



## STAFF REPORT

**Report To:** Board of Supervisors                      **Meeting Date:** June 17, 2021  
**Staff Contact:** Nancy Paulson, City Manager and Melanie Bruketta, Human Resources Director

**Agenda Title:** For Possible Action: Discussion and possible action on a proposed collective bargaining agreement ("CBA") between Carson City and the Carson City Deputy Sheriff's Association ("CCDSA") on behalf of the Carson City Deputy Sheriffs for a 5-year term, effective July 1, 2021 to June 30, 2026 with an estimated fiscal impact of \$1,855,216 for the term of the CBA. (Nancy Paulson, npaulson@carson.org and Melanie Bruketta, mbruketta@carson.org)

Staff Summary: Carson City and CCDSA have engaged in extensive labor negotiations for a successor CBA as the current CBA expires on June 30, 2021. The CBA is for a 5-year term beginning on July 1, 2021 through June 30, 2026, and includes changes to contract provisions concerning compensation (Article 6), holiday pay (Article 11), annual leave (Article 12), sick leave (Article 13), retirement contributions (Article 29), additional pay (Article 31), court time (Article 33) and various clerical, non-substantive changes throughout.

**Agenda Action:** Formal Action / Motion                      **Time Requested:** 5 minutes

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### Proposed Motion

I move to approve the agreement and to authorize the District Attorney's Office to make any necessary revisions that are clerical and not substantive when finalizing the agreement.

### Board's Strategic Goal

Organizational Culture

### Previous Action

The Board of Supervisors approved the last CBA between the parties on June 15, 2017 with a contract term of July 1, 2017 through June 30, 2021.

### Background/Issues & Analysis

Bargaining representatives for the City and CCDSA have tentatively agreed to the following changes in the proposed successor CBA, for a 5-year term commencing on July 1, 2021 and ending on June 30, 2026:

#### Article 6- Compensation

- During the term of the CBA the steps reduce from 10 to 7.
- Steps are adjusted so that there is a 4% difference between each step.
- Cost-of-living increase:
  - 1.75% July 1, 2021
  - 2.0% July 1, 2022
  - 2.0% July 1, 2023
  - 2.0% July 1, 2024

2.0% July 1, 2025

- Implementation of a two-step pay system for non-POST certified deputies.
- Increase probationary period from 12 months to 18 months for non-POST certified deputies.

Article 11- Holidays

- Language changed to match the sergeants/captains' labor contract provision that defines when the holiday starts and ends for each shift and adding a specific reference that Article 9 - Callback, may be applicable at times.

Article 12- Annual Leave

- Language changed to allow employees to accrue up to 300 hours of annual leave rather than 280 hours. This matches the language in the Unclassified Resolution for unclassified employees.

Article 13- Sick Leave

- Language revised to clarify that employees may elect to use sick leave prior to being placed on FMLA leave.

Article 14 Group Health Insurance

- Revised to add a life insurance subsidy for employees who retire on or after July 1, 2021.

Article 29- Retirement Contributions

- Removed language that required the Sheriff to seek Board of Supervisor approval for employees seventy years of age or older to remain employed.

Article 31- Additional Pay

- Added 5% additional pay for those employees who perform behavioral health officer and detention medical officer duties; added 5.5% additional pay for holding a Master's Degree; removed payment for Management POST certificate; added language that once a deputy takes responsibility for a canine the deputy is entitled to the K-9 pay; added 10% additional pay for State Narcotics Task Force, Federal Task Forces, Special Enforcement Team and Tri-County Gang Unit; added language that the Sheriff may extend a specialty assignment longer than one year; removed the requirement that a deputy must speak, read or write in Spanish at least three times a week in order to be eligible for Spanish pay; and added language that an employee who receives any additional pays excluding longevity and acting pay is restricted to payment equaling no more than 17.5%.

Article 33- Court Time

- Changed the language that required the District Attorney to notify a deputy at least two hours or more prior to the off-duty employee's court appearance to no later than 7:00 p.m. the night before the court appearance in order to avoid payment of court time.

**Applicable Statute, Code, Policy, Rule or Regulation**

NRS Chapter 288

**Financial Information**

**Is there a fiscal impact?** Yes

**If yes, account name/number:** Sheriff's Office salaries and wages and employee benefit accounts

**Is it currently budgeted?** Yes

**Explanation of Fiscal Impact:** Included in the Fiscal Year ("FY") 2022 budget adopted by the Board of Supervisors on May 20, 2021 are base step increases for each deputy based on the previous contract. Please see attachment for additional costs in excess of what was already budgeted. The Finance Department

included a \$500,000 contingency for each of the 5 years in the projection presented to the Board of Supervisors during the FY 2022 budget meetings, as it was known that two of the largest labor contracts between the City and employee associations, including this CBA, would expire on June 30, 2021. Changes to this CCDSA CBA are cumulative; therefore, in the attached schedule there is a large adjustment for FY 2026 as the 2% Cost of Living Adjustment (COLA) is new, as well as the 15% for standby and other incentive pays negotiated. The current CBA expiring June 30, 2021 does not have a COLA and therefore the current salary range tops out at step 10 with no further increases. Original projections had a number of deputies topped out over the 5 year period. Projections are based on current employees, with no estimated termination savings. This is the maximum fiscal projection based on a circumstance where all current deputies do not separate from City employment and also attain a performance review of meets expectations or better throughout the term of the CBA.

**Alternatives**

Do not approve the proposed CBA and instruct staff to continue negotiations.

**Attachments:**

[DSA July 1 2021 to June 30 2026 Negotiations 2021 Draft Redline\\_revised.pdf](#)

[DSA July 1 2021 to June 30 2026 Negotiations 2021 Draft Redline\\_revised\\_CLEAN.docx](#)

[Appendix A.pdf](#)

[BOS Presentation - DSA Negotiated Rates - 2022-26.pdf](#)

**Board Action Taken:**

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

\_\_\_\_\_  
(Vote Recorded By)

~~2017-2021~~2021-2026

AGREEMENT

between

CARSON CITY

and the

CARSON CITY DEPUTY SHERIFF'S ASSOCIATION ON BEHALF OF THE CARSON  
CITY ~~SHERIFF'S DEPUTIES~~DEPUTY SHERIFFS

(July 1, 2021~~17~~ – June 30, 2026~~+~~)

<u>Article</u>	<u>Subject</u>	<u>Page</u>
1	Preamble	
2	Recognition	
3	No Strikes and Lockouts	
4	Rights of Management	
5	Association Rights	
6	Compensation	
7	Annual Performance Evaluation	
8	Reserved	
9	Callback	
10	Overtime	
11	Holidays	
12	Annual Leave	
13	Sick Leave	
14	Group Health Insurance	
15	Group Life Insurance	
16	Association Dues and Payroll Deduction Privileges	
17	Employee Grievance Procedures	
18	Bill of Rights	
19	Payment Upon Death of Employee	

<u>Article</u>	<u>Subject</u>	<u>Page</u>
20	Departmental Training Courses	
21	Promotions	
22	Shift Differential	
23	Standby Pay	
24	Transfers	
25	Work Day	
26	Safety	
27	Disciplinary Actions	
28	Duty to Defend	
29	Retirement Contributions	
30	Uniform Allowance	
31	Additional Pay	
32	Layoff Policy and Procedure	
33	Court Time	
34	Jury Duty	
35	Military Leave	
36	Savings Clause	
37	Absence of Sheriff	
38	Adoption and Duration of Agreement	

**Article 1. PREAMBLE**

This collective bargaining agreement (~~hereinafter referred to as the~~ "Agreement") is entered into by and between Carson City, Nevada ("City" or "Employer"), ~~a consolidated municipality a political subdivision of the State of Nevada,~~ and the Carson City Deputy Sheriffs' Association ("Association") on behalf of the Carson City Deputy Sheriffs (referred to individually as "Employee" and collectively as "Employees"), ~~each of which may be hereinafter referred to individually as "Party" or collectively as "Parties."~~

It is the intent and purpose of this Agreement to assure sound and mutually beneficial working and economic relationships between the ~~parties-Parties~~ hereto and to provide an orderly and peaceful means of resolving any ~~dispute,~~ misunderstanding or differences which may arise ~~between the Parties.~~

All Employees shall: (1) perform loyal and efficient work and services; (2) use their influence and best efforts to protect the properties of the City and its service to the public; and (3) cooperate in promoting and advancing the welfare of the City and in preserving the continuity of its service to the public at all times.

The full Agreement between the ~~parties-Parties~~ is set forth herein with the exception of certain matters covered by applicable state or federal law and regulations thereof.

**Article 2. RECOGNITION**

~~A.~~—The Association is recognized as the sole and exclusive bargaining representative for Employees. The provisions of Article 27; ~~(Disciplinary Actions)~~ and Article 32; ~~(Layoff Policy and Procedure,~~) of this Agreement do not apply to a probationary employee.

**Article 3. NO STRIKES AND LOCKOUTS**

- A. The Association shall not promote, sponsor or engage in, against the City, any strike, slowdown interruption of operation, stoppage of work, absences from work upon any pretext or excuse not founded in fact, or any other intentional interruption of the City, regardless of the reason for so doing, and shall also use reasonable efforts to induce all Employees covered by this Agreement to comply with this pledge.
- B. The City shall not lock out any Employees as the result of a labor dispute with the Association.

**Article 4. RIGHTS OF MANAGEMENT**

- A. In accordance with NRS Chapter 288, which governs relations between governments and public employees in Nevada, and pursuant to NRS 288.150~~(3)~~, the City as the local government employer is entitled without negotiation or reference to any agreement resulting from negotiation:
  - 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 the statutory provisions set forth in NRS Chapter 288, which establish lawful procedures for a reduction in work force.
3. The right to determine:
  - a. Appropriate staffing levels and work performance standards, except for safety considerations.
  - b. The content of the workday, including without limitation, workload factors, except for safety considerations.
  - c. The quality and quantity of services to be offered to the public.
  - d. The means and methods of offering those services.
4. Safety of the public.

**Article 5. ASSOCIATION RIGHTS**

- A. Employees have the right to form, organize, join and administer an employee organization and to designate their representatives for purposes of collective bargaining. The City shall not restrain, coerce, discriminate against or otherwise interfere with an Employee in the exercise of these rights.
- B. The Association may request information which is in the exclusive control of the City concerning any subject matter included in the scope of mandatory bargaining which the Association deems necessary for and relevant to collective bargaining, or necessary for the administration or application of this Agreement. The City shall furnish the information requested without unreasonable delay.
- C. At least annually, the Association shall designate no more than four (4) Employee representatives of the Association. This designation must be in writing and must be transmitted to the Sheriff and the City's Human Resources Director no later than July 31 of each year and within 30 calendar days of a change in one of the representatives by the Association. Designated Employee representatives of the Association may conduct Association business on City property if such work occurs outside the Employee representative's regular working hours, except when the Employee representative is authorized to perform representational duties during his or her regular working hours as provided for in sections Sections I, J, K, and L of this Article. The City may also grant special permission to conduct certain Association business during working hours if such activity does not interfere with or disrupt normal business of the department. The Association may use City buildings for its meetings if such use does not interfere with or disrupt the City's operations. The Association must contact the appropriate department director or elected official who has control or authority over the building which the Association seeks to use for an Association meeting and request the use of the building's facilities not less than 48 hours in advance of the meeting. Unless the facility is unavailable, the department director or elected official shall not unreasonably withhold consent to use a City building or facility for an Association meeting.
- D. Designated Employee representatives may make and receive telephone calls and electronic mail (e-mail) messages concerning Association business during City

business hours only if such activity does not interfere with or disrupt the normal business of the department. Association business or communications may not, under any circumstance, be conducted over the department's radio, dispatch, or mobile communication systems.

- E. The City shall not interfere with, or discriminate with respect to any term or condition of employment against any Employee because of his or her membership in the Association or his or her participation in any legitimate activity pursuant to this Agreement. The City shall not encourage membership in any other employee bargaining organization.
- F. The Association recognizes its responsibilities as the exclusive negotiating agent and agrees to represent all Employees in the Association without discrimination, interference, restraint, or coercion.
- G. The provisions of this Agreement must be applied equally to all Employees in the collective bargaining unit without discrimination and in conformity with all applicable federal, state, and local laws and regulations.
- H. Except as otherwise provided by federal, state, or local law or regulation, whenever a collective bargaining unit Employee is on duty, he or she must not engage in or be coerced to engage in any prohibited political activity.
- I. Up to four (4) Employee representatives of the Association who are designated by the Association as members of the Association's negotiating team may attend negotiation meetings with the City on duty time with pay if the negotiation meeting occurs during the Employee representative's regular work hours.
- J. Up to two (2) designated Employee representatives of the Association may attend disciplinary meetings of an Employee who is facing possible discipline by the City, if the Employee is not otherwise represented. It is the responsibility of the Employee to arrange for such representation. The Employee representative and the Employee who is facing possible discipline may attend such meetings while on duty time if the meeting occurs during the Employee representative's and the Employee's regular work hours.
- K. Up to two (2) Employee representatives of the Association may attend grievance meetings with the City, including Sheriff's Administration, concerning an Employee who submitted a grievance pursuant to this Agreement ("Employee Grievant"). It is the responsibility of the Employee Grievant to arrange for such representation. The Employee representative and the Employee Grievant may attend such meetings on duty time if the meeting occurs during the Employee representative's and the Employee Grievant's regular work hours.
- L. An Employee who is a member of the Association's Executive Board ("Board Member") is entitled to collectively use up to five hundred (500) hours of paid administrative leave for Association business during any calendar year. ~~The cost of such leave shall be in compliance with NRS 288.225.~~
  - 1. An employee may donate up to ten (10) hours of annual leave per year to a time bank that may be used, hour for hour, by Board Members for Association business.

