure to each other of all facts and evidence known to them that bear on the grievance.

D. **Procedure for Adjusting Grievances.** All grievances shall be adjusted exclusively in the following manner:

1. **Step One Grievance Meeting**. An informal fact-finding meeting shall be held within fifteen (15) calendar days of the submission of the written grievance. The meeting shall involve the grievant; one (1) RTAA representative, who shall be employed in the People Operations Department; one (1) RTAA management representative from the grievant's department or from a higher level of management; and one (1) UNION representative. The RTAA's representatives, the UNION and the grievant may bring witnesses who can present relevant facts concerning the situation precipitating the grievance. If either party would like additional participants present in the meeting, they must obtain the other party's consent at least twenty-four (24) hours prior to the meeting.

   The response to the grievance shall be made in writing within ten (10) calendar days of the conclusion of the meeting.

2. **Step Two Grievance Meeting**. Where a grievance remains unresolved after the meeting described in subparagraph D.1., above, if the UNION wishes to proceed to the Step Two Meeting it must make a written demand to the RTAA for a Step Two Meeting within ten (10) calendar days from the date of the response to the Step One Meeting. The Step Two Meeting shall be held within ten (10) calendar days of the submission of the request. The meeting shall involve the grievant; one (1) RTAA representative, who shall be employed in the RTAA's People Operations Department; one (1) RTAA management representative consisting of the Department Chief or designee; one (1) UNION representative and, if desired, the UNION's attorney. The RTAA's representatives, the UNION and the grievant may bring witnesses who can present relevant facts concerning the situation precipitating the grievance. If either party would like additional participants present in the meeting, they must obtain the other party's consent at least twenty-four (24) hours prior to the meeting.

   The response to the grievance shall be made in writing within ten (10) days of the conclusion of the meeting.

3. **Mediation.** If not resolved at the meeting described in subparagraph D.2., above, within five (5) calendar days of the response to the grievance, the parties may mutually agree to discuss the merits and benefits of jointly deciding to take the matter to mediation before proceeding to arbitration. Any cost associated with utilizing a mediator shall be shared equally. Neither party shall use legal counsel in mediation.

4. **Arbitration**. Where a grievance remains unresolved after the meeting described in subparagraph D.2., above, if the UNION wishes to proceed to arbitration it must make a written demand to the RTAA for arbitration within ten (10) calendar days from the date of the response to the grievance. Unless the parties have agreed to use a particular arbitrator, the UNION and RTAA shall request a panel of seven (7) arbitrators from the Federal Mediation and Conciliation Services (FMCS).

   The parties shall make alternate strikes from the FMCS panel, and the dispute will be submitted to the final arbitrator remaining. The party who shall strike first shall be decided by coin-toss. Once the arbitrator is selected, a change in the date of the hearing shall not affect the arbitrator's selection by the parties. No arbitrator shall be chosen to serve in two (2) consecutive arbitrations unless by mutual consent of the parties. The arbitrator shall be notified in writing of their selection, and shall have no authority, jurisdiction or power to amend, modify, nullify or add to the provisions of this Agreement.

   No evidence shall be introduced as to the withdrawal, during negotiations of a proposal during collective bargaining. Nothing in this Agreement changes the discharged employee's obligation to mitigate his or her damages. The award of the arbitrator shall be final and binding upon the RTAA, the UNION, and the employee(s) involved.

Except in discharge cases, the fees and expenses of the arbitrator shall be shared equally by the RTAA and the UNION. In discharge cases the fees and expenses of the arbitrator shall be paid by the losing party, provided that if reinstatement is ordered by the arbitrator with less than full back pay, the fees and expenses of the arbitrator shall be shared equally by the parties. Each party shall bear the expense of preparing its case and shall make arrangements for the expense of its own witnesses or others selected or called by a party to attend or appear before the arbitrator.

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 mutually agreed to share the cost. Any other party desiring a copy will pay for the copy. If the Arbitrator requires a reporter and transcript, the parties will share the cost equally.

E. **Time Limits.** The time limits and other provisions set forth in this Article 15 cannot be extended or waived unless mutually agreed in writing, and failure on the part of the UNION to comply with the time period set out above shall result in the grievance being considered waived or abandoned. The RTAA may raise the issue of the timeliness or waiver up to and including at arbitration, and its failure to raise the issue previously will not be deemed to invalidate the defense. If the RTAA fails to respond within the time limitations outlined herein, the UNION may proceed to the next step of the grievance and arbitration process and shall not be deemed a waiver. Arbitrations shall be limited to a single grievance for a single employee, unless the RTAA and UNION mutually agree to the contrary.

F. Any settlement of a grievance between an individual employee and the RTAA shall be consistent with the terms and provisions of this Agreement, and a UNION representative shall be present at these discussions and determinations regarding a settlement.

ARTICLE 16 - DISCIPLINE

A. The RTAA shall not take any disciplinary action against an employee without just cause. "Disciplinary action" is defined as: verbal or written reprimands, suspension from work with or without pay, or discharge.

For purposes of this Article, “calendar day” means any calendar day excluding Saturdays, Sundays and holidays.

Disciplinary actions are to be documented on a Disciplinary Action form, a copy of which is attached hereto as Appendix 3 and made a part hereof. The original of the disciplinary action form shall be placed in the employee’s Personnel file, after the employee has first had the opportunity to read and sign the form. Copies of the disciplinary action form shall be sent to the UNION via email within five (5) calendar days, with no additional copies being made or distributed, except by the employee, the UNION, or by People Operations for matters related to grievances or for legal purposes.

1. The RTAA will apply the principles of progressive discipline in all disciplinary matters, the goal being to correct or improve an employee's unsatisfactory job performance and/or behavior which does not meet the written standards or demands of the duties and responsibilities of the position. The disciplinary measures used shall be commensurate with the deficiency to be corrected.

   Whenever an employee is to be subjected to an investigatory interview which interview the employee reasonably believes might result in disciplinary action, the employee may request representation at the interview. The exercise of the employee’s right to representation at an investigatory interview may not interfere with the RTAA’s legitimate prerogative to hold an investigatory interview without delay.

B. **PROCEDURES FOR DISCIPLINE**

1. **Time Frames.** Any disciplinary action must be given to/signed by the employee within twenty (20) calendar days of the date the RTAA knew, or reasonably should have known, of the alleged infraction. Failure on the part of the RTAA to comply with the twenty (20) calendar day time period will waive the RTAA’s right for discipline or discharge over the employee. This time frame, however, may be extended upon mutual agreement of the parties.

2. **Verbal Reprimand.** When the RTAA believes an employee's job performance and/or behavior, as defined in A, above, requires improvement or correction, that employee's Supervisor will notify the employee that a verbal reprimand will be issued. The verbal reprimand will be documented by a written report of the discussion, including any corrective action to be taken. Notwithstanding the foregoing, however, this action shall constitute a verbal reprimand only and the written report shall state that this is strictly a verbal reprimand documented in writing for purposes of record keeping. The RTAA shall place the original verbal

reprimand in the employee's personnel file, provided the employee has first had the opportunity to read and sign such verbal reprimand. Verbal reprimands shall expire eighteen (18) months after date of issuance.

3. **Written Reprimand.** Following one (1) or more verbal reprimand(s), if the RTAA believes the unsatisfactory job performance and/or behavior, as defined in A, above, has not improved and further disciplinary action is necessary, the RTAA will notify the employee. A written reprimand shall state the nature of the offense, provide notification of needed corrective action, and specify a reasonable time period in which the correction may be made and any future disciplinary action which will be taken against the employee if the offense is repeated within the specified time limit.

   The RTAA shall place the original written reprimand in the employee's personnel file; provided the employee has first had the opportunity to read and sign such written reprimand. Written reprimands shall expire twenty-four (24) months after date of issuance.

4. **Suspension**. If, despite previous verbal and written reprimands, from the RTAA, an employee fails to reach required job performance and/or behavior standards in the specified time period, the RTAA may suspend such employee from work without pay for a time period of from one (1) to thirty (30) calendar days. Further, the RTAA may suspend an employee without pay pending discharge of that employee. If an employee is subsequently found to have been suspended without just cause, the RTAA will retroactively reinstate all their pay and benefits for the period of suspension. Suspension reprimands shall expire twenty-four (24) months after date of issuance.

5. **Discharge**. Failure by an employee to correct unsatisfactory job performance and/or behavior, as defined in A, above, during previous steps in the progressive discipline process, may result in discharge as set forth in Article 17.

6. **Appeal**. An employee may appeal any disciplinary action via the Grievance Procedure as stated in Article 15, beginning at the next level in the chain of command above the level at which the disciplinary action was issued.

C. Nothing shall be used against an employee in a suspension or other disciplinary action unless the employee has been notified in writing. In the event that there has been such notification, that notification shall not be used against the employee after its expiration date, as indicated above, discounting periods of leaves of absence. There is no expiration date for any disciplinary action taken against an employee arising out of a matter covered under Title VII of the Civil Rights Act of 1964.

D. After issuance of disciplinary action and upon written request by the UNION, the RTAA will provide a copy of all documents and other evidence relied upon for the disciplinary action within 24 hours of request.

ARTICLE 17 - DISCHARGE

A. The RTAA shall not discharge a regular employee without just cause. Further, the RTAA may suspend an employee without pay pending discharge. However, a decision to suspend an employee pending their discharge will be made based on the reasons for such discharge and will be utilized only when the employee is suspected of gross misconduct, conduct which gives rise to a clear and present danger to public health and safety or when their continued presence at work during the interim period would seriously and substantially disrupt normal Airport operations.

B. An employee being discharged shall have the right to representation by an employee representative, as defined in Article 6, and one (1) UNION non-employee representative or retained counsel of their choice (if they have waived the right to such UNION representation in writing) during any hearings, investigatory proceedings, investigation of underlying conduct at all stages, or meetings conducted in conjunction with such proposed discharge. Further, no such hearings, proceedings or meetings shall be held in the absence of an employee representative and/or retained counsel unless the right to such representation has been waived in writing by the employee.

The UNION agrees to provide the RTAA with a list of duly authorized employee representatives and maintain its accuracy. Unless otherwise approved, in writing by the UNION, only listed UNION representatives will be allowed into any investigatory interview as the employee's advocate.

The employee, their UNION representative and/or retained counsel shall have the right to respond to the charges and all allegations presented by the RTAA at any such hearing, proceeding or meeting.

C. **PROCEDURE FOR DISCHARGE**

1. Before taking action to discharge, the RTAA shall serve notice in writing of such discharge to the employee and the UNION and establish a date and time, within ten (10) calendar days of the alleged cause for discharge, for a pre-termination hearing before the appropriate Department Chief. The notice will contain:

    a. A statement of the proposed action;

    b. A statement of the charges, including acts or omissions and grounds upon which the discharge is based;

    c. If the employee allegedly violated a rule or regulation of the RTAA, a copy of that rule or regulation and a statement by the RTAA that the employee had been made aware of such rule or regulation prior to the alleged violation; and,

    d. A statement that the employee and/or the UNION may request copies of materials, if any, upon which the proposed action is based.

After this hearing, the Department Chief will issue a written decision, within ten (10) calendar days, whether to terminate the employee.

