

Item # 9-4

**City of Carson City
Agenda Report**

Date Submitted: 6-8-10

Agenda Date Requested: 6-17-10

Time Requested: Consent

To: Carson City Board of Supervisors

From: Melanie Bruketta, H.R. Director

Subject Title: Action to adopt a resolution of the Board of Supervisors of Carson City setting forth the benefits for unclassified employees effective July 1, 2010

Staff Summary: Adoption of this resolution removes the health examination allowance (which is provided through the health insurance plan) and freezes the pay for unclassified employees.

Type of Action Requested: (check one)
☒ Resolution ☐ Ordinance
☐ Formal Action/Motion ☐ Other (Specify)

Does This Action Require A Business Impact Statement: ☐ Yes ☒ No

Recommended Board Action: I move to adopt Resolution No. ____ a resolution of the Board of Supervisors of Carson City setting forth the benefits for unclassified employees effective July 1, 2010

Explanation for Recommended Board Action: Adoption of this resolution removes the health examination allowance (which is provided through the health insurance plan) and freezes the pay for unclassified employees.

Applicable Statute, Code, Policy, Rule or Regulation: N/A

Fiscal Impact: 0

Supporting Material: Unclassified Resolution

Prepared By: Melanie Bruketta, H.R. Director

Reviewed By:

Melanie Burkett
(Department Head)

Date: 6-8-10

[Signature]
(City Manager)

Date: 6/8/10

[Signature]
(District Attorney)

Date: 6-8-2010

[Signature]
(Finance Director)

Date: 6/8/2010

Board Action Taken:

Motion: _____	1) _____	Aye/Nay
	2) _____	_____

(Vote Recorded By)

RESOLUTION NUMBER _____.

**RESOLUTION OF THE BOARD OF SUPERVISORS
OF CARSON CITY SETTING FORTH THE
BENEFITS FOR UNCLASSIFIED EMPLOYEES
EFFECTIVE JULY 1, 2010**

SECTION I. UNCLASSIFIED EMPLOYEES

Unclassified employees are those employees of the City, who are not hourly, temporary, or not otherwise represented by a bargaining unit. Unclassified employees for the purpose of this resolution are those employees that are appointed by the City Manager under authority of the Board of Supervisors and the employees exempted under the provision of Section 2.330(4) in the Carson City Charter. The City Manager, Chief of Alternative Sentencing, Internal Auditor and the Public Guardian are unclassified employees appointed directly by the Board of Supervisors. All unclassified employees are "At Will" and as such, may be terminated at any time for any reason, or no reason. This resolution does not serve as a contract of employment with Carson City.

SECTION II. MANAGEMENT BENEFITS PLAN

A. HOLIDAYS

The following days shall be observed as legal holidays by all employees:

- New Years Day (January 1)
- Presidents Day (third Monday in February)
- Martin Luther King Day (third Monday in January)
- Memorial Day (last Monday in May)
- Independence Day (July 4)
- Labor Day (first Monday in September)
- Nevada Day (last Friday in October¹)
- Veteran's Day (November 11)
- Thanksgiving Day (fourth Thursday in November)
- Family Day (day after Thanksgiving)
- Christmas Day (December 25)

Any other day that the Government of the United States, State of Nevada or Carson City may declare a legal holiday.

When a designated holiday falls on a Saturday, the Friday before will be observed as the holiday and when the designated holiday falls on a Sunday, the Monday after will be observed as the holiday.

B. RETIREMENT

All Unclassified employees shall receive full employer paid retirement while participating in the State of Nevada Public Employees' Retirement System (PERS). The City shall adjust the unclassified employees' salaries in accordance with NRS 286. Carson City will comply with

all policies of the Nevada Public Employees' Retirement System (PERS).

C. MEDICAL INSURANCE

The City shall pay 100% of the employee cost for a group medical insurance plan for all unclassified employees. Dependent coverage is offered at a cost to the employee.

D. GROUP LIFE INSURANCE

All unclassified employees shall receive \$35,000 life insurance benefit. The cost of this coverage is included in the group medical insurance plan which is fully paid by the City.

E. SICK LEAVE

All unclassified employees shall accrue ten (10) hours of sick leave each month, with unlimited accrual. Leave may be taken as it is accrued.

Upon death, retirement or resignation, after ten years of satisfactory service, unclassified employees or their beneficiaries shall receive compensation for a maximum of 720 hours of unused sick leave based on a payment of one hour for every three hours accrued, paid at the employee's current hourly rate of pay. Example: $1/3$ of 720 hours = 240 hours payable at separation.