Commented [JDY1]: NRS 288.225 was repealed by SB 153 (2019)



2. A Board Member may utilize such banked time to participate in any of the Association duties defined as:
  - a. The investigation of an Employee's grievance or potential grievance;
  - b. Representation of an Employee Grievant at any step of the grievance process established herein;
  - c. Consultation with any representatives of the Association on matters involving the Association's relationship with the City; ~~and~~
  - d. ~~Attending Attendance of~~ City functions/meetings, which have a direct impact on the Association; ~~and~~
  - e. Attendance of Association-related training which pertains to collective bargaining; ~~Employee representation, political action, Association leadership, internal affairs, or any other training designated by the Association President.~~
3. The Board Member shall notify the Association President, who will request leave from the ~~Board Member's~~ immediate supervisor, each time the Board member ~~Member~~ requires relief from duty to conduct appropriate Association business. The supervisor may authorize such requested relief unless operational demands prevent relief. A supervisor shall not unreasonably withhold permission from a Board Member for appropriate use of time for Association business. A Board Member shall not abuse the use of time for Association business.

M. The Association may post notices of its activities and matters of business related to the Association only on a bulletin board specifically designated for these purposes and provided by the City. The Association may use the City's interoffice mail delivery system and/or the City's electronic mail (e-mail) system to communicate business matters of the Association or information of the Association, provided such activity does not interfere with or disrupt Sheriff's Department operations. The Association must comply with all provisions of the City's written e-mail policy when using the City's e-mail system.

## Article 6. COMPENSATION

### A. PAY RATES:

1. ~~Effective July 1, 2021+7, a ten-(10) pay steps salary schedule is established, as outlined in Appendix A, incorporated herein and made a part of this Agreement. On July 1, 2021, Employees each Employee will move from their his or her current step to the next step provided the employee if the Employee received a "meets expectations" or better performance review between July 1, 2020 to June 30, 2021. On said effective date, Employees will be placed into the step system based on their corresponding years of continuous service with the Carson City Sheriff's Department through June 30, 2017.~~
1. ~~During the term of this labor contract, the~~ The pay step table salary schedule will reduce from 10 steps to seven steps during the term of this Agreement in accordance

~~with Appendix A. If an employee is~~ Employee would otherwise have been paid at a step that is eliminated in accordance with Appendix A, the employee ~~Employee will advance to be placed in the next step.~~

2. Pay rates established in ~~Title 6(A)(1)~~ this Article and illustrated in Appendix A are subject to Employee salary ~~reduction-reductions~~ pursuant to Article ~~29(E), 29~~ (Retirement Contributions) for the Nevada public employee retirement system (PERS) contribution increases for the Police and Firefighter's Retirement Fund.

B. **MERITS:** ~~Effective July 1, 2018, Employees~~ An Employee shall receive a merit ~~increases-increase~~ in increments of one step each year on July 1, ~~provided if the~~ Employee receives a "meets expectations" or better ~~evaluation-performed~~ performance review on their-the anniversary date of his or her employment during the previous period of July 1 through June 30-period. ~~Employees will not be allowed to move above a Step 9 until July 1, 2019.~~

C. **COST OF LIVING ADJUSTMENT (COLA):** ~~In an effort to maintain employee wages relative to the cost of living, a~~ cost of living adjustment will be made to each ~~employee's~~ Employee's base rate of pay ~~the for first pay period of each fiscal year, to be effective on the following dates and corresponding amounts as follows:~~

July 1, 2021	1.75%
July 1, 2022	2.0%
July 1, 2023	2.0%
July 1, 2024	2.0%
July 1, 2025	2.0%

G.D. ~~When Whenever~~ a former ~~Employee-Deputy Sheriff~~ is rehired as a ~~Deputy Sheriff~~ Employee within a three-year (3) period, his or her rate will be established at the discretion of the appointing authority, but ~~no at a rate not~~ less than the Employee's base rate at the time of separation. If a former Deputy Sheriff is rehired after a three-year (3) absence and has experienced a break in law enforcement service, the Employee's base rate will be established at step 1 or the at a step determined in accordance with in Title 6(HG), Section H (Lateral Hires) of this Article. ~~lateral hires.~~

D.E. **NON-POST CATEGORY:** A new Employee ~~appointed to Deputy Sheriff that who~~ does not currently hold a Peace Officer Standards and Training (POST) certificate will be compensated at 10% below ~~the Deputy Sheriff Step 1 (DSN) rate~~ step 1 of the pay step salary schedule as set forth in Appendix A from the date of employment until his or her POST certified-certification is obtained. ~~If an Employee has not attended the POST Academy by the end of his or her first year on the job through no fault of his/her own; the Employee, the Employee will be advanced to Step 2 (DSN)~~ placed into step 2 of the pay step salary schedule on the July 1<sup>st</sup> following the employee's ~~Employee's~~ first performance review provided if the Employee received a "meets expectations" or better performance review. See Appendix A. ~~The base hourly wage rate for these Employees is \$23.1599.~~

E.F. **NEW HIRE PROBATION:** A new Employee who does not hold a POST certificate shall be considered on probation for a period of eighteen (18) months and a new Employee who holds a Category 1 POST certificate shall be on probation for a

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~~period of~~ twelve (12) months from date of hire, during which time the Sheriff has the right to dismiss or retain the ~~employee~~Employee. All new hire probationary Employees are entitled to accrue all benefits of this Agreement unless otherwise specified in Article 2. Probationary Employees are eligible to use leave benefits accrued after six (6) months of employment, except as otherwise provided by this Agreement.

~~F.G.~~ **POSITION RECLASSIFICATION:** If a position is reclassified to a lower class through no fault of the Employee, the Employee shall continue to be paid at his or her last rate of pay until such time as the salary at which the Employee was retained comes within the range of pay for the class due to adjustments in the compensation or classification plan. This retained rate may be applied only under the following conditions:

1. The Employee has a "meets expectations" or better ~~evaluation-performance~~review during the preceding year.
2. The Employee was in the higher class six months ~~immediately~~ preceding the reclassification.
3. The reclassification is a result of a legitimate reason over which the Employee has no control.

~~G.H.~~ **LATERAL HIRES:** At the Sheriff's discretion, ~~he or she may hire~~ a new Employee ~~may be hired~~ at a pay rate commensurate with the Employee's law enforcement experience, training or education, or any combination thereof.

**Article 7. ANNUAL PERFORMANCE EVALUATION**

- A. Each Employee will receive an annual written performance ~~evaluation-review~~ on his or her anniversary date of hire following 12 months from the effective date of hire, and every anniversary date thereafter. A copy of this annual written performance ~~evaluation~~review will be placed in the Employee's personnel file in the City's Human Resources Department. The performance ~~evaluation-review~~ may be used when considering any employment action.
- B. As indicated in Article 4 (Rights of Management) of this Agreement, the Employer establishes work performance standards, except for Employee safety considerations, and the content of the work performance standards are reserved to the Employer and not subject to the grievance provisions of this Agreement.

**Article 8. RESERVED**

**Article 9. CALLBACK**

- A. Whenever an Employee is called back to work by his or her supervisor with less than 12 hours ~~notice~~ notice following the completion of his or her regularly scheduled shift, he or she shall be paid at the rate of time and one-half for all hours worked, with a two- (2) hour minimum. This time is reported in accordance with PERS regulations on callback.
- B. When the Sheriff, or his or her designated representative, deems it necessary to mobilize department personnel to meet an impending emergency, such as a riot, military actions, natural disaster or civil disorder, the provisions of Article 10 (Overtime) of this Agreement relating to overtime shall apply, in lieu of callback pay.

Article 10. **OVERTIME**

- A. **OVERTIME DEFINED:** Overtime is defined as any hours worked in excess of the regularly scheduled workday (ten (10) hours, or other shift pursuant to Article 25 (Work Day of this Agreement) or forty (40) hours in any City schedule pay period, with the exception of any other shift pursuant to Article 25. Any overtime must be approved by the Employee's supervisor. The seven (7) day pay period is defined as Friday, 12 A.M. through Thursday 11:59 P.M. The following paid time off shall be considered time worked for overtime purposes: holidays, annual leave, sick leave and compensatory time off. Overtime will not accrue for any travel time between the Employee's residence and the Sheriff's Office.
- B. **OVERTIME COMPENSATION RATE:** Overtime shall be compensated at the rate of time and one-half of the base rate for an Employee.
- C. **OVERTIME PAID IN CASH OR COMPENSATORY TIME OFF:** Overtime earned may be paid in cash or converted into compensatory time off under the following conditions:
1. Overtime earned during a workweek may be converted as compensatory time at the rate of time and one-half at the election of the Employee.
  2. Following a work week for which an Employee received cash payment for overtime, ~~he-the Employee~~ may not be directed to reduce work hours in order to maintain a constant level of earnings over the pay period in which the overtime was performed.
  3. An Employee may elect to receive payment for all compensatory time earned as accrued on July 1 and December 1 up to a maximum of 120 hours in any one fiscal year. To elect a payment, ~~an-the~~ Employee must submit to management, only during the months of June and/or November of each fiscal year, a request in writing for payment of a specific number of accrued compensatory hours.
- D. **TRAVEL TIME:** Travel time will be compensated at the normal overtime rate when the time in transit exceeds regular working hours but is between work locations, and not between an Employee's residence and the Sheriff's Office.

Article 11. **HOLIDAYS**

- A. The following are paid holidays for Carson City Employees:

New Year's Day  
Martin Luther King Day  
Presidents Day  
Memorial Day  
Independence Day  
Labor Day  
Nevada Day  
Veterans Day  
Thanksgiving Day

Family Day  
Christmas Day

or any other day that may be appointed by the President of the United States, the Governor of Nevada or the Board of Supervisors for public fast, Thanksgiving, or holiday. When a designated holiday falls on Saturday or Sunday, the Friday before or the Monday after, respectively, shall be granted as a holiday. For non-standard workweek Employees who normally work Saturday or Sunday, if the designated holiday falls on Saturday or Sunday, such day shall be granted as a holiday for purposes of ~~Article 11, holiday pay~~ this Article. The non-standard workweek Employee shall not accrue additional holiday time for Friday or Monday that is observed as the holiday for standard workweek Employees.

B. If a holiday falls during an Employee's leave it shall not be charged as leave.

C. **HOLIDAY PAY:** Pay for holidays will be as follows:

- ~~1. An Employee shall be paid twice his or her base rate of pay for the actual number of hours worked that coincide with the designated City holiday. Holiday work may be granted in cash or in compensatory time off to be taken off with supervisory approval. An Employee not scheduled to work on a designated City holiday will receive compensatory time equal to a regularly scheduled shift in accordance with Article 25.~~
- ~~2. An Employee who is required to work a holiday on his or her regularly scheduled day off will be compensated at two and one-half times his or her base rate of pay for all hours worked.~~
1. An Employee shall be paid twice his or her base rate of pay for the actual number of hours worked that coincide with the designated City holiday. The holiday rate of pay begins on the graveyard shift on the date before the designated City holiday. Holiday work may be granted in cash or compensatory time off to be taken off with supervisor approval. An Employee not scheduled to work on a designated City holiday will receive holiday time equal to a regularly scheduled shift in accordance with Article 6 (Compensation) of this Agreement.
2. An Employee who is required to work a holiday on his or her regularly scheduled day off or immediately before or immediately after his or her regularly scheduled work day, including callback, if applicable, under Article 9 (Callback) of this Agreement, will be compensated at two and one-half times his or her base rate of pay for all hours worked during the holiday. For purposes of this Article, holiday hours for:
  - a. ~~For purposes of this Article, holiday hours for~~The day shift and swing shift are those hours included in the 24-hour period starting at midnight of the designated holiday and ending at midnight the following day. For example, For illustrative purposes only: the 4<sup>th</sup> Fourth of July holiday begins at 12:00 a.m. on July 4 and ends at 12:00 a.m. on July 5<sup>th</sup>.
  - b. ~~For purposes of this Article, holiday hours for the~~The graveyard shift are those hours included in the 24-hour period starting at the beginning of the regularly scheduled start time for the graveyard shift before the holiday and ending at the regularly scheduled start time for the graveyard shift the following day. For example, illustrative purposes only: the 4<sup>th</sup> Fourth of July holiday begins at 9:00 p.m. on July 3<sup>rd</sup> and ends at 9:00 p.m. on July 4<sup>th</sup>.