2. Upon completion of the pre-termination hearing before the appropriate Department Chief and the decision to uphold the discharge, an employee on administrative pay will be discharged.

   a. The employee and/or the UNION have five (5) calendar days after the decision to uphold the discharge to file an appeal via the Grievance Procedure set forth in Article 15. The parties may agree in writing to mutually extend this time requirement.

   b. If the employee and/or the UNION has complied with C.2.a., above, appealing the discharge in writing within the time allotted they shall proceed through the Grievance Procedure, as outlined in Article 15, beginning with Step 2.

   c. If there is no appeal from the employee or the UNION within the time allowed, the employee will be deemed to have waived the right to protest or appeal the discharge.

ARTICLE 18 - REST/MEAL BREAKS

A. REST BREAKS

1. The RTAA will grant all employees a paid fifteen (15) minute rest break during each four (4) hour shift. Employees who work a shift in excess of eight (8) hours will be granted an additional prorated rest break. Rest breaks will be scheduled and approved by the Supervisor with due consideration given to work coverage requirements within the department.

2. Employees may not leave RTAA property during paid fifteen (15) minute rest breaks.

3. Employees that are required to work through their respective rest break(s) will be allowed, when available, to end their regularly scheduled shift earlier than normal by the amount of time that would have been spent on their rest break(s). Employees will still be paid through the end of their regularly scheduled shift.

4. Employees that are required to work through respective rest break(s) and are unable to end their regularly scheduled shift earlier than normal, will add any untaken rest break time into the electronic timekeeping system on the applicable day and will be paid for this time at their base rate of pay. This may result in an employee being paid for more than eighty (80) hours in a pay period at a non-overtime rate. Untaken rest breaks occurring during overtime hours will be paid at the overtime rate of pay.

B. MEAL BREAKS

1. All employees working a shift in excess of eight (8) hours shall be allowed a non-compensated meal break of not less than thirty (30) minutes but not more than sixty (60) minutes. Meal breaks will be scheduled and approved by the Supervisor and will generally occur in the middle of the employee's work shift.

2. Employees that are interrupted during or required to work through their meal break will be allowed, when available, to:

    a. End their regularly scheduled shift earlier than normal by the amount of time lost from the interruption or by the amount of time that would have been spent on their meal break. Employees will still be paid through the end of their regularly scheduled shift;

    b. Complete or take their meal break upon return from the interruption; or

    c. Add the untaken meal break time into the electronic timekeeping system (this option is only available to employees that are required to work through their entire meal break). Overtime provisions may apply to this additional time.

3. Due to the nature of certain positions, the RTAA has determined that some employees are required to be available during their entire shift for immediate response or due to other reasons and are therefore not consistently able to take a thirty (30) or sixty (60) minute meal break. Under these circumstances, employees will be paid for all hours worked, including any time given to take a meal break, not to exceed fifteen (15) minutes in duration.

ARTICLE 19 - SAFETY AND HEALTH

A. The RTAA shall at all times provide a safe and healthy working environment for all employees and shall make all reasonable provisions for the safety and health of employees and the public. Whenever an employee believes an unsafe or unhealthy working condition(s) exists, they shall immediately notify their Supervisor. In no event shall the RTAA, after notification by an employee of a perceived unsafe condition, require any employee to perform their duties in such a work environment. Upon notification of such unsafe or unhealthy working condition(s), the Supervisor shall promptly investigate the situation and evaluate any risk to the employee or the work place. If the Supervisor finds the area safe for the employee to continue performance of their duties and the employee disagrees, the employee may request an evaluation of the situation by their designated employee representative. If any dispute remains, the matter will be referred to the Joint Safety Committee. The Joint Safety Committee shall promptly convene to attempt resolution. Further, in no event shall the RTAA require any employee to perform their duties without the use of appropriate safety equipment, including, for example, but not limited to: steel toed shoes, prescription safety glasses (the RTAA shall pay one hundred percent (100%) of the premium for safety glasses coverage, the nature of such coverage to be determined by the Insurance Committee) and non-prescription safety glasses as provided by the RTAA, respirators and protective clothing, where such safety equipment is deemed necessary. Neither will the RTAA allow any employee to perform their duties without the use of appropriate safety equipment where such safety equipment is deemed necessary by the RTAA. Any employee who shows up at the job without the appropriate safety equipment shall be sent from the work site to retrieve same. The RTAA shall not be required to pay any employee for time that employee is away from the job because they have failed to wear required safety equipment.

B. **JOINT SAFETY COMMITTEE**. The RTAA and the UNION will cooperate in the continuing objective of eliminating employee safety and health hazards from the work place by establishing an organizational-wide Joint Safety Committee to meet quarterly or more often as mutually agreed or as required to evaluate or investigate instances of unsafe or unhealthy working conditions and methods of selecting required safety equipment, pursuant to the dictates of C, below. Such Committee shall be comprised of four (4) representatives of the RTAA, four (4) representatives of the UNION and may include representatives from other employee groups within the RTAA. The purpose of such Committee shall be to bring to the RTAA's attention the existence of any and all safety and/or health hazards in the work place and to ~~i~~ensure a safe and healthy working environment for all employees. The Joint Safety Committee shall review existing RTAA practices relating to employee safety and health and make recommendations and suggest changes to the RTAA to improve conditions related to employee safety and health in the work place. Recommendations of the Joint Safety Committee shall be provided to the appropriate Department Head with a copy to the President/CEO to ~~i~~ensure appropriate action. Nothing in this Article precludes the Joint Safety Committee, absent the action it deems appropriate being taken, from reporting health and safety hazards to any appropriate authority. When disputes arise between the RTAA and an employee and/or the UNION regarding matters of employee safety and/or health, the Joint Safety

Committee shall convene to attempt resolution. If the Joint Safety Committee fails to resolve the matter within seven (7) calendar days, the employee and/or the UNION shall proceed with the Grievance Procedure set forth in Article 15, beginning at Step 2.

C. **SAFETY EQUIPMENT**. In those instances where it is necessary for employees to use safety equipment and/or apparel to ensure their health and safety in the performance of their duties, such safety equipment and/or apparel shall be provided by the RTAA at no cost to the employee. It shall be the responsibility of the Joint Safety Committee to research, evaluate, and recommend all safety equipment and apparel provided hereby, including high quality safety shoes, insulated steel toed boots and appropriate snow footwear by respective classification. In order to access safety shoes, insulated steel toed boots and appropriate snow footwear by respective classification, eligible employees shall submit a written request to their respective Supervisor, as the need arises. Insulated steel toed boots and appropriate snow footwear by respective classification, unless otherwise allowed, may only be provided every two (2) years. All RTAA provided safety equipment and apparel will not be used for personal use and will be stored in the lockers provided for employees.

Safety equipment and/or apparel which is lost or stolen, or damaged due to negligence or personal use, must be replaced by the employee. Safety equipment and/or apparel which is stolen, damaged or worn beyond reasonable repair in the course of normal work activities through no fault of the employee, shall be promptly reported, in writing, by the employee and turned in to the employee's Supervisor for authorization of replacement or repair. The RTAA shall bear the cost of such replacement or repair and an employee's request shall not be unreasonably delayed or denied. Any denial by the RTAA must be in writing. In the event the employee and/or the UNION dispute any such denial, the matter shall be submitted to the Joint Safety Committee for attempted resolution. If an employee is unable to work in a hazardous area during the period they are without such stolen or damaged/worn safety equipment and/or apparel, the RTAA shall assign the employee to perform duties in an area not requiring the use of such safety equipment and/or apparel. In no event will any employee suffer loss of pay during the period they are unable to perform their normal duties because required safety equipment and/or apparel is unavailable or is being replaced or repaired unless such cause was determined to be caused by the employee's negligence or personal use of the required safety equipment and/or apparel.

D. **HEARING EXAMINATIONS**. The RTAA shall provide annual hearing examinations for any employee represented by the UNION, at no cost to the employee. The RTAA, at its discretion, may schedule examinations at Reno/Tahoe International Airport or the office of a qualified practitioner.

E. **COMMUNICABLE DISEASES AND TOXIC/HAZARDOUS WASTE**

1. In the event an employee or their Supervisor suspects that, as a result of the course of duty, the employee has been exposed to, or is the carrier of a serious communicable disease, the employee may be relieved of duty without the loss of any pay or sick leave and shall be taken immediately to a local emergency

hospital or other appropriate treatment facility for diagnosis and treatment. It shall be the responsibility of the Supervisor to determine if or when the employee is permitted to leave duty for this purpose.

2. The employee shall be provided with preventive measures designed to protect the employee against communicable diseases. These measures shall include, but are not limited to, medical procedures such as hepatitis and other vaccines and blood tests, and medical equipment such as gloves, masks, and other products, equipment, and procedures that are intended to detect, prevent, or impede communicable disease. The use of protective equipment may be required by a Supervisor if it appears the non-use of this equipment may endanger the employee or another employee. Participation in any medical procedures, such as vaccination and testing, shall be at the discretion of the employee, and the RTAA shall not be held responsible for any consequences to the employee as a result of the employee having or not having received any vaccinations or tests. This does not waive the employee's rights under Workers' Compensation.

ARTICLE 20 - PHYSICAL EXAMINATIONS

The RTAA shall provide, at no cost to the employee, any physical examination statutorily required to perform their job.

ARTICLE 21 - UNIFORMS/PROTECTIVE CLOTHING/EQUIPMENT

A. **UNIFORMS**. The RTAA will designate which employees must wear uniforms in the performance of their jobs and will provide the uniforms and replace them as needed. Lost or damaged uniforms due to the employee's personal use of, or negligence, will be replaced by the employee at their own expense. It is the responsibility of the employee to maintain the uniform issued in a clean and neat condition. An employee's Supervisor shall determine if an employee's uniform does not meet minimum standards of cleanliness, neatness, and repair. If the employee's uniform does not meet the minimum standards of cleanliness, neatness, or repair, the employee will be required to return home and change into a suitable uniform with a subsequent loss of pay for the time away from the work site.

B. **TOOLS AND EQUIPMENT**. When the RTAA deems it necessary, in the operation of the Airport, to require employees to use specialty or general equipment or tools to accomplish work assignments, the RTAA shall provide such equipment or tools. Lost or damaged tools and equipment due to the employee's use of, or negligence, will be replaced by the employee at their own expense. There shall be no personal use of RTAA tools and/or equipment.

C. **UNIFORMS/TOOLS/EQUIPMENT** which are stolen or damaged in the course of work activities or through no fault of the employee shall be promptly reported in writing by the employee to their Supervisor with the request that such stolen or damaged uniforms/tools/equipment be replaced or repaired. The RTAA shall bear the cost of replacement or repair of such stolen or damaged uniforms/tools/equipment. Further, replacement or repair of such uniforms/tools/equipment shall be made promptly by the RTAA.

ARTICLE 22 - LEAVES OF ABSENCE

A. Leaves of absence are available to accommodate the compelling needs of employees when other forms of allowable absence are not available. The impact of such leaves of absence on the department shall be a major consideration in the approval process.

