

**City of Carson City
Agenda Report**

Date Submitted: 6-12-12

Agenda Date Requested: 6-21-12

Time Requested: 5 minutes

To: Carson City Board of Supervisors

From: Melanie Brukett, HR Director

Subject Title: (For possible action:) Action to adopt a resolution of the Board of Supervisors of Carson City setting forth the benefits for unclassified employees effective July 1, 2012.

Staff Summary: Adoption of this resolution eliminates disability insurance and management leave pay-out but adds a provision for performance pay.

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 a resolution of the Board of Supervisors of Carson City setting forth the benefits for unclassified employees effective July 1, 2012.

Explanation for Recommended Board Action: Adoption of this resolution eliminates disability insurance and the payment of management leave but adds a provision for performance pay.

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

Fiscal Impact: Savings of: \$59,673.00

Explanation of Impact: Performance Pay amounts to: \$107,026.00 (general fund) and \$28,301 (all other funds). Elimination of disability insurance is a savings of \$9,000 and elimination of the management leave pay-out is a savings of \$186,000.

Funding Source: N/A

Alternatives: The Board of Supervisors has the authority to make any changes deemed necessary to the resolution.

Supporting Material: Resolution of the Board of Supervisors of Carson City Setting Forth the Benefits for Unclassified Employees Effective July 1, 2012.

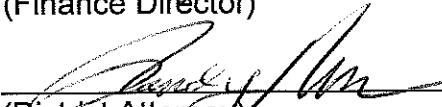
Prepared By: Melanie Bruketta, HR Director

Reviewed By: 
(City Manager)

Date: 6/12/12

Nancy Paulson
(Finance Director)

Date: 6/12/12


(District Attorney)

Date: 6/12/12

Board Action Taken:

Motion(s): _____ 1) _____ Aye/Nays

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, 2012**

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. 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.

H. MANAGEMENT LEAVE

Unclassified employees shall receive eighty (80) hours of management leave during each fiscal year and a proportional amount for each incomplete year. All unused management leave 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.

I. 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.

J. PERFORMANCE PAY

All unclassified employees may receive an annual merit increase for work performance based upon compliance with job performance criteria and the recommendation of their supervisor or the appointing authority at a maximum of five percent (5%) per year until the employee reaches the top of the pay range for the position. There will be a two percent (2%) pay increase in recognition of an overall "meets expectations" rating; a three and one-half percent (3 ½%) increase in recognition of an overall "above expectations" rating; a five percent (5%) increase in recognition of an overall "outstanding" rating.

K. 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.

L. 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.

M. 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)

Effective Date: The terms of this resolution shall be effective as of July 1, 2012.

ADOPTED this ____ day of _____, 2012.

AYES: Supervisors _____

NAYES: Supervisors _____

ABSENT: Supervisors _____

Robert L. Crowell, Mayor

ATTEST:

ALAN GLOVER, Clerk/Recorder

RESOLUTION NUMBER _____.

**RESOLUTION OF THE BOARD OF SUPERVISORS
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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.

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~~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.~~

GH. 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.

HI. 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.

IK. 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.

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- 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, 2012008.

ADOPTED this ____ day of _____, 2012008.

AYES: Supervisors _____

NAYES: Supervisors _____

ABSENT: Supervisors _____

Robert L. Crowell~~Marv Teixeira~~, Mayor

ATTEST:

ALAN GLOVER, Clerk/Recorder

2.06.010 - Policies for compensation and benefits of unclassified employees.

1. The purpose of this chapter is to provide a fair method for formulating and revising policies affecting the compensation and benefits of unclassified employees. It is the further purpose of this chapter to provide notice of the adoption of and proposed changes to policies affecting the compensation and benefits of unclassified employees to encourage and allow for participation in the process by Carson City residents, elected officials and unclassified employees. This chapter is not meant to create, imply or be a part of any employment contract between Carson City and any unclassified employee, and this chapter may be repealed at any time through the usual procedure for repealing chapters.
2. The board of supervisors shall adopt a resolution to fix the salaries, other compensation and benefits of all appointive county officers and employees ("compensation and benefits resolution"). For the purposes of this section, appointive county officers and employees are those employees listed in CCMC 2.04.400 and the unclassified employees of the district court and the justice court. Board of supervisors' resolution 1993-R-56 adopted June 3, 1993, constitutes the resolution required by this subsection.
3. In addition to the compensation and benefits resolution required by subsection 2, the board of supervisors shall also adopt a resolution to state the policy of Carson City relating to the employment, compensation and benefits of appointive county officers and employees ("policy resolution"). The compensation and benefits resolution must be based on the policy resolution and modifications, amendments, repealers or any other changes to the compensation and benefits resolution may only be made after the board makes findings that any modification, amendment, repealer or other change is consistent with the terms of the policy resolution.
4. A written statement of any proposed modification, amendment, repealer or any other change to any resolution required by this section must be delivered to each elected city official, the special master, the district court judges and justice court judges and each department head and posted in four (4) places as if required by the state open meeting law (NRS 241) at least ten (10) calendar days before the day of the hearing at which the resolution making the modification, amendment, repealer or any other change is heard.
5. Any action taken in violation of this section is void.

CERTIFICATE OF POSTING OF UNCLASSIFIED RESOLUTION

I, Melanie Bruketta, an employee of Carson City, certify by signing below that I posted a Notice of Unclassified Resolution, before 5:00 p.m. on the 8th day of June 2012, at the following location(s):

- ☒ Carson City - City Hall, 201 N. Carson Street
- ☒ Carson City Community Center, 851 E. William Street
- ☒ Carson City Public Safety Complex, 885 E. Musser St.
- ☒ Carson City Library, 900 North Roop Street
- ☒ Business Resource & Innovation Center (BRIC) 108 East Proctor

The Notice of Unclassified Resolution I posted was for the meeting of the Carson City **BOARD OF SUPERVISORS** which meeting is scheduled to be held on the 21st day of June 2012.

Melanie Bruketta
Signature of person posting notice

6.8.12
Date of Signature