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Article 12 **ANNUAL LEAVE**

A. **SCHEDULE:**

1. An Employee may earn, but is not entitled to take, annual leave until he or she has completed six (6) months of continuous service with the City. A regular, full-time classified ~~employee~~-Employee will be granted annual leave benefits as follows:

Time in Service	Accrual Rate
From 0-12 months	6 hours per month
From 12-24 months	8 hours per month
From 24-60 months	10 hours per month
60 months or more	14 hours per month
Maximum accumulated	<del>300</del> 280 hours

This schedule is based on continuous City employment.

- B. **ACCRUED ANNUAL LEAVE IN EXCESS OF MAXIMUM:** Except as provided below any annual leave in excess of ~~two hundred and eighty~~ three hundred (300) hours accrued in the manner provided for, ~~shall~~must be used prior to January 1 of the year following the year in which the annual leave in excess of ~~two hundred and eighty~~ three hundred (300) hours is accumulated or the amount of annual leave in excess of ~~two hundred and eighty~~ three hundred (300) hours shall be forfeited. If the previously approved scheduled leave is canceled by management and no additional time is available prior to the date when the Employee will forfeit accrued annual leave as provided above, then the hours which the Employee would have lost due to management's cancellation of approved leave, shall be allowed to accrue beyond the ~~two hundred and eighty~~ three hundred (300) hour maximum, or, at the Employee's option, may be paid at the Employee's regular hourly rate for the hours in excess of the ~~two hundred and eighty~~ three hundred (300) hour maximum. The maximum number of hours which can be accrued due to management's cancellation of approved leave ~~shall be three hundred (300)~~ is three hundred (300) hours. The Employee's new maximum of accrued leave shall exist only until management is able to schedule annual leave for the Employee that reduces his or her accrued leave to the normal ~~three hundred (300)~~ two hundred and eighty (280)-hour maximum.

- C. **TIME ANNUAL LEAVE TAKEN:** All annual leave will be taken at a time mutually agreeable to the Employee and his or her supervisor. The selection of annual leave schedules shall be made in each department on a seniority basis.

Article 13 **SICK LEAVE**

- A. **ACCRUED SICK LEAVE:** Each Employee shall be entitled to ten (10) hours of sick leave with pay for each month or major fraction thereof of actual service without limitation for use purposes, but with a maximum of one thousand eighty (1080) hours for

purposes of compensation upon termination due to death or retirement from service of those ~~Employee's~~ Employees having ten (10) years or more of continuous service with ~~Carson the City and in the public retirement system~~ Nevada PERS.

**B. COMPENSATION FOR UNUSED SICK LEAVE:**

1. ~~Effective July 1, 2011,~~ Employees, upon death or Nevada ~~Public Employee's Retirement system (PERS)~~ PERS retirement, having a minimum of four hundred (400) hours of accrued sick leave and the below listed years of Carson City service shall be compensated for all hours up to one thousand eighty (1080):

Service Years	Maximum %
10-14	25%
15-19	50%
20-24	75%
25 plus	100%

2. In addition to the compensation for unused sick leave described in ~~paragraph Section 43(B)(1) (Compensation for Unused Sick Leave) of this Article,~~ an Employee who is eligible for purchase of service credits under ~~the~~ PERS and applicable law, may, at his or her option, convert unused sick leave into service credit under PERS at the rate of one hour of service credit for one hour of sick leave, subject to the following conditions and limitations:
  - a. ~~Employees~~ The Employee must maintain a balance of at least four hundred (400) hours of unused sick leave to be eligible to convert sick leave into retirement service credit. Accrued, unused sick leave in excess of four hundred (400) hours may be converted into retirement service credit.
  - b. ~~An Employee's~~ The Employee's conversion of unused accrued sick leave into retirement service credits shall be in increments of at least eight hours, subject to a maximum annual limit of two hundred eighty (280) hours.
  - c. ~~Employees desiring~~ An Employee who desires to convert unused accrued sick leave into retirement service credits ~~shall~~ must submit a written request, on a form approved by the City, to the Sheriff and City Manager on or before December 1 of each year. If the Employee meets all the conditions set ~~forth~~ forth in this ~~section~~ Section, ~~then~~ the City ~~shall~~ must deduct the designated amount of sick leave from the Employee's account and proceed to purchase retirement service credits from PERS in an amount equal to the number of hours elected to be converted by the Employee.
  - d. Upon retirement under PERS while employed by the City, an Employee may elect in writing to convert ~~their~~ his or her unused

accrued sick leave into retirement service credits up to a maximum of six hundred eighty (680) hours.

- C. **FAMILY/MEDICAL LEAVE:** An Employee may be eligible for Family/Medical Leave Act (FLMA) leave subject to the provisions of ~~Carson~~-City policy and Federal Law to a maximum of twelve (12) weeks or four- hundred ~~and-eighty~~ (480) hours in any twelve- (12) month period. Employees may use accrued sick leave prior to requesting to be placed on FMLA leave. Use of accrued sick leave due to a qualifying FMLA event as evidenced by supporting medical documentation from a physician shall not penalize an Employee.
- D. The City Human Resources Department will administer this leave and any leave granted is subject to requested and submitted medical documentation. All medical documentation will be maintained in strictest confidence by the City Human Resources Department.
- E. Medical documentation may be requested by the City Human Resources Department following any Employee absence of more than three (3) consecutive days.
- F. In accordance with City policy, no sick time may be used when an Employee is not sick.
- G. **WORKER'S COMPENSATION:** Absence due to injury incurred ~~it-in~~ the course of employment shall not be charged against an Employee's sick leave for a period not to exceed ninety (90) calendar days from the date of injury. During this time, the Employer shall provide full salary to the Employee upon the condition that the Employee shall endorse and deliver to the Employer any benefits received pursuant to NRS ~~Chapter(s)Chapters~~ 616 and 617 and any regulations adopted thereto.
1. If an Employee is released to light duty by his or her treating physician, the Employee agrees to return to work immediately and be placed on light duty assignment.
  2. If an Employee is unable to return to full duty upon the expiration of ninety (90) calendar days, accrued compensatory leave shall be used to supplement benefits in order to receive full salary. Such accrued compensatory leave shall be charged only to the extent not reimbursed pursuant to NRS ~~Chapter(s)Chapters~~ 616 and 617 and any regulations adopted thereto.
  3. When accrued compensatory leave has been exhausted, if the Employee is still unable to return to work, accrued sick leave shall be used to supplement benefits in order to receive full salary. Such accrued sick leave shall be charged only to the extent not reimbursed pursuant to NRS ~~Chapter(s)Chapters~~ 616 and 617 and any regulations adopted thereto.
  4. When accrued sick leave has been exhausted, if the Employee is still unable to return to work, accrued annual leave shall be used to supplement benefits in order to receive full salary. Such accrued annual leave shall be charged only to the extent not reimbursed pursuant to NRS ~~Chapter(s)Chapters~~ 616 and 617 and any regulations adopted thereto.
  5. When accrued annual leave has been exhausted, the Employee shall receive no additional compensation from the Employer.
  6. If an Employee is leaving the Employer's employment because he or she is permanently and totally disabled under NRS Chapters 616 ~~and-or~~ 617 or any regulations adopted thereto, from working in the job classification in which he or she



is employed, he or she is entitled to use any accrued compensatory time, sick leave and annual leave prior to leaving. An Employee may be paid a lump sum for accrued leave if he or she requests it and the Sheriff approves it.

7. Employee benefits, sick leave and annual leave shall continue to accrue as long as the Employee is eligible for full salary as provided above.

H. **PHYSICAL AGILITY INCENTIVE:** An Employee who passes the annual POST physical agility certification, will be entitled to a cash bonus of one thousand dollars (\$1,000.00). The City shall conduct the annual POST physical agility test during regular business hours. The date and time of the test shall be posted on department bulletin and briefing boards and the Association bulletin board not less than thirty (30) days in advance. An employee-Employee is entitled to release time to complete the test and any needed uniform change or grooming after the test using the department provided locker rooms. The test should be conducted at times to allow the maximum number of employees-Employees to take the test with minimal schedule disruption (i.e., end of day shift, before swing shift, or end of graveyard, before day shift, or both).

I. **CATASTROPHIC LEAVE:**

1. An Employee is eligible for catastrophic leave if he or she is unable to perform the duties of his or her position because of a serious, non-industrial, non-work-related illness or accident which is life threatening or which will require a lengthy convalescence.
  - a. "Lengthy Convalescence" means a period of disability which an attending physician determines will exceed ten (10) weeks.
  - b. "Life Threatening" means a condition which is diagnosed by a physician as creating a substantial risk of death.
2. Establishing the catastrophic leave account.
  - a. The City Manager may establish an account for catastrophic leave for all City employees.
  - b. An Employee may request, in writing that a specified number of hours of his or her accrued sick leave be transferred from his or her account to the catastrophic leave account.
  - c. An Employee may not transfer to the catastrophic leave account any hours of sick leave; if the balance in his or her account after the transfer is less than two hundred forty (240) hours. Sick Leave will be transferred at the rate of one (1) hour for one (1) hour credit donated.
  - d. The maximum number of hours which may be transferred in any one calendar year is one hundred (100). The minimum number of hours which may be transferred in any calendar year is twenty four (24) hours. Leave will be placed in a pool; however, the Employee may transfer hours to the catastrophic leave account for use by a particular Employee, who is eligible to receive the donation.
  - e. Any hours of sick leave which are transferred from any Employee's account to the catastrophic leave account may not be returned or restored to that

Employee. This subsection does not prevent the Employee from receiving leave pursuant to this Article.

3. Request for catastrophic leave.
  - a. An Employee, who suffers a catastrophe as defined in this Article, may request, in writing, that a specified number of hours of leave be transferred from the catastrophic leave account to his or her account. The maximum number of hours that may be transferred to an Employee pursuant to this ~~section~~ Section is three hundred twenty (320) per catastrophe. Catastrophic leave may not be used when the subject of the catastrophe is a member of the Employee's immediate family. Catastrophic leave is limited to catastrophes which befall the Employee.
  - b. The request must include:
    - i. The Employee's name, title and classification; and
    - ii. A description of the catastrophe and the expected duration of that catastrophe.
  - c. An Employee may not receive any leave from the catastrophic leave until he or she has used all his or her accrued annual, sick and other paid leave.
  - d. An Employee who receives leave from the account for catastrophic leave is entitled to payment for that leave at a rate no greater than his or her own rate of pay.
4. Approval of transferring the catastrophic leave.
  - a. The City Manager or his or her designee may approve the transfer of a specified number of hours of leave from the catastrophic leave account to the account of any Employee who is eligible to receive such leave.
  - b. The decision of the City Manager or his or her designee concerning the approval of leave pursuant to this Article is final and is not subject to the grievance procedure, judicial review or review by the Board of Supervisors.
5. Review of status of catastrophe; termination of leave; disposition of hours not used.
  - a. The City Manager or his or her designee shall review the status of the catastrophe of the Employee and determine when the catastrophe no longer exists. This determination is final and not subject to the grievance procedure, judicial review or review by the Board of Supervisors.
  - b. The City Manager or his or her designee shall not grant any hours of leave from the catastrophic leave account after:
    - i. The catastrophe ceases to exist; or
    - ii. The Employee who is receiving the leave resigns or his or her employment with the City is terminated.
  - c. Any leave which is received from the catastrophic leave account which was not used at the time the catastrophe ceases to exist or upon the resignation or termination of the employment of the Employee must be returned to the catastrophic leave account.
6. Maintenance of records on catastrophic leave.

- a. The City Human Resources Director shall maintain the records and report to the City Manager any information concerning the use of a catastrophic leave account to evaluate the effectiveness, feasibility and the cost to carry out this provision.
7. Substantiation of Catastrophic Condition.
- a. The City Manager or his or her designee may require written substantiation of the catastrophic condition which is life threatening or which will result in a lengthy illness by a physician of his or her choosing. The cost of such written substantiation shall be borne by the Employee.

Article 14 **GROUP HEALTH INSURANCE**

A. All Employees, except those on temporary status and those excluded from enrollment by the terms and conditions of the insurance contract, may enroll in Employer's group health insurance plan, and shall be covered after a waiting period in accordance with City policy.