To the extent available, leave granted under this Agreement shall run concurrently with leave granted under the Family Medical Leave Act (FMLA) of 1993, as amended. To the extent any provisions of this Agreement and the FMLA of 1993 conflict, the provisions set forth in the FMLA of 1993, as amended, shall control. If a dispute arises concerning the application of the FMLA of 1993, as amended, the parties agree to resolve said disputes through the procedures set forth in Article 15.

B. **LEAVES OF ABSENCE WITH PAY**

1. **Military Leave**. This paragraph applies to an employee who is an active member of the Nevada National Guard or any reserve component of the United States Armed Forces and presents military orders to serve on active duty. Any employee who is an active member of the Nevada National Guard, or any reserve component of the United States Armed Forces, shall be relieved from duties upon presentation of orders from their military unit to serve on training duty without loss of regular compensation for a period not to exceed three (3) calendar weeks or one hundred twenty (120) hours in any one (1) calendar year. These do not have to be consecutive weeks or hours. The RTAA shall not deduct such time from the employee's accrued vacation (as prescribed in the NRS).

   Any employee who is a volunteer member of the Nevada Wing of the Civil Air Patrol and presents: (a) certification that the employee has been authorized by the United States Air Force, the Governor or a political subdivision of the State of Nevada to respond to or train for an emergency mission, and (b) verification from the Civil Air Patrol of the emergency need of the volunteer service of the employee shall be relieved from duties without loss of position, seniority, accrued leave or benefits on days during which the employee is: (1) engaged in training for emergency missions with the Civil Air Patrol, not to exceed ten (10) workdays during each federal fiscal year and/or (2) responding to an emergency mission with the Civil Air Patrol, not to exceed thirty (30) workdays during each federal fiscal year.

2. **Sick Leave**. Regular full-time employees shall earn four (4) hours of sick leave per pay period. Regular part-time employees shall earn two (2) hours of sick leave per pay period.

   a. An employee shall submit a sick leave absence request when the employee is incapacitated due to illness, injury, pregnancy, childbirth or adoption or when the employee is quarantined, receiving medical or dental services or examinations, or upon need to provide care due to injury or illness of an employee's spouse, siblings, children/step children, parents, grandparents,

other legal dependents, or any person living in the employee's home for sixty (60) calendar days or more. A doctor's statement may be required if circumstances so justify, as solely determined by the RTAA. Any such documentation shall be delivered to People Operations.

b. Sick leave shall be charged on the basis of actual time used to the nearest quarter hour. Holidays occurring during sick leave periods shall not be counted as sick leave time. Sick leave must be approved by an employee's Supervisor prior to payment of any accrued sick time.

c. In no case will sick leave be granted in lieu of vacation time. If an employee is absent from work in excess of five (5) consecutive calendar days for any of the reasons listed above, the RTAA will consider such absence a medical leave of absence and may require the employee to provide a doctor's statement of their condition.

d. Upon exhausting all of their accumulated paid leave, an employee may request a medical leave of absence without pay, which request shall be granted by the RTAA unless special circumstances exist.

e. **Death of an Employee**. If an employee dies and was entitled to accumulated sick leave under this Article, the heirs of such deceased employee who are given priority to succeed to their assets under the laws of intestate succession of this state, or the executor or administrator of their estate, upon submitting satisfactory proof of their entitlement, shall be paid a lump sum payment for accumulated sick leave of such deceased employee, per the provisions of F.5., below.

f. As determined by an investigation, an employee who has been found to have used sick leave under false pretenses will receive a~~n~~ unpaid suspension of one (1) day. Instances of this include but are not limited to: the use of sick leave for recreation, travel for recreation, gainful employment, or any purpose other than those defined in this Agreement.

2. **Bereavement Leave**. When a death occurs in an employee's immediately family, the employee may take up to five (5) days of sick leave to be used within six (6) months of the date of death to arrange and attend a funeral and/or to see to the affairs of the deceased's estate. This leave may be taken consecutively or non-consecutively. An employee's immediate family includes the employee's spouse, parents, stepparents, children, stepchildren, siblings, aunts, uncles, grandparents, father-in-law, mother-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, nieces, nephews, cousins or grandchild.

If an employee has no accrued sick leave, the RTAA may advance sick leave from future accruals. If an employee has been advanced sick leave time and terminates prior to accruing the balance of the advanced leave time, such remaining balance will be deducted from their final time sheet and reflected in

their termination paycheck. Under special circumstances, the employee's supervisor may approve additional vacation leave or unpaid time off if vacation is not available.

4. **Jury Duty**. Any employee receiving notice of jury duty shall submit a copy of the notice to their Supervisor promptly and shall work as much of their regularly scheduled shift as such jury duty permits. Combined time on jury duty and at work shall not exceed the total hours of the work day. Employees appearing for jury duty shall receive their regular pay for the period of absence caused by jury duty and may also keep all checks received from the court for jury duty.

C. **LEAVES OF ABSENCE WITHOUT PAY**. The following leaves of absence without pay in excess of two (2) consecutive workweeks may be granted by the RTAA's Department Chief for medical/disability or personal reasons. Leaves of absence of up to two (2) consecutive workweeks may be granted by the Department Head. Unpaid leaves of absence will not be granted until all paid leave is exhausted. Specific procedures to be followed are delineated in D, below.

1. **Medical**. A medical/disability leave of absence may be granted for a justifiable period of time up to a total of one hundred eighty (180) calendar days per incidence. Failure or inability to report for resumption of job duties at the expiration of the medical leave shall be considered as a resignation.

2. **Personal**. A Department Head may grant a personal leave of absence of up to two (2) consecutive workweeks provided all appropriate paid leave has been exhausted. Personal leaves of absence without pay may be granted for a maximum of one hundred eighty (180) calendar days on the approval of the Department Chief. Failure or inability to report for resumption of job duties at the expiration of the personal leave shall be considered as a resignation.

D. **EFFECT OF LEAVES OF ABSENCE WITHOUT PAY ON EMPLOYEE BENEFITS**

1. Time spent on an unpaid leave of absence of over thirty (30) consecutive calendar days will not be counted as time employed in determining an employee's eligibility for benefits that accrue on the basis of length of employment unless required by law.

2. An employee on an unpaid leave of absence will not accrue vacation or sick leave during the leave of absence.

3. An employee on an unpaid leave of absence will not be eligible for holiday pay for any holidays that occur during leave of absence; however, an employee on an unpaid leave of absence who has been approved to receive donated sick leave under the Employee to Employee Leave Bank Policy shall be eligible for holiday pay for any holidays that occur during use of the donate leave.

4. An employee on an unpaid leave of absence of over thirty (30) consecutive calendar days shall not be entitled to receive RTAA paid group insurance premiums, unless required by law (i.e. FMLA), but is entitled to assume the premium payments if the insurance policy allows. The employee will contact People Operations to determine the procedure for continuation of medical insurance while they are on an unpaid leave of absence. If the employee elects to let the insurance lapse, reinstatement of insurance coverage shall be based on insurance carrier provisions.

5. Upon notifying the RTAA of their intention to return to employment, an employee shall be reinstated to their specific assignment or an equivalent position. For employees on a medical leave of absence, a fitness for duty certification must be presented before reinstatement will occur.

6. Upon return from any unpaid leave of absence over thirty (30) calendar days, the employee's anniversary date will be adjusted by one (1) day for each day in excess of thirty (30) calendar days out of pay status.

E. PROCEDURES AND RESPONSIBILITIES

1. **Employee**. Employees seeking a leave of absence with or without pay are required to:

   a. Notify their Supervisor as far as possible in advance of the need for a leave of absence.

   b. Provide support documentation such as a physician's written statement, military orders, adoption papers, etc.

   c. As appropriate, maintain contact with their Supervisor/Department Head or People Operations regarding prognosis and/or possible return date. Notify Supervisor at earliest possible date of intent/date of return. For employees on a medical leave of absence, provide a fitness for duty certification upon intent to return to work.

   d. If an extension of the leave of absence becomes necessary, a written request must be submitted to the Supervisor prior to the expiration of the leave of absence.

2. **Supervisor/Department Head**. The employee's Supervisor/Department Head will review the request and forward it to their Department Chief with their recommendation/comments:

   a. The Department Chief will review and act upon a request for leave of absence without pay in consideration of the following factors:

      (1) The purpose for which the leave is requested;

      (2) The length of time the employee will be away; and

(3) The effect the leave will have on the ability of the department to carry out its responsibilities.

3. **Department Chief**. If the request is for an unpaid leave of absence in excess of two (2) consecutive workweeks, the Department Chief will review the request and make a final decision to grant or deny the unpaid leave request.

F. ANNUAL SICK LEAVE CASH OUT

1. Any employee who has accumulated more than three hundred and thirty (330), but less than six hundred and sixty (660) hours of sick leave, has the option of "cashing out" those sick leave hours in excess of three hundred and thirty (330) using the foregoing formula. The amount of the entitled "cash out" shall be calculated by subtracting the number of sick leave hours used during the preceding twelve (12) months from the annual leave hours accrual amount of one hundred four (104) hours and dividing the balance by two (2) and paying the employee for the quotient at the employee's current base rate of pay, e.g., 104 hours - 4 sick leave used hours – 100 hours/2 = 50 hours x base rate of pay. At no time shall the employee's total accrual fall below three hundred and thirty (330) hours.

2. Any employee who has accumulated between six hundred and sixty (660) and eight hundred and eighty (880) hours of sick leave has the option of cashing out up to one hundred four (104) hours of accumulated sick leave accrued during the preceding twelve (12) months. The amount of the entitled "cash out" shall be calculated by subtracting the number of sick leave hours used during the preceding twelve (12) months from the annual accrual amount of one hundred four (104) sick leave hours. The maximum cash payment shall be equivalent to one hundred four (104) hours at the employee's current base rate of pay.

3. Any employee who has greater than accumulated eight hundred and eighty (880) hours of sick leave will be paid for any accumulated sick leave in excess of eight hundred and eighty (880) hours at their current base rate of pay. However, in no event will an employee be allowed to cash out more than one hundred and sixty (160) hours from the preceding year.

4. Payment date for sick leave under the above subsections shall be on the first payroll date in December of each year. Election to cash out sick leave must be made by notifying People Operations. For purposes of this Article, the preceding twelve (12) months is defined as the first pay period ending in November of the preceding year until the last pay period ending in October of the current year.

G. SICK PAYOUT AT SEPARATION

5. Effective the later of July 1, 2026 or the date this Agreement is approved by the Board of Trustees, the RTAA shall purchase sick leave hours from any employee with a minimum of at least five (5) years or more years of service who voluntarily separates/terminates from the service of the RTAA using the following formula:

50% x total accrued sick hours (up to max of 550) x base rate of pay

Any accrued sick leave hours in excess of 550 shall be forfeited.

ARTICLE 23 - EDUCATION & DEVELOPMENT

A. Employees that have completed their initial probationary period are eligible for reimbursement for educational courses that are related to the required skills or education for the employee's current position or to a logical career path with the RTAA.

B. The employee must submit application for tuition reimbursement through their supervisor prior to the start of the educational course.

C. Approval for tuition reimbursement will be made by the Chief People, Culture & Equity Officer. Requests will be denied if the RTAA determines that the educational course does not meet the requirements of section A., above, or if the RTAA's fiscal year Tuition Reimbursement budget limit has already been reached based on requests previously submitted and approved.