F. AMBULANCE

All unclassified employees and their family members who are eligible to participate in the City's insurance benefit plan are automatically enrolled in the CC-CARE+ Ambulance Membership Program. This benefit provides paramedic ambulance service as often as medically necessary with no deductibles, full coverage and no out-of-pocket expenses. This benefit shall exist only so long as the Fire Department offers the program and program benefits are subject to change.

G. DISABILITY INSURANCE

Unclassified employees shall be eligible to participate in a group long term disability plan at a 50% split payment between employee and employer, effective the first of the month following six months of employment.

H. ANNUAL LEAVE

All unclassified full-time employees who have worked from 0 to 5 years will accrue ten (10) hours of annual leave per month. Leave may be taken as it is accrued. After five years of continuous employment, an employee shall accrue fourteen (14) hours per month, with a proportional amount for each uncompleted month. A maximum of 300 hours may be carried forward from year to year. Any exception must be pre-approved by the City Manager and in the case of the City Manager, Chief of Alternative Sentencing, Internal Auditor and the Public Guardian, by the Board of Supervisors.

I. MANAGEMENT LEAVE

Unclassified employees shall receive eighty (80) hours of management leave during each fiscal year and a proportional amount for each incomplete year. Up to forty (40) hours of unused management leave remaining in the employee's account as of June 30th of each year

shall be paid to the unclassified employee at the employee's hourly rate. All unused management leave in excess of forty (40) shall be deleted from the employee's account as of June 30th of each year and no compensation shall be paid for that portion of unused management leave.

K. PAY RANGES

All unclassified employees will be paid within an established pay range; the range may be adjusted minimally by the CPI (All Urban Consumers, U.S. City Average) on July 1st of each year at the direction of the City Manager under the authority of the Board of Supervisors.

N. TEMPORARY DUTY PAY

When a qualified unclassified employee is assigned to a higher rank for a period of ninety (90) days or more, said employee shall receive an additional ten (10%) percent of his/her base wage for the higher rank being filled.

O. EXEMPT EMPLOYEES - FLSA GUIDELINE

Unclassified positions have been reviewed using FLSA guidelines and are exempt from overtime. If an unclassified employee is absent for less than one day with Department Director's approval, the employee shall not be required to use annual, sick or administrative leave for said absence, nor will the employee's salary be adjusted.

P. GENERAL BENEFITS

In addition to the benefits listed above, unclassified employees are eligible for the following general benefits:

- a. Workers Compensation
- b. Mileage, City Vehicle or Vehicle allowance, as determined by the City Manager and in the case of the City Manager, Internal Auditor, Chief of Alternative Sentencing or Public Guardian, by the Board of Supervisors.
- c. Direct Deposit of payroll checks
- d. Repair or replacement of personal property, if damaged, lost or destroyed, while performing job related duties.
- e. Military Leave
- f. Family Medical Leave Act (FMLA) leave
- g. Bereavement leave
- h. Employee Assistance Program (EAP)
- i. Voluntary participation in Deferred Compensation Plan (457)
- j. Voluntary participation in Flexible Spending Plan (125)

Q. Effective Date

The terms of this resolution shall be effective as of July 1, 2010.

Deleted: J. HEALTH EXAMINATIONS¶

All unclassified employees shall be eligible for a City paid physical examination every twenty four (24) months if under forty (40) years of age. Employees over forty will be eligible every twelve months. The total cost is not to exceed three hundred (\$300) dollars per fiscal year. Those employees required by statute to have an annual physical examination shall be eligible for a yearly benefit. This benefit is outside the scope of the City's health plan and is paid through the Accounts Payable division of the Finance Department¶

Deleted: L. PERFORMANCE PAY¶

All unclassified employees may receive annual increases for work performance upon the recommendation of their supervisor or their appointive authority at a maximum of five percent (5%) per year until they reach top of range. Generally, the performance pay will be no increase for performance that meets expectations (standard), 3½ % for an above standard and 5% for exceptional performance.¶

Deleted: M. SALARY INCREASES¶

The City Manager will review with the Board of Supervisors on a fiscal year basis, the appropriateness of a salary increase and/or bonus for unclassified employees.

Deleted: 08

Deleted: 08

ADOPTED this ____ day of _____, 2010.

AYES: Supervisors _____

NAYES: Supervisors _____

ABSENT: Supervisors _____

Robert L. Crowell, Mayor

Deleted: Marv Teixeira

ATTEST:

ALAN GLOVER, Clerk/Recorder