B. **EMPLOYER-EMPLOYEE SHARE OF PREMIUM**

1. Employer shall pay one-hundred ~~(100)~~ percent ~~(100%)~~ of the Employee's premium for a group health insurance plan and sixty-five percent (65%) of the ~~Dependent's~~ dependent's premium for a group health insurance plan.
2. The Employee shall have the option of converting the health insurance coverage at the time of his or her separation from employment by Employer by commencing to pay one hundred percent (100%) of the total premium. The City will pay ninety percent (90%) of retiree group health insurance medical, dental and vision coverage except as provided below. An Employee who retires on or after July 1, 2021 will receive ninety percent (90%) of retiree group health insurance medical, dental, vision and life coverage premiums except as provided below. The City will pay premiums plus-fifty percent (50%) of the spouse's and eligible dependent's medical, dental and vision premiums premium except as provided below. The City agrees to cover eligible retirees and dependents, as the term "dependents" is defined in the City's group health insurance plan in existence on the date of retirement, under the City group health insurance plan offered to active employees, as modified from time-to-time.
  - a. In order to be eligible for the benefits provided in this Section ~~14(B)(2)~~, the bargaining unit Employee/retiree of the Carson City Sheriff's Department shall have:
    - i. a minimum of twenty (20) years of full time service with the Carson City Sheriff's Department; and
    - ii. actually retired under the Nevada PERS retirement qualifications in existence on the date of retirement.
  - b. The City will pay premiums for:
    - i. The bargaining unit Employee/retiree from the effective date of Nevada PERS retirement until death. After the retiree reaches the eligibility age for federal benefits under Medicare or age sixty-five (65), whichever

occurs first, the health insurance coverage premium paid by the City on behalf of the retiree will be reduced to either: (1) fifty percent (50%) of the “single employee with Medicare premium”, or (2) the payment to which the retiree would otherwise be entitled under the then existing City policy or regulation providing for insurance payments for retired City employees, were the retiree eligible for insurance contribution under the policy or regulation. The retiree shall, in the retiree’s sole discretion, elect between (1) and (2), at the time of Medicare eligibility. Under both (1) and (2) such coverage under the City’s group insurance plan is secondary to Medicare coverage. Provided, however, that if Medicare age has been increased beyond age sixty-five (65), the fifty percent (50%) payment under (1) shall apply to the “Employee without Medicare” premium. In the event the City eliminates the policy or regulation for subsidizing payment of retiree health insurance, any retiree who elected (2) above shall automatically revert to receiving the benefits specified in (1) above. In order to receive payment under either (1) or (2), the retiree must comply with any requirements pertaining to Medicare, which are imposed by the City’s insurance carrier, as a precondition to being eligible to qualify as a retiree covered by the insurance plan, as modified from time-to-time, or required by law.

- ii. The spouse of the bargaining unit Employee/retiree (current at time of the Employee’s separation from the City) until death or divorce. After the spouse reaches the eligibility age for federal benefits under Medicare, or age sixty-five (65), whichever occurs first, the health insurance coverage premium paid by the City on behalf of the spouse will be reduced to twenty five percent (25%) of the “single dependent with Medicare” premium. After reaching the eligibility age for federal benefits under Medicare, such coverage under the City’s group health insurance plan is secondary to Medicare coverage. In order to receive payment once the spouse has reached the eligibility age for federal benefits under Medicare, the spouse must comply with any requirements pertaining to Medicare, which are imposed by the City’s insurance carrier, as a precondition to being eligible to qualify as a spouse covered by the insurance plan, as modified from time-to-time, or required by law. In the event a retiree remarries after separation from the City, the spouse will not be included in the health insurance premium subsidy.
- iii. Dependents (current at time of Employee’s separation from the City), as defined by the rules of the City group health insurance plan in effect at the time of separation. After the dependent reaches the eligibility age for or is otherwise eligible for federal benefits under Medicare, or age sixty-five (65), whichever occurs first, the health insurance coverage premium paid by the City on behalf of the dependent will be reduced to twenty five percent (25%) of the “single dependent with Medicare premium”. After

reaching the eligibility age for, or if otherwise eligible for federal benefits under Medicare, such coverage under the City's group health insurance plan is secondary to Medicare coverage. In order to receive payment once the dependent has reached the eligibility age for or is otherwise eligible for federal benefits under Medicare, the dependent must comply with any requirements pertaining to Medicare, which are imposed by the City's insurance carrier, as a precondition to being eligible to qualify as a dependent covered by the insurance plan, as modified from time-to-time, or required by law.

3. In the event of death of the Employee/retiree:
  - a. Deceased Employee's spouse will continue to receive the subsidy benefit until death or remarriage subject to the requirements in Section 14(B)(2)(b)(ii) of this Article.
  - b. Deceased Employee's dependents, as defined in 14(B)(2)(b)(3iii) of this Article, will continue to receive benefits as long as they meet the definition of "dependent" in the City group health insurance plan in effect at the time of an Employee's retirement.
4. In the event of a catastrophic injury or medical illness which forces Employee who has not reached twenty (20) years of full-time service with the Carson City Sheriff's Department to retire from service of the Carson City Sheriff's Department under NRS 616 and 617 (~~Work-Related Injury or Illness~~)and any regulations adopted thereto, or as a Nevada PERS disability retirement, this benefit will be prorated for the ~~employee~~ Employee at five percent (5%) per year of service after the ~~employee~~ Employee has worked for the Carson City Sheriff's Department for ten (10) years, up to a maximum of ninety percent (90%) and subject to the provisions of paragraph-Section 14(B)(2)(b)(4i) of this Article concerning the Employee reaching the eligibility age for or being otherwise eligible for federal benefits under Medicare, or age sixty-five (65), whichever occurs first. Ten (10) years starts at fifty percent (50%). The benefit under this subparagraph 5 as described in this provision does not apply to Employee's spouse or dependents and does not trigger any spousal or dependent benefits under this Article.
5. If the benefits provided to retirees, their ~~spouse-spouses~~ and dependents under ~~section 14(B)(2)~~ this Article are modified (reduced or eliminated) in the future by mutual agreement of the City and the Association including binding fact-finding or interest arbitration pursuant to NRS Chapter 288, such modification shall not apply to retirees, their spouses and dependents then receiving the benefits, and the retiree, their spouse or dependent shall continue to receive the benefit on the basis specified by the collectively bargained agreement in effect as of the date of retirement.
- C. This ~~provision-Article~~ of the ~~contract-is~~ Agreement was made in exchange for a permanent 3% reduction in the cost of living increase that ~~is-was~~ due on July 1, 2012 in the bargaining unit Employee's biweekly base salary and is therefore in effect on this same date. ~~Should-If~~ the Retirement Insurance benefit provided for in this Article ~~be-is~~ eliminated, the 3% permanent reduction in the Employee's biweekly base salary shall be

restored on the effective date of elimination of this benefit and shall include compounded interest (based on prime rate) accrued from July 1, 2012 to and including the date of the benefit elimination.

- D. Nothing contained in ~~subsection 14(B)(2)~~ this Article is intended to revoke, repeal, replace or otherwise modify the rights created in Article 13(C) (Family/Medical Leave) of this Agreement.
- E. An Employee on leave without pay may continue the group health insurance coverage for a maximum period of one (1) year by making application to the Human Resources Department and enclosing a certified check payable to Carson City.
- F. The City agrees that any changes in medical insurance benefits will be made in accordance with Nevada law.
- G. Employees and their dependents (husbands, wives and children) will not be billed for any ambulance fees charged by the Carson City Fire Department which are not covered by insurance.

Article 15     **GROUP LIFE INSURANCE**

\_\_\_\_\_The City shall pay one hundred percent (100%) of the premium for a fifty thousand dollar (\$50,000) policy or policies of that value in the aggregate of Group Term Life Insurance for each Employee.

Article 16     **ASSOCIATION DUES AND PAYROLL DEDUCTION PRIVILEGES**

- A. An Employee may authorize payroll deductions for the purpose of paying Association dues. Upon the execution of the proper personnel payroll document filed with the City Finance Department, and coinciding with the commencement of a payroll period, the City agrees to deduct from the wages of the Employee, on a biweekly basis such sums as the Employee may specify for Association dues, and any other appropriate deductions that are eligible for payroll deduction.
- B. The Association shall indemnify, defend and hold harmless the City against claims made and against any suits instituted against the City on account of any action taken or not taken by the City in good faith under the provisions of this Article. The Association agrees to refund to the City any amounts paid to it in error on account of the payroll deduction provision upon presentation of proper evidence thereof.
- C. An Employee's earnings must be regularly sufficient after other legal and required deductions are made to cover the amount of the deducted Association dues. When a member in good standing of the Association is in non-pay status for an entire pay period, no withholding will be made to cover that pay period from future earnings. If an Employee is in non-pay status during only part of the pay period, and his or her wages are not sufficient to cover the full withholding, no deductions will be made. All other legal and required deductions have priority over Association dues.

Article 17.    **EMPLOYEE GRIEVANCE PROCEDURES**

- A. Any dispute, claim, or grievance arising out of or relating to the working conditions or the interpretation or the application of this Agreement must be settled in accordance with this Article;
- B. An Employee who alleges a violation of any provision of this Agreement ("Grievant") shall submit a written grievance to the Sheriff not later than fifteen (15) working days from the date of the alleged violation. As used in this Article, "working day" means Monday through Friday, excluding State and Federal holidays.
- C. Not later than ten (10) working days of receipt of a grievance, the Sheriff may respond to the grievance. If the Sheriff denies the grievance or fails to respond, the Grievant may, not later than ten (10) working days from the date of the Sheriff's denial of the grievance or failure to respond to the grievance, submit a written grievance to the City Human Resources Director. Not later than five (5) working days of receipt of the written grievance, the City Human Resources Director shall, by written notice to all ~~parties~~ Parties concerned, direct the ~~parties-Parties~~ Parties to proceed to non-binding mediation. Unless mutually agreed to by the City and the Association, mediation must be held not later than sixty (60) calendar days from the date the City Human Resources Director receives the written grievance. If the ~~parties-Parties~~ Parties are unable to agree on a person to act as a neutral mediator, a request for a mediator shall be made to the Federal Mediation and Conciliation Services (FMCS) by either ~~party-Party~~ Party. Any costs of mediation shall be split between the Association and the City. If the ~~parties-Parties~~ Parties are unable to resolve the issue through mediation, the grievant may, within ten (10) working days of mediation, submit the grievance to arbitration for resolution.
- D. If a grievance is not resolved through mediation, the grievance may be submitted to arbitration by notifying the other ~~party-Party~~ Party in writing not later than ten (10) working days of the nonresolution. If a grievance is not submitted to arbitration after mediation, it shall be deemed denied or settled on the basis of the last administrative decision. The ~~party-Party~~ Party requesting arbitration shall notify the other ~~party-Party~~ Party within the ten (10) working day period. If the ~~parties-Parties~~ Parties are unable to agree upon an arbitrator, the ~~party-Party~~ Party initiating the arbitration must request a list of seven (7) arbitrators from the ~~Federal Mediation and Conciliation Service, FMCS~~ or the American Arbitration Association. Failure to make a written request for a list within thirty (30) working days after notice to the other ~~party-Party~~ Party will constitute a waiver of arbitration and a denial or settlement of the grievance on the basis of the last administrative decision. An arbitrator must be selected in the matter provided by NRS 288.200.
- E. An arbitrator who is selected pursuant to this Article shall convene a hearing as soon as reasonably practicable at the mutual convenience of the arbitrator and the ~~parties-Parties~~ Parties. Any expenses for witnesses or legal counsel for either ~~party-Party~~ Party must be paid by the ~~party-Party~~ Party producing such witnesses or retaining such counsel. A stenographic record must be taken of each hearing. The costs of the record, the arbitrator's fees and expenses must be assessed by the arbitrator on either or both ~~parties-Parties~~ Parties in his or her discretion.
- F. An arbitrator who is selected pursuant to this Article does not have the authority to amend or delete any of the terms of this Agreement or any of the Sheriff's Department rules, regulations and policies. A decision of the arbitrator must be based solely on the

evidence and arguments presented by the ~~parties~~Parties at the arbitration hearings, and the decision of the arbitrator will be final and binding except as provided by law.

- G. Any time limits described in this Article are intended to expedite the grievance procedure. The failure of an aggrieved Employee to comply with this Article within the established time limits constitutes a waiver of the grievance. Any time limits may be extended by mutual written agreement of the ~~parties~~Parties and which may not be unreasonably withheld by any ~~party~~Party.
- H. Unless a grievance is submitted by the Association itself, the Sheriff must not settle or deny the grievance without first notifying the Association that the grievance was filed. The Association has the right to intervene in any Employee grievance. If the Association has not demanded arbitration, it is not responsible for any fees or expenses under this Article. If an Employee demands arbitration, an arbitrator may require the payment of one-half of the estimated cost of the arbitration in advance of any hearing. If the payment is not made, the grievance shall be deemed denied or settled on the basis of the last administrative decision.

Article 18 **BILL OF RIGHTS**

\_\_\_\_\_ This Agreement hereby adopts and incorporates by reference the provisions of NRS Chapter 289, also known as the Peace Officers Bill of Rights, as they may be amended from time to time.

Article 19 **PAYMENT UPON DEATH OF EMPLOYEE**

\_\_\_\_\_ If an Employee dies while owed compensation by the City, the City will pay the compensation owed pursuant to the terms of this Agreement.