D. Regular employees will be reimbursed for actual costs, but no more than one thousand five hundred dollars ($1,500.00) (full-time) or seven hundred fifty dollars ($750.00) (part-time) per fiscal year for those courses begun in that fiscal year. There will be no reimbursement if the cost is assumed by any other institution, scholarship or grant-in-aid.

E. Reimbursable expenses shall include tuition, course fees, books and materials. While courses shall normally be taken on the employee's own time, exceptions may be granted by their Department Head, in which case hours from work must be deducted from earned vacation or be recorded as an unpaid excused absence.

F. Reimbursement will be made upon presentation of receipts for covered costs and grade notices substantiating a grade of C or better, PASS in a pass/fail course, or certificate of completion.

ARTICLE 24-COMPENSATION

A. **SALARY SCHEDULE**.

The salary schedule reflected in Appendix 5 shall be amended on July 1, 2027 to adjust each step in the salary schedule based on any increase in the CPI for Urban Wage Earners and Clerical Workers (CPI-W) for the previous year, using an average of the previous year compared to the year prior to that (e.g., the average of 2025 annual compared to 2024) rounded to the nearest quarter percentage. This CPI adjustment, however, shall not exceed 2.75% and not be less than 1%.

Employee wages will be increased to match this CPI adjustment to the step schedule effective the first full pay period after July 1st of each adjusted year.

The CPI increase for FY 2026-2027 shall be 2.5%. In addition to the 2.5% CPI increase, employees shall receive a market increase of 2.5% for a total increase of 5%. The effective date of the 5% increase will be the later of July 1, 2026, or the date this Agreement is approved by the Board of Trustees.

B. **PERFORMANCE EVALUATIONS**.

1. During the term of this Agreement, an employee will be reviewed on their anniversary date through a performance evaluation completed by their immediate supervisor based on their demonstrated performance in the previous twelve (12) month period. The purpose of the performance evaluation process is to annually assess an employee's performance and, if needed, to provide a tool for performance improvement.

2. In the event an employee receives a performance evaluation that the employee believes is inaccurate, incomplete, less than warranted, and/or does not adequately represent their true performance, the employee may request a review before the supervisor's supervisor and the Chief People and Culture Officer to discuss the performance evaluation. This review shall be held within ten (10) working days of the request after which the supervisor's supervisor will provide a verbal and/or written response to the employee.

   If an employee disagrees with their annual evaluation that indicates they fail to meet standards, the employee may request a re-evaluation. The employee must request this re-evaluation, in writing, within seven (7) calendar days of signing or receiving the performance evaluation. The employee sends such a request to the Chief People and Culture Officer through their supervisor. A committee composed of the employee's second line supervisor, a representative of the employee's choosing who is currently an employee covered by this Agreement, and a representative (the chairperson of the committee) selected by the President/CEO will conduct a re-evaluation of the Unsatisfactory rating within fifteen (15) calendar days of receipt of the request for re-evaluation. The employee will participate in the re-evaluation meeting. The decision of the

committee is final and is not subject to further appeal. The employee will be informed by the Chief People and Culture Officer of the results of the committee's re-evaluation within seven (7) calendar days of receipt of the committee's decision. If the committee "re-evaluates" the employee as Contributor or above then a step increase will be granted, effective on the date of the committee's decision.

3. An employee who receives an Unsatisfactory on their performance evaluation will be given ninety (90) calendar days to improve their performance based on improvement guidelines as discussed/provided by their supervisor. At the end of thirty (30) and sixty (60) calendar days, the employee and their supervisor will meet to discuss the employee's progress. Upon request by the employee, a People Operations representative will be present during these meetings. If an employee has improved their performance rating to Contributor or above at the conclusion of the ninety (90) day period, the employee will be eligible for a step increase, effective on the date of the re-evaluation. If the employee fails to improve their performance rating to Contributor or above at the conclusion of the ninety (90) day period, disciplinary action may be taken up to and including termination.

4. Within the employ of the RTAA, the procedures used to evaluate an employee shall be uniformly and consistently applied.

5. An employee scheduled to receive a performance evaluation pursuant to the terms of this Article, shall receive their performance evaluation from their supervisor not later than thirty (30) calendar days after the employee's anniversary date. The completed evaluation form, which consists of all concerned parties having signed off on said evaluation form, shall be finalized within sixty (60) calendar days of the employee's anniversary date. From the date of the supervisor's review with the employee, the employee shall have five (5) working days to provide written comments on their performance evaluation, which shall be attached to the performance evaluation. An employee shall be provided a copy of their completed evaluation, with all signatures and attached pages. If the RTAA fails to complete the employee's performance evaluation within sixty (60) calendar days of the employee's anniversary date, the employee shall receive fifty dollars ($50) on their paycheck after the performance evaluation has processed through People Operations.

C. **STEP INCREASES**.

Upon receipt of a Contributor or above performance appraisal rating on an employee's performance appraisal, the employee will be moved to the next salary step on the salary schedule, as indicated in Appendix 5, effective on the employee's anniversary date.

An employee who has reached the maximum step on the salary schedule, shall receive four percent (4%) of their current hourly base wage, paid to the employee in a lump sum on their next paycheck after the performance evaluation has processed through People Operations.

D. **WORK DAY DEFINED**. Where applicable, all areas that are subject to mandatory bargaining per NRS 288.150, will be subject to negotiation with the UNION.

1. The official workweek is comprised of seven (7) work days which begins on each Monday at 0001 hours and shall end at Midnight of the following Sunday at 2400 hours. Except as may be otherwise provided, an employee who occupies a regular full-time position shall work forty (40) hours exclusive of meal breaks, but including rest breaks, in each workweek.

2. Employees working a five (5) day, forty hour week (designated 5/40) shall work eight (8) hours per shift for five (5) shifts within the official workweek and shall receive two (2) consecutive “twenty-four (24) hour periods off", unless operational constraints render such time off impracticable.

3. Employees working a four (4) day, forty hour week (designated 4/40) shall work ten (10) hours per shift for four (4) shifts within the official workweek and shall receive three (3) "twenty-four (24) hour periods off" of which two (2) twenty-four (24) hour periods must be consecutive, unless operational constraints render such time off impracticable.

4. The hours between the end of an employee's last regularly scheduled shift and the beginning of an employee's first regularly scheduled shift following their scheduled twenty-four (24) hour periods off shall be considered their weekend.

5. For purposes of this Agreement, "work day" means either the eight (8) hour period or ten (10) hour period commencing at the reporting time of an employee's regularly scheduled shift, depending on whether that employee is regularly scheduled to work eight (8) or ten (10) hours per day. Rest breaks are included within the eight (8) or ten (10) hour work day; meal breaks are not included within the eight (8) or ten (10) hour work day (unless subject to the provisions of Article 18.C.). The RTAA shall pay an employee for hours worked outside their normal work day as set forth in E through I, below. [See Appendix 8, Section E.]

   Nothing in the paragraphs, above, shall preclude Supervisors from rescheduling shifts, provided employees are given a minimum of twenty-four (24) hours’ notice, except in emergency situations as defined in this Agreement. Every attempt will be made to not change an employee’s regularly scheduled shift, particularly when the purpose of the change is to avoid overtime compensation. Except during the shift bidding process or due to operational necessity, Supervisors will provide employees a minimum notice of two (2) calendar weeks for permanently changed shifts.

6. Recuperation periods between regularly scheduled shifts shall be twelve (12) hours. There is a ten (10) hour minimum recuperation period between shifts, except in emergency situations that meet the parameters of NRS 288.150(4), and/or FAA emergency mandates or comparable critical conditions. It is the intention of the RTAA not to work employees more than sixteen (16) hours in any twenty-four (24) hour period and in no event will any employee work more than

twenty (20) hours in any twenty-four (24) hour period. Employees that work over 16 hours in any 24 hour period will be paid two (2) times their base rate of pay for all hours worked over 16.

7. **DAYLIGHT SAVINGS TIME**. If an employee is working at 2:00 a.m. on the day on which Daylight Savings Time begins (typically in March) when the clock moves forward an hour, the employee will be paid for the extra "phantom" 2:00 a.m. to 3:00 a.m. hour to ensure employees receive pay for their regularly scheduled shift, even though they are working one hour less.

E**.** **OVERTIME**. Overtime eligibility shall be paid in accordance with the Fair Labor Standards Act (FLSA). All overtime eligible employees covered under this Agreement will receive overtime pay for all hours worked in excess of forty (40) hours of work in a workweek.

OVERTIME PAY. Overtime will be paid at the rate of one and one half (1½) times the employee's base rate of pay and will be calculated based on a seven day workweek. Paid time not worked, such as sick leave, unworked holidays, military leave, jury leave, bereavement leave and other similar paid time off work, shall not be included in the computation of overtime. Paid vacation time and R&R, however, will count towards hours worked for the computation of overtime.

APPROVAL. All overtime work must be approved in advance by the employee's Supervisor. Employees who work overtime without Supervisor approval may be subject to discipline up to and including termination.

ASSIGNMENT OF OVERTIME

1. If a department requires overtime it shall create an overtime list (Seniority List) by seniority per department (see Appendix 7 for list of departments). The parties understand, however, that in certain circumstances, employees with specific knowledge, skills and abilities are needed as solely determined by the RTAA. In these circumstances, overtime will be assigned based on seniority in classification.

2. Except as provided for in section E.4., below, when scheduled or non-scheduled overtime is available, employees will be offered that overtime starting at the top of the Seniority List and working downwards. However, employees may opt-out from being included on the overtime list by submitting a written notice, except in situations of mandatory overtime. If accepted by an employee, this additional working time will be considered overtime and overtime provisions will apply regardless of the amount of notice that is provided to the employee as this offer of work is voluntary/not mandated.

3. Mandatory overtime shall be enacted from the bottom of the Seniority List if other employees with more seniority have not voluntarily accepted the overtime.

Employees on approved leave of absence or vacation will not be subject to mandatory overtime for that entire day.

If an employee is mandated to return to work with less than twelve (12) hours' notice, the additional time worked will be subject to the Call Back provisions contained in section G, below. Additional time worked for employees mandated to return to work with more than twelve (12) hours' notice before the start of the shift, will be considered overtime and overtime provisions will apply.

4. The following are exceptions from section E.2., above:

   a. When employees cannot work due to required minimum recuperation periods or maximum working time, as indicated in section B.6., above;

   b. Overtime related to snow removal duties;

   c. Emergency call back situations;

   d. Hold over situations where the continuity of work must be maintained;

F. **MANDATORY MEETINGS/TRAINING.** The RTAA will provide seven (7) calendar days advance notice to affected employees. Employees required to attend a mandatory meeting or training outside their scheduled hours shall be paid a minimum of two (2) hours of pay at one and one half (1½) times their base rate of pay. Employees on approved leave of absence or vacation will not be required to attend.

G. **CALL BACK**. Call Back is additional compensation paid to an employee any time an employee is mandated to return to work with less than twelve (12) hours' notice before the start of the Call Back shift. The RTAA shall pay an employee Call Back premium for all hours worked from the beginning of the Call Back to the end of the Call Back or until the start of the employee's regular shift, whichever occurs first, subject to the provisions of section D.6., below. Call Back premium pay shall begin when an employee actually reports to work and not at the time they are called to return to work.

1. An employee called back to work while on a standby alert, will be paid a Call Back premium of one and one half (1½) times their base rate of pay. If this employee is called back to work on a holiday, they will be paid two and one half (2½) times their base rate of pay, per the pay provisions of Article 8, Holidays.

2. An employee called back to work who is not currently on a standby alert, will be paid a Call Back premium of two (2) times their base rate of pay, unless the call back is required to cover the shift for another employee(s) who has called in sick. In these circumstances, an employee will be paid a Call Back premium of one and one half (1½) times their base rate of pay.

3. An employee who is called back to work on a holiday, as listed in Article 8, Holidays, and is not currently on a standby alert, will be paid three (3) times their base rate of pay, unless the call back on the holiday is required to cover the shift for another employee(s) who has called in sick. In these circumstances, an employee will be paid a Call Back premium of two and one half (2½) times their base rate of pay.

4. Upon an employee's declaration of exhaustion or need to rest, all hours remaining of their regularly scheduled shift that day will be paid at their base rate of pay.

5. An employee who has been called back to work that is unable to report to work at their next regularly scheduled shift time due to the ten (10) hour minimum recuperation period between shifts, shall receive their base rate of pay for those regularly scheduled shift hours that are inclusive of the ten (10) hour recuperation period.

6. The RTAA shall pay an employee called back for work a minimum of three (3) hours pay at the appropriate Call Back premium rate.

7. The RTAA shall schedule call back time among qualified employees in the same manner as overtime is offered - via the Seniority List (see section ~~C~~E. Assignment of Overtime, above).

H. **STANDBY ALERT**. When the RTAA schedules an employee to be on telephone standby alert in the event they may be required to be called back for work which may arise during other than the employee's normal work day, the RTAA will pay such employee twenty five percent (25%) of their hourly base rate of pay for every hour they are assigned to remain on standby alert. The RTAA shall attempt to schedule standby alert time equitably among qualified employees. Employees may not be on standby alert and call back status simultaneously. Employees placed on standby alert must remain fit for duty and respond to any phone call from the RTAA within fifteen (15) minutes.

I. **SNOW REMOVAL**. The RTAA recognizes November 1st through April 30th annually as the designated "Snow Season". The Airport Authority requires employees to respond in a timely professional manner to the added demands of inclement weather. A "standby status" is necessary to be available to respond to these demands. Employees assigned to this "standby status" shall be those individuals properly trained to perform snow removal. "Standby status" is not standby alert but only a probable availability.

The RTAA shall assign qualified employees to "standby status" before October 15th annually. From this pool of assigned individuals, the RTAA will draw the necessary personnel for standby alerts, overtime and call back. The RTAA will determine when standby alerts are necessary, the number of employees that will be placed on standby alert, and the number of employees called back. However, The RTAA shall continue to attempt to assign standby alert and call back equitably among qualified employees. Standby pay is paid only when an employee is placed on standby alert.

SNOW REMOVAL COMPENSATION. In most cases an employee's compensation will be paid under the regular compensation, overtime and call back provisions of this Agreement. However, the following special circumstances apply as specifically related to snow removal duties:

1. If an employee is sent home early in anticipation of needing to return to work to perform snow removal duties, that employee will receive their base rate of pay for the remaining time left of that day's regular shift. This time will count as hours worked for the purposes of determining overtime eligibility.

2. When an employee remains on duty beyond their regularly scheduled shift to perform snow removal duties, that employee will be paid a Snow Removal premium of one and one half (1½) times their regular base rate of pay for all hours worked beyond their regularly scheduled shift.

3. An employee who is requested to return to work with less than twelve (12) hours' notice to perform snow removal duties will receive the appropriate Call Back premium for all continuous hours worked prior, into and after their regularly scheduled shift. Call Back premium pay will begin when the employee actually reports to work, not at the time they are called to return to work.

4. When an employee is placed on rotational shifts related to performing snow removal duties (for one shift or several shifts over a number of days), that employee will be paid a Call Back and/or Snow Removal premium of one and one half (1½) times their regular base rate of pay for all hours worked during these rotational shifts regardless of whether the rotational shifts are pre-scheduled or the employee is actually called at home to return to work.
   During the hours of non-work between these rotational shifts, an employee will be placed on Snow Removal Standby Alert as indicated, below.

5. For any employee whose regular shift has been altered due to snow removal duties, that employee will be transitioned back into their regular schedule in a manner consistent with the minimum recuperation period provisions, as indicated in section D. 5., above.

6. When the RTAA directs a Custodian, Landside Attendant, or Landside Shift Leader to perform snow removal activities (which does not solely include application of ice melt or sand), the RTAA will pay that employee a 10% premium on their base rate of pay, for the entire shift in which they are performing the snow removal activity, including overtime and call back.

SNOW REMOVAL STANDBY ALERT. When the RTAA schedules an employee to be on telephone standby alert in the event they may be required to be called back for snow removal duties which may arise during other than the employee's normal work day, the RTAA will pay such employee twenty five percent (25%) of their hourly base rate of pay for every hour they are assigned to remain on standby alert. The RTAA shall attempt to schedule standby alert time equitably among qualified employees. Employees may not

be on standby alert and call back status simultaneously. Employees placed on standby alert must remain fit for duty and respond to any phone call from the RTAA within fifteen (15) minutes.

Snow removal standby alert will be assigned for a minimum period of twelve (12) hours. However, minimum standby alert pay will end once an employee reports to work due to a call back or for their regular working hours. Minimum standby time shall resume upon an employee completing their regular work shift and/or call back assignment if any minimum standby time remains.

J. **TERMINAL AGENCY COORDINATOR (TAC) PAY**: Employees certified and assigned as the TAC specialist will be paid an additional sixteen percent (16%) of the employee's hourly base rate of pay for all hours worked. Paid time not worked, such as vacation, sick, non-worked holidays, funeral and standby will not be eligible for the additional 16% premium pay. In the event the TAC specialist is not available (on sick, vacation, etc.), the employee assigned as the Assistant TAC will be eligible for an additional eight percent (8%) of their hourly base rate of pay for time spent engaged in ATAC duties.

CERTIFIED TRAINING OFFICER (CTO) PAY: Airport Communications Specialists assigned to train new hire employees will be paid an additional premium pay of five percent (5%) of their hourly base rate of pay for all time spent actually engaged in providing training to an assigned trainee or related activities.

Employees receiving the above premium pay will not be eligible to stack an additional premium pay on top of the first.

An employee receiving other types of premium pay (overtime, call back, holiday worked, etc.) while engaged in TAC, ATAC or CTO duties will have the premium pay applied to their hourly base rate of pay, not the premium rate of pay.

K. **SNOW LEAD PAY.**

1. Airfield Snow Crew Lead: Airfield Technician III's, IV's or V's who are assigned as the Snow Crew Lead during a snow event will be paid an additional fifteen percent (15%) of the employee's hourly base rate of pay when they are actively engaged in performing snow crew lead duties.

2. Airfield Ramp Snow Lead: Airfield Technician III's, IV's or V's who are assigned as the Airfield Ramp Snow Lead during a snow event will be paid an additional ten percent (10%) of the employee's hourly base rate of pay when they are actively engaged in performing ramp snow lead duties.

3. Building Snow Lead: Building Maintenance Technician III's, IV's or V's who are assigned as the Building Snow Lead during a snow event will be paid an additional ten percent (10%) of the employee's hourly base rate of pay when they are actively engaged in performing snow lead duties.

Employees receiving Snow Lead Pay will continue to be eligible for Non-day or Weekend Differential as provided for in Article 29 of this Agreement.

An employee receiving other types of premium pay (overtime, call back, holiday worked, etc.) while engaged in snow lead activities, will have the snow lead premium applied to their hourly base rate of pay, not the premium rate of pay.

L. **CURB/TRAFFIC ENFORCEMENT PAY**. Landside Attendants and Landside Shift Leads who have received curb/traffic enforcement training and who are assigned to perform these duties will be paid an additional eight percent (8%) of the employee's hourly base rate of pay for hours actively engaged in curb/traffic enforcement duties. However, should an employee perform curb/traffic enforcement duties for 2 hours or more during their shift, they will receive the additional eight percent (8%) of their hourly base rate of pay for their entire shift.

The RTAA will attempt to assign unplanned coverage for curb/traffic enforcement duties by seniority, however, operational needs will preempt assignments based on seniority.

Employees receiving Curb/traffic Enforcement Pay will continue to be eligible for Non-day or Weekend Differential as provided for in Article 29 of this Agreement.

An employee receiving other types of premium pay (overtime, call back, holiday worked, etc.) while engaged in curb/traffic enforcement duties, will have the 8% applied to their hourly base rate of pay, not the premium rate of pay.

M. An off-duty employee who is called by a Supervisor for the purpose of RTAA business (excluding scheduling) shall be compensated for the actual time spent on the call, for no less than one (1) hour minimum, at the employee's base rate of pay.

N. **PYRAMIDING.** Overtime pay or other premium pay such as holiday pay, call back pay and overtime pay will not be pyramided. For the purposes of this Agreement, the term "pyramiding" means the payment of overtime or other premium pay paid more than once for the same hours.

O. **RECORD OF TIME WORKED.** Employees must accurately record all time worked on the appropriate form or system used by the RTAA for timekeeping.

ARTICLE 25 - LICENSES AND FEES

A. If the law requires or the RTAA requests that the employee obtain or maintain a special license or certification, the RTAA shall pay for all fees required for acquisition or renewal upon successful completion and presentation of a receipt for payment.

B. The RTAA is required under the Department of Transportation (DOT) Motor Carrier Title 49 DFR Part 382 to establish procedures to attain and maintain an Alcohol and Drug-Free Workplace.

1. The UNION has negotiated a policy with the RTAA, meeting the terms of the above referenced DOT regulation, which will automatically incorporate any modifications or revisions as required during the term of the Agreement.

2. The UNION and the RTAA agree that the following list of covered positions are required to maintain/update a Commercial Driver's License:

Airfield Automotive Technician IV
Airfield Electrician Technician IV
Airfield Equipment Mechanic Technician IV
Airfield Landscape Technician III
Airfield Landscape Technician IV
Airfield Technician II
Airfield Technician III
Airfield Technician IV
Airfield Technician V
Stead Technician II (Reno-Stead Airport)
Stead Technician III (Reno-Stead Airport)
Stead Technician IV (Reno-Stead Airport)
Stead Technician V (Reno-Stead Airport)

ARTICLE 26 - GENERAL PROVISIONS

A. **AMENDMENT**. The parties shall not modify the terms of this Agreement except upon mutual written agreement.

B. **WAIVER**. No waiver by either party of a breach of any covenant, term, or condition of this Agreement shall be deemed to be a waiver of any other or subsequent breach of the same or any other covenant, term, or condition or waiver of the covenant, term, or condition itself.