Article 20 **DEPARTMENTAL TRAINING COURSES**

- A. Upon approval of the Sheriff and if budgeted department training funds are available, Employees will be reimbursed for reasonable tuition, books, and consumable educational materials costs for educational training courses that meet the following conditions:
1. The training is directly related to the required skill or education for the Employee's current position. No reimbursement can be made for promotional preparation except for those Employees who are pursuing their certification for POST I, POST II or POST III levels.
  2. The training is in accordance with the departmental training program.
  3. The costs are borne by the Employee and any support, grant, assistance provided or assumed by another institution, government agency, scholarship or grant-in-aid will be deducted from any reimbursement amount.
  4. The course is taken from a recognized and accredited school or POST certified program and the Employee presents evidence of



successful attendance and completion of the training before reimbursement is considered for approval by the Sheriff.

5. The Employee provides written, official documentation of the costs of tuition, books, and consumable education materials actually used as a requirement of the course at the time he or she requests reimbursement.
  6. The decision of the Sheriff about the relatedness to current job performance is final and not subject to grievance by the Employee under this Agreement.
  7. The decisions of the City Director of Human Resources about the recognition and accreditation of the school or program and the decisions of the City Director of Finance about the adequacy of the documentation regarding reasonable costs and successful completion are final and not subject to grievance by the Employee under this Agreement.
- B. Training and courses taken by an Employee under the provisions of this Article will normally be taken on the Employee's personal time. However, the Sheriff may grant annual leave or administrative leave on a case-by-case basis depending on the Sheriff's assessment of the contribution that the training will provide to current job performance. The Sheriff may not grant administrative leave in excess of forty (40) hours in a fiscal year for any single course under any circumstance.
- C. Training at the direction of the Sheriff will be at the department's expense and time and related travel by the Employee will be governed by the Fair Labor Standards Act and the City's travel policies.

#### Article 21 PROMOTIONS

- A. All vacancies and promotions within the ~~Department~~ department will be filled by candidates who meet the minimum requirements of the position as established by the Sheriff. Candidates will have no less than twelve (12) continuous months of service in the department, prior to the open competitive testing.
- B. Adequate notice of all vacancies and promotions within the Department will be given to all ~~Employees of the Department~~ Employees. The notice will be posted on both the ~~Department~~ department and the Association bulletin boards for a period of not less than fifteen (15) calendar days prior to the last date for application or the date scheduled for testing, whichever is earlier.
- C. Notice shall contain the following information or indicate where the information may be obtained:
  1. Title and job Description of Position.
  2. All eligibility requirements including education, employment, training or experience criteria, and whether "equivalent" factors will be recognized.
  3. If there will be competitive testing, and if so:
    - a. The date, time and place of test;

- b. The nature and scope of test subject matter, and any reference material or sources containing such information;
- c. Whether the test will consist of written, oral and/or physical demonstration components and the relative weight to be given to each in scoring test results;
- d. Whether the test will be used to establish an eligibility list based upon ranking or rating of test applicants with the highest overall score being placed first, next highest second, and so on down the list of candidates, or whether a different rule applies, and how long the list will be retained and/or effective; and
- e. Whether the selection will be made from the top three positions on the eligibility list or other basis.

Article 22 **SHIFT DIFFERENTIAL**

\_\_\_\_\_ An Employee whose shift requires working at least four (4) hours between 5:00 p.m. and 6:00 a.m. will receive, in addition to the compensation provided in the salary schedule in effect, shift differential in the amount of \$1.50 per hour for each hour actually worked during the entire shift. Periods of paid and unpaid leave or holiday hours not worked are not eligible for shift differential.

Article 23 **STANDBY PAY**

\_\_\_\_\_ An Employee who is requested to be on standby status will be paid fifteen percent (15%) of his or her regular hourly rate of pay at the rate of \$1.50 per hour for each hour of, or fraction thereof, placed on standby status.

Article 24 **TRANSFERS**

- A. If an Employee is transferred by the Sheriff, the Employee will be given reasonable notice of such transfer.
- B. No Employee may be transferred solely on the basis of harassment, discipline, or discrimination.
- C. Employees will be transferred or reassigned consistent with their civil service classifications, grade and step.

Article 25 **WORK DAY**

- A. Except as provided herein, the preferred work day, e.g. shift, for all Employees covered by this ~~agreement~~ Agreement shall be ten (10) hours. However, ~~should there be if there is~~ insufficient staffing to cover a ~~ten-hour~~ (10) hour work day schedule, the Sheriff may require Employees to work a nine (9) hour work day until adequate staffing levels are restored. Additionally, ~~should if~~ the Board of Supervisors ~~declare~~ declares a state of emergency, the Sheriff may require Employees to work a twelve (12) hour work day. The Sheriff may impose alternative work days (9-hour or 12-hour) for ninety (90) consecutive calendar days, which can be extended for an additional ninety (90) calendar days with the mutual agreement of the Sheriff and the Association.

1. The scheduling of work days and work weeks shall be at the direction of the Sheriff, provided that all Employees have consecutive days off.
2. At the request of either partyParty, on or about November 1 and April 1 of each year, the parties-Parties shall meet and review the effectiveness of the work day and schedules utilized and, if necessary, renegotiate the length of the work day.

Article 26 **SAFETY**

- A. The City shall make every reasonable effort to provide and maintain a safe place of employment. The Association shall urge all Employees to perform their work in a safe manner. Employees shall be alert to unsafe practices, equipment or conditions and report same to their immediate supervisors.
- B. **STAFFING LEVELS:** The ~~Department-department~~ shall recognize that due to possible dangers inherent in the occupation of the Employees covered by this Agreement, minimum staffing levels will be maintained by the ~~Department-department~~ to provide officer safety, as follows: four (4) patrol deputies and three (3) detention deputies assigned to each shift (not including supervisors), unless the Board of Supervisors declares a state of emergency. The control position may be excluded from the detention minimum staffing level unless an emergency or unforeseeable circumstance exists. A sergeant may act in a role-down capacity in the place of a deputy when necessary for brief periods for purposes of providing minimum staffing levels.
- C. Unless the Board of Supervisors declares a state of emergency, all Employees are entitled to be off duty at least eight (8) hours between shifts, excluding required court appearances, detectives called out prior to the start of their next scheduled shift to conduct an investigation, and shift rotations (two (2) times per twelve (12) month period). Such rest period shall be taken without loss of pay and the Employee shall not be required to make up such time.

Article 27 **DISCIPLINARY ACTIONS**

\_\_\_\_\_ Per the City's policy, disciplinary action must be administered on a progressive basis for just cause unless circumstances warrant more escalated discipline.

- A. **WARNING AND REPRIMAND:** Whenever an Employee's performance falls below standard, the supervisor must inform the Employee promptly and specifically in writing of any deficiencies. If appropriate and justified, following a discussion of the matter with the Employee, a reasonable period of time of not less than thirty (30) days will be allowed for improvement or correction before initiating progressive discipline. In situations where oral or written warning has not resulted in a correction of the condition or where more severe initial action is warranted, a written reprimand must be sent to the Employee and a copy placed in the Employee's personnel file that is maintained in the City Human ~~Resourcee-Resources~~ Department.
- B. **SUSPENSION:** If the written reprimand is not effective, or in those cases where the seriousness of the offense or condition warrants, an Employee may be suspended without

pay, for cause, by the Sheriff, or his or her designee, for a period not to exceed thirty (30) working days.

- C. **INVOLUNTARY DEMOTION AND DISMISSAL:** When other forms of disciplinary or corrective action have proved ineffective or when the seriousness of the offense or condition warrants, the appointing authority may demote or dismiss for cause.
- D. **NOTICE OF SUSPENSION, INVOLUNTARY DEMOTION OR DISMISSAL:** The Sheriff's decision regarding a suspension of more than ten (10) working days, involuntary demotion or dismissal must be given to Employee in writing specifying the action to be taken, detailing the grounds upon which the action is based, including specification of standards, rules, regulations or policies violated and date of action taken, which must not be earlier than five (5) working days from the date of delivery of Specificity of Charges to the Employee.

Receipt shall be deemed to be the date of personal delivery of the notice to the Employee.

The Sheriff or his or her designee may elect to serve notice upon the Employee by mail, in which case the notice must be mailed to the Employee at his or her last known address via registered or certified mail, return receipt requested. Receipt shall be deemed to be the date of delivery as indicated on the return receipt of the registered or certified mail. If the notice is returned to sender, receipt shall be deemed to be on the third day after the date of mailing the notice.

E. **SPECIFICITY OF CHARGES:**

1. Before any disciplinary action can be taken under Article 27(B)Section (B) (Suspension) or (C) (Involuntary Demotion and Dismissal) of this Article, the Employee to be so disciplined must be provided with a Specificity of Charges that includes a statement of facts describing the conduct for which discipline can be imposed, together with a statement of specific rules, regulations, ordinances, laws or policies violated.
2. The Specificity of Charges must be signed by the Sheriff or his or her designee.
3. The Employee who is subject to the discipline must be given an opportunity to sign the Specificity of Charges. The Employee's signature, however, does not constitute an admission of guilt. The signature is merely acknowledgement of receipt of the Specificity of Charges.

F. **GRIEVANCE REVIEW OF DISCIPLINARY ACTIONS:**

1. All disciplinary actions of Employees are subject to review by appeal through the grievance procedures set forth in Article 17 of this Agreement.
2. Letters of hearing or reprimand not appealed through the grievance procedure, at time of issue are nevertheless subject to evidence of mitigation or aggravation in any disciplinary action, in which such letters are a basis for, or are offered in support of, all subsequent disciplinary action.
3. Disciplinary documents will be of no force or effect twelve (12) months after the date of issue and must be removed from personnel files at that time upon request by the

Employee, provided that the same or similar conduct which gave rise to the disciplinary action or related misconduct has not reoccurred.

Article 28 **DUTY TO DEFEND**

\_\_\_\_\_ The City has a duty to defend any Employee named as a defendant in any action arising out of the scope or performance of employment duties along with the tender of a defense on behalf of the Employee with adequate notice and participation in all aspects of proceedings, including any compromise and settlement, trial, appeal up to and including final disposition subject to the provisions of the NRS. The City shall hold harmless and indemnify any Employee named in any and all claims, judgments, losses and demands as a result of such actions.

Article 29 **RETIREMENT CONTRIBUTIONS**

- A. All Employees covered by this Agreement will be covered by the PERS under benefits granted to Firemen/Policemen, pursuant to NRS Chapter 286.
- B. The City agrees to make health insurance coverage available to all Employees who retire from ~~The Department~~ the department and who are eligible to receive retirement benefits.
- ~~C. Employees who reach the age of seventy (70) years will be eligible for continued employment on a year to year basis upon the recommendation of the Sheriff and approval of the City Board of Supervisors.~~
- ~~D.~~ C. \_\_\_\_\_ Employees shall be retired from employment with the City in accordance with the provisions of this Article and NRS Chapter 286.
- ~~E.~~ D. \_\_\_\_\_ If PERS or the Nevada State Legislature takes any single action to increase the total contribution rate for the Police and Firefighter's Retirement Fund in an amount of one and one-half percent (1.5%) or less, the City will pay one half of the increase up to three-quarters of one percent (0.75%), and the Employee's salary will be reduced by one half of the increase up to three-quarters of one percent (0.75%). However, the City will increase the Employee's salary on the effective date of the reduction in salary in an amount equal to the reduction made to the Employee's salary.
- ~~F.~~ E. \_\_\_\_\_ If PERS or the Nevada State Legislature takes any single action to increase the total contribution rate for the Police and Firefighter's Retirement Fund in an amount that exceeds one and one-half percent (1.5%), the City will pay one-half of the increase and the Employee's salary will be reduced by one-half of the increase. However, the City will increase the Employee's salary three-quarters of one percent (0.75%) on the effective date of the reduction. Any amount over one and one-half percent (1.5%) will be split equally between the City and the Employee.

Article 30 **UNIFORM ALLOWANCE**

- A. The City shall pay each Employee a uniform allowance of \$1,700.00 per year with semi-annual payments included with the first paycheck of June and the first paycheck of December. This uniform allowance shall be deemed to cover the full cost of original purchase, replacement and upkeep of the Employee's uniform during the time of his or her employment with the City. If the Sheriff alters, modifies, or changes in any way the

existing uniform requirements, the Association must be given reasonable notice. The City will bear the full cost of any such alterations, modifications or changes in the existing uniform requirements.