C. **NOTICES**. When, by the terms of this Agreement, written notice is required, such notice will be deemed sufficient if hand delivered or sent by certified mail to the parties at the addresses appearing below:

1. To the RTAA

   Labor Relations Manager
   People Operations
   Reno-Tahoe Airport Authority
   P. O. Box 12490
   Reno, Nevada 89510

2. To the UNION

   Teamsters Local 533
   1190 Selmi Drive, Suite 100
   Reno, NV 89512

D. **SAVINGS CLAUSE**

1. In the event that any provision of this Agreement is or shall be rendered invalid by applicable legislation or be declared invalid by any court or regulatory agency of competent jurisdiction, such action shall invalidate only that provision of this Agreement.

2. It is the express intention of the RTAA and the UNION that all other provisions not rendered invalid shall remain in full force and effect and that the parties shall promptly enter into negotiations to bring the invalid provision into compliance.

E. **STRIKES AND LOCKOUTS**. There shall be no slowdowns, sick outs, stoppages of work, or strikes, including sympathy strikes, during the term of this Agreement.

The RTAA shall not lock out any employees during the term of this Agreement as a result of a labor dispute with the UNION.

F. **GOVERNING LAW**. It is understood and agreed by and between the parties hereto that this Agreement shall be deemed and construed to be entered into and to be performed in the County of Washoe, State of Nevada, and it is further understood and agreed by and between the parties hereto that the laws of the State of Nevada shall govern the rights, obligations, duties and liabilities of the parties to this Agreement and also govern the interpretation of this Agreement.

ARTICLE 27 - SECONDARY EMPLOYMENT/OUTSIDE ACTIVITIES

The RTAA will not infringe on an employee's right to devote off-duty hours to volunteer work, political activities, secondary employment or other legal activities so long as such activities do not bring the RTAA into disrepute or discredit or create a conflict of interest. Employees recognize that their primary employment responsibility is to the RTAA. Employees will not be in uniform or represent themselves as employees of the RTAA unless they are performing compensable RTAA duties.

ARTICLE 28 - SHIFT DIFFERENTIAL

A. The hours that occur between 6:00 am and 6:00 pm Monday through Sunday shall be considered Day Shift.

B. **Nonday Differential.** Employees shall be eligible for Nonday Shift Differential pay for any working hours that occur outside the Day Shift, indicated in A, above.

C. Employees eligible for Nonday Shift Differential pay shall be paid an additional three dollars ($3.00) per hour for all regularly scheduled, overtime and call back hours worked.

D. **Weekend Differential.** Employees that work any hours between 6:00 am – 6:00 pm on Saturday and/or Sunday, will receive an additional one dollar and sixty cents ($1.60) an hour for all regularly scheduled, overtime and call back hours worked on these days.

E. Shift Differential pay will not be paid when an employee is attending UNION meetings, on sick or annual leave, holidays, Workers Compensation and other leaves with pay.

F. Shift Differential pay will be paid when an employee is required to attend classes, mandatory meetings, or receive training for the normal performance of their duties during the day shift hours, if the employee's regularly scheduled shift typically qualifies them for Nonday shift differential pay.

ARTICLE 29 - SHIFT BIDDING/SHIFT SCHEDULES

A. Any section or unit that utilizes shift schedules outside the 8:00 a.m. to 5:00 p.m. workday will permit employees to bid for shifts/days off on the basis of seniority as long as they meet established job qualifications set by the RTAA, and gender where applicable.

B. The UNION will be notified regarding any change in a work schedule for a bargaining unit employee; however, the UNION recognizes the RTAA's management right to create, change, and implement specific shift/work schedules and such decisions are not subject to the grievance procedure (Article 15) nor do they require an additional shift bid. For purposes of this Article, changes in a work schedule do not include (a) out of classification assignments; (b) scheduled or unscheduled overtime; (c) filling in for employee absences less than one month in duration; (d) training of employees; or (e) other like changes.

C. Full-time regular employees will bid for shift positions only among full-time regular employees; likewise, part-time regular employees will bid for shift positions only among part-time regular employees. Credit for time served in a status other than that in which an employee is competing will not be counted in determining total seniority unless agreed upon by the parties.

D. For the purposes of this Article, seniority shall be defined as time in the department not total length of time with the RTAA, with the following exceptions:

1. Facilities Technician I, II, III, and IV (general Technicians only) will be considered the same classification/department;

2. Airfield Technician I, II, III, and IV (general Technicians only) will be considered the same classification/department;

3. Airfield Landscape Technician III and IV will be considered the same classification/department;

4. Stead Technician I, II, III, and IV will be considered the same classification/department;

5. Facilities Technician V's moving/promoting from Tech IV to V (within each trade-specific category, e.g. Plumber, Electrician, Jet Bridge, HVAC and general Technician) will be considered the same classification/department;

6. Airfield Technician V's moving/promoting from Tech IV to V (within each trade-specific category, e.g. Landscape, Electrician, Mechanic and general Technician) will be considered the same classification/department;

E. Employees that have an approved leave request for the entire time period of the shift bid, will be responsible for notifying their Supervisor of their shift preferences during or prior to the bid process utilizing the Shift Preference form, a copy of which is attached hereto as Appendix 2.

F. The Department Head may, for reasonable and articulable operational reasons, reassign or deny employees who hold bid. The employee must be notified, in writing, at the time of the bid denial of the reason(s) for the denial, and the expected date that the employee's bid request may be reconsidered.

G. Shift bidding within individual position classifications will occur once per year in November, or as otherwise agreed upon by the RTAA and the UNION. The proposed shift bid will be posted for no less than a two (2) week period prior to starting the bid process. Employees will be required to select a shift within twenty-four (24) hours of the posting start of the shift bid selection or during the first day of their first scheduled shift after the shift bid is posted. If an employee fails to make a selection within the applicable timeframe, the employee will be assigned to a shift and the bid will move to the next employee. The completed shift bids will be posted no later than November 30th and will become effective the first full pay period in January. If the RTAA changes the proposed shifts for bid between the time the completed shift bid is posted and before the start of the new schedule, the entire bid will be redone.

H. The RTAA, in order to satisfy operational constraints, may establish two (2) seniority lists, by gender when necessary as a bona fide occupational qualification.

I. The UNION will receive copies of complete and accurate schedules upon conclusion of each bidding cycle.

J. Concurrent with the posting of any vacant or new position covered under this Agreement, the RTAA agrees to open the position and its corresponding shift schedule for seven (7) calendar days to regular employees in identical position classifications for the purpose of seniority-based bidding.

Regular employees in identical position classifications will be notified of the posting via RTAA e-mail. Employees will be responsible for notifying their Supervisor of their interest. Upon completion of the seven (7) calendar days, the RTAA will notify all employees who have expressed an interest, which employee has been selected to fill the shift. As indicated in F, above, a Department Head may, for reasonable and articulable operational reasons, deny employees who hold seniority.

The selected employee will be placed into the vacant shift at the point that the RTAA determines that it is operationally feasible for the employee to switch shifts (not to exceed 90 calendar days). No additional shift bidding event will occur based on this employee's change in shift.

K. In the event more than one (1) employee was hired on the same date in the same classification, initial seniority will be determined by drawing lots, then on a rotational basis each shift bidding cycle thereafter.

L. Notwithstanding the above, the RTAA may have an operational necessity to change an employee's regular shift schedule. Should this need arise, the RTAA will provide the affected employee a minimum notice of two (2) calendar weeks.

M. It is the intent of RTAA not to require gender-specific shift bidding for Airport Operations Specialists or Lead Airport Operations Specialists. However, should there be a change in this intent, the RTAA agrees to meet and discuss the impacts of this requirement with the Teamsters.

ARTICLE 30 – DISTRIBUTION OF AGREEMENT

A. The RTAA and the UNION agree, within sixty (60) calendar days from the signing of this Agreement, the Collective Bargaining Agreement will be available to all bargaining unit employees (as set forth in Appendix 4, attached hereto) on the RTAA Intranet and also available through any of the shop stewards upon request.

B. All new employees, in positions represented by the UNION, will be made aware of the location of the electronic copy of this Agreement at the time of hire or directed to contact a shop steward for a copy. During new employee orientation meetings, the UNION will be allowed ten (10) minutes to present information.

ARTICLE 31 – UNSCHEDULED ATTENDANCE GUIDELINES

A. The RTAA and the UNION agree that employee punctuality and attendance are important elements in the Airport's efforts to maintain high levels of productivity and customer service as well as the achievement of organizational goals.

B. Employees must follow their department's call-in procedures (e.g. who to call in to, whether to speak with someone personally or if it's okay to leave a text/email/voice message, etc.). Written guidance shall be posted or provided.

C. Employees having unscheduled absences in a rolling 12 month period will receive discipline as follows: 40 hours = Verbal Reprimand; 56 hours = Written Reprimand; 80 hours = 1 Day Suspension; 96 hours = Discharge.

Employees that have received more than 2 of the same disciplinary actions for unscheduled absences in a rolling 12 month period will automatically receive the next higher level action on the next occurrence of reaching an unscheduled absence hours threshold.

D. Unscheduled absences are defined as absences for any reason without 8 hours prior authorization by the employee's supervisor or their designee (other than those specifically excluded, per Section D of this Article). These may include full day absences; leaving work early; or leaving during shift. Hours will be counted based on length of unscheduled absence.

Each day of a consecutive absence will only be considered unscheduled if the employee fails to provide 8 hours prior notice for each day.

E. The following items will not be counted as unscheduled absences:

1. Scheduled Sick, Holiday or Vacation leave
2. Bereavement Leave (see Article 22)
3. When sent home early by a supervisor
4. Absences related to documented on-the-job-injuries (see Article 8)
5. Approved Family Medical Leave (FMLA)
6. Approved Medical or Personal Leave (see Article 22)
7. Approved Military Leave (see Article 22)
8. Jury Duty (see Article 22)
9. Disciplinary suspensions or other RTAA dictated administrative leave
10. Absences directly related to a natural disaster of major proportions for which the Governor of the State of Nevada signs an Emergency Order declaring a State of

Emergency. Absences not directly related to the natural disaster will still count as unscheduled if they would otherwise fall under the provisions of this Article.

11. Early out requests that do not require coverage or overtime shall be excluded.

F. Employees that have 4 unscheduled or scheduled absences creating a pattern within a rolling 6 month period will receive a Verbal Reprimand. Patterns may include but not limited to: arriving late to work, calling in on the same days of the week, days before or after days off, days before or after paydays, days before or after holidays, etc.

Any subsequent patterned absences that occur during a rolling 6 month period will result in the appropriate next level of progressive discipline.

G. For purposes of this section, a No Call or No Show means that an employee has not made contact with their supervisor or their designee to notify them that they will be absent for their shift within ninety minutes (90) after the start of the scheduled start of the shift, to include regularly scheduled shifts and overtime shifts. Employees that are a No Call or No Show will receive a one (1) day unpaid suspension. Any subsequent occurrence of a No Call or No Show during a rolling 24 month period will result in the appropriate next level of progressive discipline. Any employee who is a No Call or No Show for 2 consecutive work shifts is considered to have abandoned their position and may be discharged.

H. Employees who call in absent after a formal request for the same day off was denied (Denied Day Off) will receive a one (1) day suspension. Any subsequent occurrence of a calling in absent on a Denied Day Off during a rolling 24 month period will result in the appropriate next level of progressive discipline.

I. A record of an employee's unscheduled absences will be maintained by the RTAA and made available to the employee upon request. Employees are also responsible for keeping a record of their absences. In addition, leave time used related to unscheduled absences will be indicated on an employee's bi-weekly paycheck stub.

J. Unscheduled absences and absence patterns that occur during an employee's probationary period will carry over into their post-probationary status.

K. When an employee transfers or promotes to another position, classification or department, their unscheduled absence and absence pattern record will transfer with them as part of their attendance record.

ARTICLE 32 - DURATION OF AGREEMENT

A. This Agreement shall be effective the 1st day of July 2026 and shall remain in full force and effect through the 30th day of June 2028. However, if the parties hereto do not arrive at a new agreement before June 30, 2028, the non-economic provisions of this Agreement shall remain in effect until the parties execute a new Agreement.

B. The provisions of this Agreement are subject to re-negotiation at any time with the mutual consent of both parties.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement.

RENO-TAHOE AIRPORT AUTHORITY

By:_____
Interim President/CEO

Date: 6/17/2026

TEAMSTERS LOCAL 533

By:_____
Secretary-Treasurer

Date: 06/23/2026

ATTEST:

By:_____
Chief People and Culture Officer

Date: 6|17|2026

APPENDIX 1

DEFINITIONS

1. **Administrative Workweek:** Begins on Monday at 0001 hours and ends on the following Sunday at 2400 hours (midnight).

2. **Anniversary Date:** Normally, the date an employee begins employment (date of hire). The anniversary date as it relates to performance evaluation submissions does not change due to a promotion or demotion. An employee's anniversary date may be adjusted as provided for in Article 22(D).

3. **Annual Leave:** Periods of time earned and accrued by the employee depending upon tenure with the RTAA, provided to allow employees time off for vacations, personal, and emergency purposes.

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

5. **Benefits:** As defined shall mean: unemployment, Workers' Compensation insurance, annual (vacation) leave, sick leave, Public Employee Retirement System (PERS) contribution, holidays, health insurance, vision insurance, dental insurance, tuition reimbursement (to stated limits), Life, Accidental Death and Dismemberment insurance, Long Term Disability, Medical and Dependent Care Flexible Spending Accounts, and the Deferred Compensation program. Part-time employee benefits are computed on a pro-rata basis according to the number of hours worked. Additionally, part-time employees do not receive Long Term Disability benefits. This definition is not intended to abridge or limit any of the rights to bargaining provided by NRS 288.

6. **Bereavement Leave:** Time off granted to an employee and charged to sick leave for the purpose of arranging and attending an immediate family member's funeral and/or to see to the affairs of the deceased's estate.

7. **Call Back Pay:** Pursuant to Article 24, D., when an employee is off duty and is officially called back to work by the RTAA, they shall be paid a minimum of three (3) hours at the appropriate call back premium rate of pay.

8. **Classification:** Positions sufficiently similar in duties, authority, and responsibility, which permit grouping under a common title, and which permit the application with equity of common standards of selection, transfer, promotion, and salary.

9. **Continuous Service:** A period of employment which has not been interrupted by more than thirty (30) consecutive calendar days at any one time, except by authorized leave of absence with pay, sick leave, vacation, military leave of absence, or leaves covered by Family Medical Leave Act (FMLA).

10. **Demotion:** The voluntary or involuntary movement of an employee from one classification or salary grade to another classification having a lower maximum salary rate.

11. **Discharge:** Separation from the RTAA for a serious offense, such as willful misconduct, gross misconduct, or conduct which gives rise to a clear and present danger to public health and safety.

12. **Disciplinary Action:** Verbal or written reprimands, suspension from work with or without pay, or discharge.

13. **EMRB:** Local Government Employee-Management Relations Board.

14. **Grievance:** A disagreement between either the UNION and the RTAA or between an employee and the RTAA concerning the interpretation, application and/or enforcement of the terms of this Agreement.

15. **Lateral Transfer:** A transfer to a different classification within the same Pay Grade.

16. **Managers:** As used herein shall apply to RTAA "supervisory" levels and above.

17. **Position:** A specific office or employment, whether occupied or vacant carrying certain duties by an individual who is either a full-time or part-time employee.

18. **President/CEO:** The Chief Executive Officer of the RTAA. As used herein, includes any Department Chief or Department Head to whom the President/CEO may from time-to-time explicitly or implicitly delegate the authority conferred by Section 29, chapter 474, Statutes of Nevada, as amended.

19. **Probationary Employee:** An employee who is undergoing a probationary period.

20. **Probationary Period:** A working test period during which the employee is required to demonstrate their ability to carry out the duties and responsibilities for the position to which appointed. During this period of time the employee may be discharged with or without cause if it is determined by the employee's supervisor that they cannot perform the essential functions of the position. The probationary period lasts for six (6) or twelve (12) months, as referenced in Appendix 4.

21. **Promotion:** The movement of an employee from one classification or salary grade to another having a higher maximum salary rate.

22. **Qualifying Period**: A working test period during which the employee is required to demonstrate their ability to carry out the duties and responsibilities for the position to which promoted or laterally transferred. The qualifying period lasts for six (6) or twelve (12) months, as referenced in Appendix 4.

23. **Reduction-in-Force/Layoff (RIF):** A reduction in the work force, either permanent or temporary, due to a lack of work or funds pursuant to NRS 288.150.

24. **Regular Employee:** An employee who has successfully completed their six (6) month or twelve (12) month probationary period (as applicable) and has been retained in the employ of the RTAA. “Regular” replaces “Permanent" without any diminishment of the right to due process and property rights.

25. **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.

26. **Sick Leave:** A period of time earned and accrued by the employee which is a “qualified” benefit, and which can only be used for specific sickness-related instances.

27. **Standby Alert:** When the RTAA schedules an employee to be on telephone/beeper/radio standby in the event they may be required to be called back for work which may arise during other than the employee's normal work day, the RTAA will pay such employee twenty five percent (25%) of their hourly base rate of pay for every hour they are assigned to remain on standby alert.

28. **Standby Status:** Employees properly trained to perform snow removal.

29. **Suspension:** The temporary separation of an employee (with/without pay) from the RTAA work force for disciplinary purposes.

30. **Temporary and/or Acting Assignment:** Assignments to a special project, other work, or “acting” status for a temporary period not to exceed six (6) months. Those employees in an “acting” status will receive five percent (5%) above their current salary or the lowest salary of the higher position, whichever is greater, when the employee is responsible for the higher assignment for at least one full shift.

APPENDIX 2

SHIFT PREFERENCE FORM

Reno-Tahoe Airport Authority

Interoffice Memo

Date: _____
To: _____ (Supervisor)
From: _____
Subject: **SHIFT PREFERENCE FORM**

Per the collective bargaining agreement between the UNION and the RTAA, under Article 29 (Shift Bidding), employees that have an approved leave request for the entire time period of the shift bid, will be responsible for notifying their Supervisor of their shift preferences during or prior to the bid process. As I anticipate that I will be absent during this process, my shift preferences are listed below:

Preferred Shift (indicate first choice with a 1, second choice with a 2, etc):

_____ **Day** _____ **Swing** _____ **Graveyard**

Preferred Days off (choose 2 consecutive days off):

_____ **Mon** _____ **Tue** _____ **Wed** _____ **Thurs** _____ **Fri** _____ **Sat** _____ **Sun**

I understand that my Supervisor will make an attempt to provide me with my preferred shift, but that the above are just my preferences and based on actual shift bidding circumstances, I am not guaranteed to receive my preferred shift.

_____

Employee Signature **Date**

APPENDIX 3

DISCIPLINARY ACTION FORM

DATE_____

TO_____ DIVISION_____
Employee Name

Reason for Action:_____

You **have** ☐ **have not** ☐ received previous coaching on this matter on_____
Date(s)

This is a **new action.** ☐ This is a **continuing action.** ☐ What level?_____

Prior to this disciplinary action, I acknowledge that I had the right to representation and/or legal counsel.

Employee's Initials_____ Supervisor's Initials_____

TYPE OF ACTION:

☐ VERBAL REPRIMAND **This notice constitutes written documentation of a verbal reprimand for record keeping purposes only; it shall not be considered a written reprimand.**

☐ WRITTEN REPRIMAND

☐ SUSPENSION With Pay ☐ Without Pay ☐ # Days _____

☐ DISCHARGE **You are entitled to a pre-termination hearing before the appropriate Department Chief per Article 17, Discharge, before the RTAA may take any action to discharge.**

We believe that every individual wants to know if satisfactory performance is not being given and/or if RTAA practices and policies are being violated. Every employee will be given the opportunity to correct unsatisfactory performance. Disciplinary termination is considered only as a last resort.

☐ Your behavior is not in keeping with RTAA practices and policies for the following reasons:

☐ Your job performance is unsatisfactory for the following reasons:

(Attach Supplementary Page If Necessary)

_____
_____
_____

THE FOLLOWING IMPROVEMENTS ARE REQUIRED _____. (Indicate specific program for improvement, measurement criteria, and consequences if improvement is not achieved.)

_____
_____

RECEIPT ACKNOWLEDGED:

_____ _____
Employee Signature Supervisor Signature

** EXPIRATION DATE - VERBAL: 18 MONTHS, ALL OTHER: 24 MONTHS FROM DATE OF ISSUANCE**

DISTRIBUTION: Personnel File – Original; Employee - Copy; UNION – Copy

APPENDIX 4

BARGAINING UNIT POSITIONS

Salary Grade	Position	Probationary/ Qualifying Period
38	Airport Communications Specialist	12
24	Airport Facilities Custodian	6
33	Airport Operations Specialist	12
42	Airfield Automotive Technician IV	12
42	Airfield Electrician Technician IV	12
42	Airfield Equipment Mechanic Technician IV	12
38	Airfield Landscape Technician III	12
40	Airfield Landscape Technician IV	12
34	Airfield Technician I	12
36	Airfield Technician II	12
38	Airfield Technician III	12
40	Airfield Technician IV	12
44	Airfield Technician V	12
21	Customer Experience Representative	12
42	Facilities Electrician Technician IV	12
42	Facilities HVAC Technician IV	12
40	Facilities Jet Bridge Technician IV	12
40	Facilities Plumber Technician IV	12
34	Facilities Technician I	12
36	Facilities Technician II	12
38	Facilities Technician III	12
40	Facilities Technician IV	12
44	Facilities Technician V	12
46	HVAC Plant Operator V	12
24	Landside Attendant	12
31	Landside Shift Leader	12
37	Lead Airport Operations Specialist	12
34	Materials Control Technician	6
28	Property Technician	6
26	Senior Airport Facilities Custodian	6
34	Stead Technician I (Reno-Stead Airport)	12
36	Stead Technician II (Reno-Stead Airport)	12
38	Stead Technician III (Reno-Stead Airport)	12
40	Stead Technician IV (Reno-Stead Airport)	12
44	Stead Technician V (Reno-Stead Airport)	12
26	Warehouse Assistant/Driver	6