- B. The City shall purchase uniforms and other gear required but not issued by the ~~Department~~ for each new Employee hired. An Employee for whom such purchases have been made will not receive uniform allowance on the first two occasions when such checks are issued after the date of his or her hire. If an Employee on whose behalf such purchases are made is terminated or leaves the service of the department for any reason during the probationary period, the uniforms and other gear purchased must be returned to the department.
- C. The City shall purchase body armor and one body armor cover for each Employee once every five (5) years, with such expenditure not to exceed one thousand two hundred fifty dollars (\$1,250.00) per Employee. The cost of the body armor purchased will be paid by the ~~Department~~ directly to the vendor of such body armor upon presentation to the Sheriff or his or her designee of a purchase receipt. The purchase of body armor pursuant to this section applies to twenty five percent (25%) of the covered Employees each year of this Agreement. The Association shall provide to the ~~Department~~ a list of those Employees eligible during each year of this Agreement.
- D. The ~~Department~~ shall pay up to one thousand two hundred fifty dollars (\$1,250.00) for the purchase of body armor for each new Employee hired. The Employee must purchase the vest from a supplier approved by the ~~Department~~. The ~~Department~~ shall make payment directly to the supplier. ~~A deputy An~~ Employee who obtains body armor pursuant to this ~~section-provision~~ and who is not employed beyond the end of his or her probationary period for any reason must return to the department the vest or the amount subsidized by the ~~Department~~ to the Department upon his or her separation from service.
- E. In the event an Employee loses or damages any uniform, equipment, watch or eyeglasses in the performance of the Employee's duties and which is not caused by the Employee's own negligence, the City must reimburse the cost of the item lost or damaged as follows:
  - 1. Watches and sunglasses: up to one hundred dollars (\$100.00) each per incident.
  - 2. Prescription glasses: up to a maximum of three hundred dollars (\$300.00) per incident.
  - 3. All other items: four hundred dollars (\$400.00) total per incident.

The provision includes clothing worn by Employees assigned in "plain clothes capacity". In order to receive benefits under this Article, an Employee must report any claims prior to the end of his or her shift during which the incident occurred, unless such report is not possible or practical at that time. Employees must turn in all damaged equipment or clothing for reimbursement. Items will be replaced with a like-kind or of cost-equivalent value.

Article 31 **ADDITIONAL PAY**

~~A. FIELD TRAINING OFFICER: Any Employee assigned as a Field Training Officer shall receive special assignment pay of 5% of base pay. Assignment as a Field Training Officer is not a promotion. Assignment and rescinding the assignment of a Field Training Officer is solely at the discretion of the Sheriff and is not subject to appeal through the grievance or other process.~~

~~A. SPECIALTY COLLATERAL ASSIGNMENT PAY:~~

~~Any Subject to the limitation set forth in Section J (Total Additional Pays) of this Article, an Employee assigned to each any of the following units assignments shall receive special assignment pay of 5% of the Employee's base rate of pay for the duration of the assignment to that unit each assignment:~~

- ~~a1. Field Training Officer~~
- ~~b2. Behavioral Health Officer~~
- ~~c3. School Resource Officer~~
- ~~d4. Detention Medical Deputy~~
- ~~e5. Any other collateral assignment as approved by the Sheriff.~~

~~Assignment to these units An assignment under this Section is not a promotion. Assignment and rescinding the assignment/Any assignment or rescission of assignment of these specialty collateral duties is solely at the discretion of the Sheriff and is not subject to appeal through the grievance process or any other process.~~

~~B. ON-CALL PAY: Any Employee assigned to on-call status by the Sheriff will receive ten (10) hours of paid or compensatory time for each work week assigned to such activity provided the Employee's regular shift is ten (10) hours. If the Employee's regular shift is eight (8) hours, the Employee will be entitled to receive eight (8) hours of paid or compensatory time for each work week when the Employee is assigned to on-call status by the Sheriff. Employees assigned to on-call status of less than one (1) work week will not receive eight (8) hours or ten (10) hours, depending on regular shift schedule, of compensatory time, but will receive one and one-half dollars (\$1.50) for each hour the Employee is on on-call status pursuant to Article 23; (Stand-by Pay).~~

~~C. EDUCATION AND POST INCENTIVES: Subject to the limitation set forth in Section J (Total Additional Pays) of this Article, an An Employee who attains a college degree shall receive a pay increase to his/her/his or her base hourly rate for the following degrees at the corresponding amounts set forth below:~~

- ~~a1. Associates Degree Two and one-half percent (2.5%)~~
- ~~b2. Bachelors Degree Five percent (5.0%)~~
- ~~c3. Masters Degree Five and one-half percent (5.5%)~~

~~A degree must be earned at a fully accredited college, community college, university, or other institution acceptable to the City. The degree must be in a field that, in the sole discretion of the Sheriff, advances the mission of the Office. To be eligible for the education incentive pay, the Employee must provide to the Human Resources Department a copy of the degree awarded. An Employee is only eligible to receive one of the above-listed education incentive pays, which will be the one for the highest degree the Employee attained. An Employee is eligible for the education incentive once he or she has successfully completed his or her probationary period.~~

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~~C. An Associate's Degree will receive a 2.5% pay increase. An Employee who attains a Bachelor's Degree will receive a 5.0% pay increase. An Associate's or Bachelor's degree must be earned at a fully accredited college, community college, university, or other institution acceptable to the City. The Associate's or Bachelor's degree must be in a field that, in the discretion of the Sheriff, advances the mission of the Department. To be eligible for the education incentive pay, the Employee must provide to the City Human Resources Department, a certified copy of the degree awarded from the accredited institution. An Employee is eligible for this education incentive pay once he or she has successfully completed his or her probationary period as a new Employee.~~

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An Employee who attains a Nevada Intermediate ~~or~~; Advanced ~~or~~ Management POST Certificate shall receive the following proficiency pay bi-annually on the first pay day of July and December of each calendar year:

1. Intermediate POST Certificate ~~--~~ Two hundred fifty dollars (\$250.00); or
2. Advanced POST Certificate ~~--~~ Five hundred dollars (\$500); or
3. ~~Management POST Certificate \$750.~~

The POST proficiency pay shall be paid only for the highest certificate earned and shall not be cumulative.

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D. **ACTING PAY:** ~~Should~~ If the Sheriff ~~appoint~~ appoints an Employee in an acting capacity to work in a job classification to which ~~they are~~ the Employee is not assigned, the Employee shall receive salary compensation for that classification, provided that:

1. The classification is higher than the Employee's present classification; and
2. The Employee has worked five (5) work periods (shifts) in the higher classification for which the Employee will be paid for the ~~1<sup>st</sup>~~ first and each shift thereafter worked.
3. The Employee is on the ~~Department's~~ department's eligibility list for the higher classification, if a current eligibility list exists.

E. **MOTORCYCLE OFFICER:** An ~~officer~~ Employee assigned to operate a motorcycle shall receive additional compensation of thirty five dollars (\$35.00) per pay period.

F. **CANINE OFFICER:** An ~~officer~~ Employee assigned to canine duty shall receive special assignment pay of five percent (5%) of base pay for the duration of the assignment. Assignment as a canine officer is not a promotion. In addition to the five percent (5%) increase to base pay, ~~the Employee~~ deputy will receive seventy dollars (\$70.00) per week for the care and feeding of the dog, upon taking custody of the canine, and will also receive one (1) hour during each regularly scheduled shift for additional training of his or her dog. The additional one (1) hour of training must be done while on shift.

Assignment to a canine position is solely at the discretion of the Sheriff and is not subject to appeal through the grievance process, unless a transfer for discipline is alleged by the ~~deputy(s)~~ Employee assigned to duty as a canine officer.



~~G. SCHOOL RESOURCE OFFICER: An officer assigned to act as a school resource officer shall receive special assignment pay of 5% of base pay for the duration of the assignment. Assignment as a school resource officer is not a promotion. Assignment and rescinding the assignment of a school resource officer is solely at the discretion of the Sheriff and is not subject to appeal through the grievance or other process.~~

H.G. LONGEVITY: ~~Effective July 1, 2014,~~ Employees who have completed five (5) years of consecutive service in the Carson City Sheriff's Office shall receive one half of one percent ~~½%~~ (0.5%) of the individual Employee's base salary. For every additional year of service after the fifth year, ~~an the~~ Employee must be paid an additional ½% ~~one half of one percent (0.5%)~~ per year up to a maximum of eight percent (8%) of the individual Employee's base salary.

1. Payment for Longevity

Payment for longevity under this Article will be made as follows: One-half (1/2) of the annual amount will be paid on the last payday in July and the other one-half (1/2) of the annual amount will be paid on the first payday in December.

2. Eligibility under Particular Circumstances

- a. An Employee who is on leave without pay for an entire six- ~~(6)~~ month period of qualification is not entitled to pay for longevity for that period.
- b. An Employee who retires or who dies during the semi-annual qualifying period is eligible for pro-rated longevity pay.
- c. An Employee who is laid-off and is rehired within one ~~(1)~~ year from the date of the lay-off is eligible for pay for longevity he or she would have earned if he or she had not been laid-off.
- d. If an Employee who is eligible for military re-employment has been re-employed, the time during which he or she was not employed by the Employer because of his or her military service will be counted when determining the rate for longevity. The person is not eligible for payment for the time not employed by the Employer.

H. INVESTIGATIONS DETECTIVES: ~~Subject to the limitation set forth in Section J (Total Additional Pays) of this Article, Employees assigned to the Investigations Division shall be designated as a detective and shall Any officer assigned as a detective shall receive special assignment pay of 10% of his/her/his or her base rate pay for the duration of the assignment. Assignment as a detective is not a promotion. Assignments to the following units shall qualify for Investigations pay:~~

a1. Detectives

b2. State Narcotics Task Force (TRINET)

e3. Federal Task Forces (Safe Streets, High-Intensity Drug Trafficking Area, Internet Crimes Against Children, or Joint-Terrorism Task Force)

d4. Special Enforcement Team

e5. Tri-County Gang Unit

f6. Any other assignment designated ~~investigations as Investigations and approved by the Sheriff~~

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~~Assignment in Investigations as a detective shall be for an initial commitment a maximum of three (3) years unless the Employee requests transfer out of the assignment, or is transferred as a result of unsatisfactory work performance, as a Detective. Change of assignment within Investigations between the units listed above must be authorized by the Sheriff.~~

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~~h. The Sheriff may deny a transfer request for operational reasons. At the end of the three (3) year term, the Sheriff may grant an extension to the assignment of one (1) year or more. rotation back to patrol is automatic unless the Sheriff authorizes up to a one (1) year extension. An extension is at the sole discretion of the Sheriff, and may be authorized one a year to year basis by the Sheriff or his or her designee. The Sheriff may approve or deny a voluntary transfer request based on the needs of the Office department department, Assignment to Investigations, or removal of the assignment, of a detective is solely at the discretion of the Sheriff and is not subject to appeal through the grievance or other process.~~

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~~J.H. **RESPONSIBILITY PAY:** Subject to the limitation set forth in Section J (Total Additional Pays) of this Article, A a five percent (5%) incremental adjustment will be made to an Employee's regular hourly rate for the period during which he or she is assigned job responsibilities extending beyond or above those of their-his or her class and not for those duties already being compensated.~~

~~I. **REQUIRED SPANISH PAY:** Subject to the limitation set forth in Section J (Total Additional Pays) of this Article, An an Employee who is expected to fluently speak, read or write in Spanish at least three (3) times per week in the performance of his or her job duties, will receive two and one-half percent (2.5%) of his or her base salary. The Employee's supervisor has the authority to determine whether the use of Spanish is expected. The City may require testing to determine whether an Employee is fluent in Spanish so as to be eligible to receive this benefit.~~

~~K.J. **TOTAL ADDITIONAL PAYS:** An Employee who receives any of the additional pays listed above, excluding longevity pay and acting pay, is restricted to receiving payment additional pay equaling no more than 17.5% in the aggregate.~~

## Article 32 **LAYOFF POLICY AND PROCEDURE**

### A. **DEFINITIONS FOR THIS POLICY ONLY**

1. **Break In Service.** A break in service occurs when an Employee resigns, is discharged for cause or retires. However, city seniority accrued prior to layoff will be counted upon recall and re-employment. Job classification seniority may be continued provided that the Employee is rehired into the same job classification. If there is a voluntary interruption or break in service, seniority will commence as of the date of last entrance into City service. Leaves of absence will not be considered as breaks in service.
2. **City Seniority.** An Employee will have city seniority as of the date of hire following the successful completion of the initial probationary period.

3. **Divisions.** A “division” means a clearly established first sub-unit of a department which has been determined by the Sheriff.
4. **Job Classification Series.** A “job classification series” means the normal line of progression from trainee, entry or preparatory levels to supervisory or administrative levels within a job specialty. The minimum qualifications, tests for fitness, and the duties and responsibilities are similar but different in level. **Class Job classification** series also includes all positions which an Employee has previously held within the ~~Sheriffs-Department~~**department.**
5. **Job Classification Seniority.** An Employee will have job classification seniority as of the date of appointment to the job following the successful completion of the probationary period.
6. **Regular Employee.** An Employee who has completed the probationary period, but is serving a new probationary period, is considered a regular Employee for layoff purposes. If an Employee has been employed in a **class-job classification** series for a period of time equivalent to the minimum required to complete a probationary period, but because of promotions within that **class-job classification** series had never completed a probationary period, the Employee will for layoff purposes be considered a regular Employee.
7. **Seniority.** Seniority will be calculated on the basis of calendar days of continuous service.