APPENDIX 5

SALARY SCHEDULE – 7/1/2026 –6/30/2027

Grade	Position	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
21	Customer Experience Representative	$17.94	$18.69	$19.44	$20.25	$21.07	$21.95	$22.84	$23.78	$24.76	$25.79
24	Landside Attendant	$19.30	$20.10	$20.92	$21.78	$22.67	$23.62	$24.58	$25.60	$26.64	$27.75
24	Airport Facilities Custodian	$19.30	$20.10	$20.92	$21.78	$22.67	$23.62	$24.58	$25.60	$26.64	$27.75
26	Senior Airport Facilities Custodian	$20.30	$21.14	$22.00	$22.89	$23.84	$24.83	$25.84	$26.90	$28.01	$29.16
26	Warehouse Assistant/Driver	$20.30	$21.14	$22.00	$22.89	$23.84	$24.83	$25.84	$26.90	$28.01	$29.16
28	Property Technician	$21.31	$22.20	$23.10	$24.06	$25.05	$26.09	$27.15	$28.27	$29.42	$30.63
31	Landside Shift Leader	$22.96	$23.88	$24.88	$25.90	$26.96	$28.07	$29.22	$30.42	$31.67	$32.97
33	Airport Operations Specialist	$24.11	$25.11	$26.16	$27.24	$28.36	$29.55	$30.78	$32.05	$33.39	$34.77
34	Airfield Technician I	$24.71	$25.73	$26.79	$27.90	$29.05	$30.22	$31.48	$32.76	$34.11	$35.51
34	Facilities Technician I	$24.71	$25.73	$26.79	$27.90	$29.05	$30.22	$31.48	$32.76	$34.11	$35.51
34	Materials Control Technician	$24.71	$25.73	$26.79	$27.90	$29.05	$30.22	$31.48	$32.76	$34.11	$35.51
34	Stead Technician I	$24.71	$25.73	$26.79	$27.90	$29.05	$30.22	$31.48	$32.76	$34.11	$35.51
36	Airfield Technician II	$25.97	$27.04	$28.14	$29.30	$30.51	$31.78	$33.08	$34.42	$35.85	$37.33
36	Facilities Technician II	$25.97	$27.04	$28.14	$29.30	$30.51	$31.78	$33.08	$34.42	$35.85	$37.33
36	Stead Technician II	$25.97	$27.04	$28.14	$29.30	$30.51	$31.78	$33.08	$34.42	$35.85	$37.33
37	Lead Airport Operations Specialist	$26.65	$27.73	$28.88	$30.08	$31.33	$32.65	$34.00	$35.42	$36.87	$38.39
38	Airfield Landscape Technician III	$27.29	$28.39	$29.57	$30.79	$32.05	$33.38	$34.74	$36.18	$37.66	$39.21
38	Airfield Technician III	$27.29	$28.39	$29.57	$30.79	$32.05	$33.38	$34.74	$36.18	$37.66	$39.21
38	Airport Communications Specialist	$27.29	$28.39	$29.57	$30.79	$32.05	$33.38	$34.74	$36.18	$37.66	$39.21
38	Facilities Technician III	$27.29	$28.39	$29.57	$30.79	$32.05	$33.38	$34.74	$36.18	$37.66	$39.21
38	Stead Technician III	$27.29	$28.39	$29.57	$30.79	$32.05	$33.38	$34.74	$36.18	$37.66	$39.21
40	Airfield Landscape Technician IV	$28.68	$29.87	$31.08	$32.36	$33.69	$35.08	$36.50	$38.02	$39.58	$41.19
40	Airfield Technician IV	$28.68	$29.87	$31.08	$32.36	$33.69	$35.08	$36.50	$38.02	$39.58	$41.19
40	Facilities Jet Bridge Technician IV	$28.68	$29.87	$31.08	$32.36	$33.69	$35.08	$36.50	$38.02	$39.58	$41.19
40	Facilities Plumber Technician IV	$28.68	$29.87	$31.08	$32.36	$33.69	$35.08	$36.50	$38.02	$39.58	$41.19
40	Facilities Technician IV	$28.68	$29.87	$31.08	$32.36	$33.69	$35.08	$36.50	$38.02	$39.58	$41.19
40	Stead Technician IV	$28.68	$29.87	$31.08	$32.36	$33.69	$35.08	$36.50	$38.02	$39.58	$41.19
42	Airfield Automotive Technician IV	$30.11	$31.35	$32.65	$33.99	$35.39	$36.84	$38.36	$39.92	$41.56	$43.28
42	Airfield Electrician Technician IV	$30.11	$31.35	$32.65	$33.99	$35.39	$36.84	$38.36	$39.92	$41.56	$43.28
42	Airfield Equipment Mechanic Technician IV	$30.11	$31.35	$32.65	$33.99	$35.39	$36.84	$38.36	$39.92	$41.56	$43.28
42	Facilities Electrician Technician IV	$30.11	$31.35	$32.65	$33.99	$35.39	$36.84	$38.36	$39.92	$41.56	$43.28
42	Facilities HVAC Technician IV	$30.11	$31.35	$32.65	$33.99	$35.39	$36.84	$38.36	$39.92	$41.56	$43.28
44	Airfield Technician V	$31.66	$32.96	$34.31	$35.70	$37.19	$38.71	$40.30	$41.96	$43.67	$45.46
44	Facilities Technician V	$31.66	$32.96	$34.31	$35.70	$37.19	$38.71	$40.30	$41.96	$43.67	$45.46
44	Stead Technician V	$31.66	$32.96	$34.31	$35.70	$37.19	$38.71	$40.30	$41.96	$43.67	$45.46
46	HVAC Plant Operator V	$33.23	$34.60	$36.01	$37.50	$39.03	$40.65	$42.30	$44.04	$45.87	$47.75

APPENDIX 6

REPORT OF GRIEVANCE FORM

TEAMSTERS LOCAL 533

DATE: _____

PHONE: _____

EMAIL: _____

NAME _____ ON BEHALF OF _____

ADDRESS _____ CITY _____ ZIP _____

EMPLOYER _____ LENGTH OF SERVICE _____

WEEKLY HOURS _____ RATE OF PAY _____ JOB CLASS _____ SHIFT _____

TYPE OF GRIEVANCE (circle)

DISCHARGE SUSPENSION _____days: WAGE CLAIM OTHER: _____

DATE OF INCIDENT _____ DATE OF GRIEVANCE MEETING _____

GRIEVANCE HAS BEEN DISCUSSED WITH:

Name of Supervisor _____ Date _____ Phone# _____

Manager _____ Date _____ Phone# _____

Steward _____ Date _____ Phone# _____

WITNESSES (if applicable)

NAME _____ PHONE # _____

NAME _____ PHONE # _____

NAME _____ PHONE # _____

LIST CONTRACT ARTICLES/SECTIONS VIOLATED _____

_____

_____and any other related Articles/sections of the contract.

FACTS OF THE CASE: (attach separate sheet if necessary) _____

_____

_____

REMEDY REQUESTED: _____

_____

_____and all other benefits to which the grievant is entitled.

I believe to the best of my knowledge the above statement is true. I hereby authorize the Union to settle my complaint as they deem proper and I agree to accept and be bound by the settlement agreed to by the Union, or decided by any grievance committee authorized by contract to settle my grievance.

Grievant _____ Date _____ Time _____

Received by _____ Date _____ Time _____

White - Union Yellow - Member Pink - Company Gold - Steward

APPENDIX 7

DEPARTMENT LIST

Airport Communications
Airfield Maintenance (Reno Airport)
Airfield Maintenance (Reno-Stead Airport)
Building Maintenance
Contracts & Procurement
Custodial Services
Landside Operations
Outside Properties (Mini Warehouse)
Technology & Information Systems
Terminal Operations

APPENDIX 8

MEMORANDUM OF UNDERSTANDING (MOU)
BETWEEN
THE RENO-TAHOE AIRPORT AUTHORITY (RTAA)
AND
TEAMSTERS UNION LOCAL 533 (TEAMSTERS)

It is hereby agreed by the parties that the RTAA and the TEAMSTERS enter into the following memorandum of understanding:

A. **INTENT:** To efficiently cover all hours of operation by continuing the 48/36 schedule in the Airport Communications Center (AirCom).

B. **WORK DAY DEFINED:** Employees working a 48/36 schedule will be scheduled to work 4 twelve-hour shifts in one week and 3 twelve-hour shifts the next week, based on an alternating schedule.

C. **PERS ELIGIBILITY:** The RTAA has confirmed with PERS that the 48/36 schedule can be used without any impact on an AirCom employee's service credit. RTAA Payroll will make sure the monthly PERS report reflects the overtime worked in the 48-hour week, shores up the 36-hour week to ensure AirCom employees receive their full "base 80" service credit for each bi-weekly payroll period (as long as in full pay status).

D. **RECUPERATION PERIODS:** The same recuperations periods per Article 24, Section D.6. will apply as part of the 48/36 schedule.

E. **ABSENCE REQUESTS, VACATION AND SICK TIME SCHEDULING AND USAGE:** Scheduled Vacation and Sick leave will be approved with as much advance notice as possible to allow for appropriate coverage per Article 8, Section B / Article 22, Section B.2. and per AirCom SOP 002-7 (Scheduling Absences and Overtime).

   For time off during the 48-hour work week, AirCom employees will be able to submit an absence request for up to 4 hours during that week without needing to use Vacation / Sick time. Anything over 4 hours in that 48-hour work week will require the AirCom employee to submit an absence request for all the remainder of Vacation / Sick time taken during that week. For time off during the 36-hour work week, AirCom employees will be required to submit an absence request for all Vacation / Sick time taken during that week.

F. **HOLIDAY PAY:** Holiday's falling on an employee's day off: The AirCom employee will receive 8 hours of holiday pay per Article 8, Section C.

   Employees not working a holiday on their regularly scheduled work day: The AirCom employee will receive 12 hours of holiday pay.

G. **HOLIDAY WORKED PAY:** AirCom employees who work on the date the holiday actually occurs will be paid 2½ times their base rate of pay for all time actually worked on the holiday as per Article 8, Section C.4.

H. **OVERTIME:** AirCom employees will be paid Overtime at 1½ times their base rate of pay for all time actually worked over 10 hours in a shift and/or for all time actually worked over 40 hours in a week.

I. **EXCLUSIONS:** Any work-related items not addressed in this MOU will be addressed utilizing the current Agreement between the RTAA and the TEAMSTERS as applicable. In cases where further discussion is needed to resolve a question, both the RTAA and the TEAMSTERS agree to meet and discuss the situation.

J. **DURATION OF MOU:** It is the intention of the parties to continue the 48/36 shift schedule throughout the duration of the current Agreement (which expires 6/30/26) and also to append this MOU to the successor Agreement, with this MOU expiring on the date that corresponds with the end of that successor Agreement. However, the RTAA retains the right to discontinue the 48/36 schedule prior to these dates due to operational needs, as solely determined by the RTAA, and is not subject to the provisions of section L, below.

K. This memorandum of understanding is taken on a non-precedent setting basis and contains all of the agreements of the parties and supersedes any other discussions, negotiations, understandings or writings.

L. This memorandum of understanding cannot be amended except in writing signed by both the RTAA and the TEAMSTERS.

Dated this 23 day of January 2026

By: _____
Gary Watson, Teamsters Union

By: _____
Daren Griffin, RTAA