**B. PROCEDURES**

1. **Determination of job classifications to be Affected by Layoffs.** The Sheriff will determine which job classifications will be subject to layoffs.
2. **Notice to Bargaining Unit.** Whenever it is determined that a layoff of Employees may occur because of lack of work or funds, the City Manager or his or her designee shall, not less than seven (7) calendar days before the effective date of the layoff, provide the Association written notice of the layoff which must include the specific reasons such action is necessary and the estimated length of the layoff period.
3. **Sequence of Layoff.** Within the job classifications selected for layoff, the following sequence of layoff will occur:
  - a. Probationary Employees will be laid off first.
  - b. Regular Employees will be laid off only after layoffs of probationary Employees have been exhausted.
4. **Notice of Layoff.** All Employees will be given written notice of such layoff at least thirty (30) calendar days before the effective date of the layoff.
5. **Vacancies.** Whenever possible, an Employee who has been laid off pursuant to this Article will be permitted to fill an available vacancy if the Employee meets the minimum qualifications of the vacancy and successfully completes any necessary tests. If the vacant position is offered to an Employee who has been laid off pursuant to this Article, the Employee must submit his or her decision in

writing to the City Human Resources Department within seven (7) calendar days of the offer.

6. **Bumping.**

a. Any regular Employee who is to be laid off may elect to replace an Employee in a lower level of the same job classification series if the bumping Employee:

i. Has more city seniority than the Employee being bumped; and

ii. Meets the minimum occupational qualifications.

b. An Employee electing to exercise bumping rights shall assume the grade of the Employee being bumped and the step closest to his or her, ~~the Employee exercising the bumping right~~, existing salary at the time of the layoff.

c. Any Employee who is bumped shall have the right to exercise bumping rights in accordance with the provisions of this ~~section~~ Section. The decision to bump must be submitted in writing within seven (7) calendar days of notification.

d. Those Employees laid off, within the ~~Sheriffs-Department~~ department who have attained their present positions by promotion or appointment through the affected ~~class-series~~ job classification series will have employment rights at the next lower level within the department and will become the senior member in the lower ~~class~~ classification.

7. **Seniority.** Whenever it is determined that a layoff of Employees will occur, the City agrees to supply current city seniority lists and job series seniority lists to the ~~Bargaining-Associations~~ Association for the jobs being affected.

8. **Ties.** In the case of seniority or job classification ties, scores will be used to break it if available; i.e., highest score. If scores are not available, then lots shall be drawn.

C. **RECALL**

1. The name of an Employee who has been laid off must be placed on a re-employment list and will be recalled in the inverse order in which the Employee was laid off. An Employee on the list will be offered appointment to an opening in the job classification or equivalent job classification or any vacancy for which he or she is qualified and no new Employee will be hired until all qualified Employees on layoff status desiring to return to work has been offered the position. Employees must provide the Sheriff and City Human Resources Department with any address change while waiting for recall.

2. Notice of recall will be made in writing by certified mail to the Employee's address of record.

3. An Employee who is sent a notice of recall must respond within ten (10) working days of the receipt of the notice of certification for recall.

4. An Employee recalled to his or her former or equivalent job classification must report for re-employment on the date established by the department administrator or be considered to have abandoned his or her recall rights so long as said date is beyond ten (10) working days from the date of receipt of the recall notice.

5. An Employee recalled to a job classification with a lower salary rate than his or her previous job classification may refuse such position and remain eligible for recall. In the event that an Employee accepts such a position, his or her name will be removed from the re-employment list.

6. An Employee on layoff accrues no additional sick leave or vacation time.

Article 33 **COURT TIME**

A. An Employee who appears to testify pursuant to a subpoena in any criminal court or administrative proceeding that is required by the Employee's job will receive his or her regular salary during the period of court or administrative testimony or pretrial conference required by the District Attorney. If said criminal court or administrative testimony occurs during the Employee's regular time off, he or she is entitled to a minimum of three (3) hours of overtime if the Employee has already worked in excess of forty (40) hours during the time scheduled for said court testimony, pursuant to Article 10 (Overtime) of this Agreement. Court time includes time involved in obtaining evidence or other related matters at the Carson City Sheriff's Office. An Employee subpoenaed to testify by the District Attorney shall tender to the City any witness fees received. A subpoenaed Employee who testifies during his or her regular time off, is not entitled to call-back pay pursuant to this Agreement. An Employee who is not subpoenaed but is ordered to testify by the District Attorney or by the Employee's supervisor, is entitled to call-back pay pursuant to this Agreement. If the subpoena is canceled or the order to testify is rescinded prior to 7:00 p.m. the day before the court appearance or administrative proceeding, there shall be no entitlement to overtime pursuant to any provision of this Agreement, two (2) hours or more prior to the off-duty Employee's departure for his or her court appearance, there shall be no entitlement to overtime pursuant to any provision of this Agreement.

B. For purposes of overtime for subpoenaed Employees as set forth in this Article, Employees must call in to the District Attorney's office prior to the Employee's departure for his or her court appearance to determine if the Employee's appearance is still required.

C. The City and the Association will form a bilateral court appearance committee composed of one representative of the ~~Department~~ department appointed by the Sheriff, one representative of the District Attorney's Office, one representative of the courts and three members of the Association to study and develop mutually agreeable solutions to issues relating to court time.

Article 34 **JURY DUTY**

Any Employee of the City who is required to serve on any jury will receive his or her regular salary during the period of jury service, provided that he or she remits his or her compensation for such jury duty to the Clerk for deposit into the City's General Fund.

Article 35 **MILITARY LEAVE**

\_\_\_\_ Any Employee who is an active member of the Nevada National Guard or any reserve component of the United States Armed Forces will be relieved from his or her duties upon request to serve under orders on training duty without loss of his or her regular compensation for a period not to exceed fifteen (15) working days in any calendar year. Any such absence will not be deducted from the Employee's accrued vacation.

Article 36 **SAVINGS CLAUSE**

A. This Agreement is the entire Agreement of the ~~parties-Parties~~, terminating all prior arrangements and practices and concluding current negotiations during the term of this Agreement. The City shall from time to time meet with the Association to discuss its views relative to the administration of this Agreement. The Association or the ~~City-Board~~ of Supervisors may request discussions if it wishes.

B. If any provision of this Agreement is found to be in violation of any state or federal law or regulation by a court of competent jurisdiction, that provision will be null and void but all other provisions of this Agreement will remain in force and effect. The ~~parties-Parties~~ hereto agree to renegotiate any such provision found to be in violation of any state or federal law or regulation.

Article 37 **ABSENCE OF SHERIFF**

\_\_\_\_ Any reference to the Sheriff in this Agreement includes his or her authorized designee in the event the Sheriff is absent or unavailable for any reason.

Article 38 **ADOPTION AND DURATION OF AGREEMENT**

\_\_\_\_ ~~Carson City Deputy Sheriff's Association~~

A. This Agreement is effective July 1, 2021~~47~~ and remains in effect until June 30, 2026~~1~~ unless amended as provided herein.

B. This Agreement automatically renews from year to year thereafter. If either ~~party-Party~~ desires to amend this Agreement, that ~~party-Party~~ must notify the other ~~party-Party~~ in writing of the Articles that the ~~party-Party~~ desires to negotiate. The notice required by this section must be provided to the other ~~party-Party~~ on or before the date such notice is required by NRS Chapter 288, which at the time of execution of this Agreement is designated as February 1 of each calendar year.

C. The ~~parties-Parties~~ shall promptly commence negotiations. If the ~~parties-Parties~~ have not reached agreement by the time established under NRS Chapter 288, which at the time of execution of this Agreement is designated as April 10 of the year in which negotiations commence, either ~~party-Party~~ may submit the dispute preventing agreement to an impartial fact-finder at any time for his or her findings. The fact-finder shall make recommendations of the unresolved issues.

D. If the ~~parties~~Parties have not reached an agreement within ten (10) days after the fact-finder's recommendations, all issues remaining in dispute must be submitted to an arbitrator.

E. The provisions of NRS Chapter 288 will govern fact-finding and arbitration between the ~~parties~~Parties.

F. In the event that future agreements are not reached prior to July 1 of the applicable year, all awards rendered by the final binding arbitrator are retroactive to July 1 of the year in which negotiations commenced.

IN WITNESS WHEREOF, the City and the Association have caused this Agreement to be duly executed by their authorized representatives on the \_\_\_ day of June, 2021~~17~~.

CARSON CITY

CARSON CITY DEPUTY SHERIFF'S  
ASSOCIATION

By: \_\_\_\_\_  
~~Robert L. Crowell~~Lori Bagwell, Mayor  
Association President

By: \_\_\_\_\_  
Brett Bindley, CCDSA

ATTEST:

\_\_\_\_\_  
Susan MerriwetherAubrey Rowlett, Clerk-Recorder

2021-2026  
AGREEMENT  
between  
CARSON CITY  
and the  
CARSON CITY DEPUTY SHERIFF'S ASSOCIATION ON BEHALF OF THE CARSON  
CITY DEPUTY SHERIFFS  
(July 1, 2021 – June 30, 2026)

<u>Article</u>	<u>Subject</u>	<u>Page</u>
1	Preamble	3
2	Recognition	3
3	No Strikes and Lockouts	3
4	Rights of Management	3
5	Association Rights	4
6	Compensation	6
7	Annual Performance Evaluation	8
8	Reserved	8
9	Callback	8
10	Overtime	8
11	Holidays	9
12	Annual Leave	10
13	Sick Leave	11
14	Group Health Insurance	15
15	Group Life Insurance	18
16	Association Dues and Payroll Deduction Privileges	18
17	Employee Grievance Procedures	19
18	Bill of Rights	20
19	Payment Upon Death of Employee	20



<u>Article</u>	<u>Subject</u>	<u>Page</u>
20	Departmental Training Courses	20
21	Promotions	21
22	Shift Differential	22
23	Standby Pay	22
24	Transfers	22
25	Work Day	23
26	Safety	23
27	Disciplinary Actions	23
28	Duty to Defend	25
29	Retirement Contributions	25
30	Uniform Allowance	26
31	Additional Pay	27
32	Layoff Policy and Procedure	30
33	Court Time	32
34	Jury Duty	33
35	Military Leave	33
36	Savings Clause	33
37	Absence of Sheriff	33
38	Adoption and Duration of Agreement	34

**Article 1. PREAMBLE**

This collective bargaining agreement (“Agreement”) is entered into by and between Carson City, Nevada (“City” or “Employer”), a consolidated municipality a political subdivision of the State of Nevada, and the Carson City Deputy Sheriff’s Association (“Association”) on behalf of the Carson City Deputy Sheriffs (referred to individually as “Employee” and collectively as “Employees”), each of which may be hereinafter referred to individually as “Party” or collectively as “Parties.”

It is the intent and purpose of this Agreement to assure sound and mutually beneficial working and economic relationships between the Parties hereto and to provide an orderly and peaceful means of resolving any dispute, misunderstanding or differences which may arise between the Parties.

All Employees shall: (1) perform loyal and efficient work and services; (2) use their influence and best efforts to protect the properties of the City and its service to the public; and (3) cooperate in promoting and advancing the welfare of the City and in preserving the continuity of its service to the public at all times.

The full Agreement between the Parties is set forth herein with the exception of certain matters covered by applicable state or federal law and regulations thereof.

**Article 2. RECOGNITION**

The Association is recognized as the sole and exclusive bargaining representative for Employees. The provisions of Article 27 (Disciplinary Actions) and Article 32 (Layoff Policy and Procedure) of this Agreement do not apply to a probationary employee.

**Article 3. NO STRIKES AND LOCKOUTS**

- A. The Association shall not promote, sponsor or engage in, against the City, any strike, slowdown interruption of operation, stoppage of work, absences from work upon any pretext or excuse not founded in fact, or any other intentional interruption of the City, regardless of the reason for so doing, and shall also use reasonable efforts to induce all Employees covered by this Agreement to comply with this pledge.
- B. The City shall not lock out any Employees as the result of a labor dispute with the Association.

**Article 4. RIGHTS OF MANAGEMENT**

- A. In accordance with NRS Chapter 288, which governs relations between governments and public employees in Nevada, and pursuant to NRS 288.150, the City as the local government employer is entitled without negotiation or reference to any agreement resulting from negotiation:
  - 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 the statutory provisions set forth in NRS Chapter 288, which establish lawful procedures for a reduction in work force.
3. The right to determine:
  - a. Appropriate staffing levels and work performance standards, except for safety considerations.
  - b. The content of the workday, including without limitation, workload factors, except for safety considerations.
  - c. The quality and quantity of services to be offered to the public.
  - d. The means and methods of offering those services.
4. Safety of the public.

**Article 5.     ASSOCIATION RIGHTS**

- A. Employees have the right to form, organize, join and administer an employee organization and to designate their representatives for purposes of collective bargaining. The City shall not restrain, coerce, discriminate against or otherwise interfere with an Employee in the exercise of these rights.
- B. The Association may request information which is in the exclusive control of the City concerning any subject matter included in the scope of mandatory bargaining which the Association deems necessary for and relevant to collective bargaining, or necessary for the administration or application of this Agreement. The City shall furnish the information requested without unreasonable delay.
- C. At least annually, the Association shall designate no more than four (4) Employee representatives of the Association. This designation must be in writing and must be transmitted to the Sheriff and the City's Human Resources Director no later than July 31 of each year and within 30 calendar days of a change in one of the representatives by the Association. Designated Employee representatives of the Association may conduct Association business on City property if such work occurs outside the Employee representative's regular working hours, except when the Employee representative is authorized to perform representational duties during his or her regular working hours as provided for in Sections I, J, K, and L of this Article. The City may also grant special permission to conduct certain Association business during working hours if such activity does not interfere with or disrupt normal business of the department. The Association may use City buildings for its meetings if such use does not interfere with or disrupt the City's operations. The Association must contact the appropriate department director or elected official who has control or authority over the building which the Association seeks to use for an Association meeting and request the use of the building's facilities not less than 48 hours in advance of the meeting. Unless the facility is unavailable, the department director or elected official shall not unreasonably withhold consent to use a City building or facility for an Association meeting.
- D. Designated Employee representatives may make and receive telephone calls and electronic mail (e-mail) messages concerning Association business during City

business hours only if such activity does not interfere with or disrupt the normal business of the department. Association business or communications may not, under any circumstance, be conducted over the department's radio, dispatch, or mobile communication systems.

- E. The City shall not interfere with or discriminate with respect to any term or condition of employment against any Employee because of his or her membership in the Association or his or her participation in any legitimate activity pursuant to this Agreement. The City shall not encourage membership in any other employee bargaining organization.
- F. The Association recognizes its responsibilities as the exclusive negotiating agent and agrees to represent all Employees in the Association without discrimination, interference, restraint, or coercion.
- G. The provisions of this Agreement must be applied equally to all Employees in the collective bargaining unit without discrimination and in conformity with all applicable federal, state, and local laws and regulations.
- H. Except as otherwise provided by federal, state, or local law or regulation, whenever a collective bargaining unit Employee is on duty, he or she must not engage in or be coerced to engage in any prohibited political activity.
- I. Up to four (4) Employee representatives of the Association who are designated by the Association as members of the Association's negotiating team may attend negotiation meetings with the City on duty time with pay if the negotiation meeting occurs during the Employee representative's regular work hours.
- J. Up to two (2) designated Employee representatives of the Association may attend disciplinary meetings of an Employee who is facing possible discipline by the City, if the Employee is not otherwise represented. It is the responsibility of the Employee to arrange for such representation. The Employee representative and the Employee who is facing possible discipline may attend such meetings while on duty time if the meeting occurs during the Employee representative's and the Employee's regular work hours.
- K. Up to two (2) Employee representatives of the Association may attend grievance meetings with the City, including Sheriff's Administration, concerning an Employee who submitted a grievance pursuant to this Agreement ("Employee Grievant"). It is the responsibility of the Employee Grievant to arrange for such representation. The Employee representative and the Employee Grievant may attend such meetings on duty time if the meeting occurs during the Employee representative's and the Employee Grievant's regular work hours.
- L. An Employee who is a member of the Association's Executive Board ("Board Member") is entitled to collectively use up to five hundred (500) hours of paid administrative leave for Association business during any calendar year.
  - 1. An employee may donate up to ten (10) hours of annual leave per year to a time bank that may be used, hour for hour, by Board Members for Association business.

2. A Board Member may utilize such banked time to participate in any of the Association duties defined as:
    - a. The investigation of an Employee's grievance or potential grievance;
    - b. Representation of an Employee Grievant at any step of the grievance process established herein;
    - c. Consultation with any representatives of the Association on matters involving the Association's relationship with the City;
    - d. Attendance of City functions/meetings, which have a direct impact on the Association; and
    - e. Attendance of Association-related training which pertains to collective bargaining, Employee representation, political action, Association leadership, internal affairs, or any other training designated by the Association President.
  3. The Board Member shall notify the Association President, who will request leave from the Board Member's immediate supervisor, each time the Board Member requires relief from duty to conduct appropriate Association business. The supervisor may authorize such requested relief unless operational demands prevent relief. A supervisor shall not unreasonably withhold permission from a Board Member for appropriate use of time for Association business. A Board Member shall not abuse the use of time for Association business.
- M. The Association may post notices of its activities and matters of business related to the Association only on a bulletin board specifically designated for these purposes and provided by the City. The Association may use the City's interoffice mail delivery system and/or the City's electronic mail (e-mail) system to communicate business matters of the Association or information of the Association, provided such activity does not interfere with or disrupt Sheriff's Department operations. The Association must comply with all provisions of the City's written e-mail policy when using the City's e-mail system.

**Article 6.     COMPENSATION**

**A. PAY RATES:**

1. Effective July 1, 2021, a pay step salary schedule is established, as outlined in Appendix A, incorporated herein and made a part of this Agreement. On July 1, 2021, each Employee will move from his or her current step to the next step if the Employee received a "meets expectations" or better performance review between July 1, 2020 to June 30, 2021.
2. The pay step salary schedule will reduce from 10 steps to seven steps during the term of this Agreement in accordance with Appendix A. If an Employee would otherwise have been paid at a step that is eliminated in accordance with Appendix A, the Employee will be placed in the next step. Pay rates established in this Article and illustrated in Appendix A are subject to Employee salary reductions pursuant to

Article 29 (Retirement Contributions) for the Nevada public employee retirement system (PERS) contribution increases for the Police and Firefighter's Retirement Fund.

- B. **MERITS:** An Employee shall receive a merit increase in increments of one step each year on July 1 if the Employee receives a "meets expectations" or better performance review on the anniversary date of his or her employment during the previous period of July 1 through June 30.
- C. **COST OF LIVING ADJUSTMENT (COLA):** A cost of living adjustment will be made to each Employee's base rate of pay for the first pay period of each fiscal year, to be effective on the following dates and corresponding amounts as follows:
- |              |       |
|--------------|-------|
| July 1, 2021 | 1.75% |
| July 1, 2022 | 2.0%  |
| July 1, 2023 | 2.0%  |
| July 1, 2024 | 2.0%  |
| July 1, 2025 | 2.0%  |
- D. Whenever a former Deputy Sheriff is rehired as an Employee within a three-year (3) period, his or her rate will be established at the discretion of the appointing authority, but at a rate not less than the Employee's base rate at the time of separation. If a former Deputy Sheriff is rehired after a three-year (3) absence and has experienced a break in law enforcement service, the Employee's base rate will be established at step 1 or the at a step determined in accordance with Section H (Lateral Hires) of this Article.
- E. **NON-POST CATEGORY:** A new Employee who does not hold a Peace Officer Standards and Training (POST) certificate will be compensated at 10% below step 1 of the pay step salary schedule as set forth in Appendix A from the date of employment until his or her POST certification is obtained. If an Employee has not attended the POST Academy by the end of his or her first year on the job through no fault of the Employee, the Employee will be placed into step 2 of the pay step salary schedule on the July 1 following the Employee's first performance review if the Employee received a "meets expectations" or better performance review.
- F. **NEW HIRE PROBATION:** A new Employee who does not hold a POST certificate shall be on probation for a period of eighteen (18) months and a new Employee who holds a category I POST certificate shall be on probation for a period of twelve (12) months from date of hire, during which time the Sheriff has the right to dismiss or retain the Employee. All new hire probationary Employees are entitled to accrue all benefits of this Agreement unless otherwise specified in Article 2. Probationary Employees are eligible to use leave benefits accrued after six (6) months of employment, except as otherwise provided by this Agreement.
- G. **POSITION RECLASSIFICATION:** If a position is reclassified to a lower class through no fault of the Employee, the Employee shall continue to be paid at his or her last rate of pay until such time as the salary at which the Employee was retained comes within the range of pay for the class due to adjustments in the compensation or classification plan. This retained rate may be applied only under the following conditions:

1. The Employee has a “meets expectations” or better performance review during the preceding year.
2. The Employee was in the higher class six months immediately preceding the reclassification.
3. The reclassification is a result of a legitimate reason over which the Employee has no control.

H. **LATERAL HIRES:** At the Sheriff’s discretion, a new Employee may be hired at a pay rate commensurate with the Employee’s law enforcement experience, training or education, or any combination thereof.

**Article 7. ANNUAL PERFORMANCE EVALUATION**

- A. Each Employee will receive an annual written performance review on his or her anniversary date of hire following 12 months from the effective date of hire, and every anniversary date thereafter. A copy of this annual written performance review will be placed in the Employee’s personnel file in the City’s Human Resources Department. The performance review may be used when considering any employment action.
- B. As indicated in Article 4 (Rights of Management) of this Agreement, the Employer establishes work performance standards, except for Employee safety considerations, and the content of the work performance standards are reserved to the Employer and not subject to the grievance provisions of this Agreement.

**Article 8. RESERVED**

**Article 9. CALLBACK**

- A. Whenever an Employee is called back to work by his or her supervisor with less than 12 hours’ notice following the completion of his or her regularly scheduled shift, he or she shall be paid at the rate of time and one-half for all hours worked, with a two- (2) hour minimum. This time is reported in accordance with PERS regulations on callback.
- B. When the Sheriff, or his or her designated representative, deems it necessary to mobilize department personnel to meet an impending emergency, such as a riot, military actions, natural disaster or civil disorder, the provisions of Article 10 (Overtime) of this Agreement relating to overtime shall apply, in lieu of callback pay.

**Article 10. OVERTIME**

- A. **OVERTIME DEFINED:** Overtime is defined as any hours worked in excess of the regularly scheduled workday (ten (10) hours, or other shift pursuant to Article 25 (Work Day) of this Agreement) or forty (40) hours in any City schedule pay period, with the exception of any other shift pursuant to Article 25. Any overtime must be approved by the Employee’s supervisor. The seven (7) day pay period is defined as Friday, 12 A.M. through Thursday 11:59 P.M. The following paid time off shall be considered time worked for overtime purposes: holidays, annual leave, sick leave and compensatory time off. Overtime will not accrue for any travel time between the Employee’s residence and the Sheriff’s Office.

- B. **OVERTIME COMPENSATION RATE:** Overtime shall be compensated at the rate of time and one-half of the base rate for an Employee.
- C. **OVERTIME PAID IN CASH OR COMPENSATORY TIME OFF:** Overtime earned may be paid in cash or converted into compensatory time off under the following conditions:
  - 1. Overtime earned during a workweek may be converted as compensatory time at the rate of time and one-half at the election of the Employee.
  - 2. Following a work week for which an Employee received cash payment for overtime, the Employee may not be directed to reduce work hours in order to maintain a constant level of earnings over the pay period in which the overtime was performed.
  - 3. An Employee may elect to receive payment for all compensatory time earned as accrued on July 1 and December 1 up to a maximum of 120 hours in any one fiscal year. To elect a payment, the Employee must submit to management, only during the months of June and/or November of each fiscal year, a request in writing for payment of a specific number of accrued compensatory hours.
- D. **TRAVEL TIME:** Travel time will be compensated at the normal overtime rate when the time in transit exceeds regular working hours but is between work locations, and not between an Employee's residence and the Sheriff's Office.

Article 11. **HOLIDAYS**

- A. The following are paid holidays for Employees:

New Year's Day  
 Martin Luther King Day  
 Presidents Day  
 Memorial Day  
 Independence Day  
 Labor Day  
 Nevada Day  
 Veterans Day  
 Thanksgiving Day  
 Family Day  
 Christmas Day

or any other day that may be appointed by the President of the United States, the Governor of Nevada or the Board of Supervisors for public fast, Thanksgiving, or holiday. When a designated holiday falls on Saturday or Sunday, the Friday before or the Monday after, respectively, shall be granted as a holiday. For non-standard workweek Employees who normally work Saturday or Sunday, if the designated holiday falls on Saturday or Sunday, such day shall be granted as a holiday for purposes of this Article. The non-standard workweek Employee shall not accrue additional holiday time for Friday or Monday that is observed as the holiday for standard workweek Employees.



- B. If a holiday falls during an Employee’s leave it shall not be charged as leave.
- C. **HOLIDAY PAY:** Pay for holidays will be as follows:
1. An Employee shall be paid twice his or her base rate of pay for the actual number of hours worked that coincide with the designated City holiday. The holiday rate of pay begins on the graveyard shift on the date before the designated City holiday. Holiday work may be granted in cash or compensatory time off to be taken off with supervisor approval. An Employee not scheduled to work on a designated City holiday will receive holiday time equal to a regularly scheduled shift in accordance with Article 6 (Compensation) of this Agreement.
  2. An Employee who is required to work a holiday on his or her regularly scheduled day off or immediately before or immediately after his or her regularly scheduled work day, including callback, if applicable, under Article 9 (Callback) of this Agreement, will be compensated at two and one-half times his or her base rate of pay for all hours worked during the holiday. For purposes of this Article, holiday hours for:
    - a. The day shift and swing shift are those hours included in the 24-hour period starting at midnight of the designated holiday and ending at midnight the following day. For illustrative purposes only: the Fourth of July holiday begins at 12:00 a.m. on July 4 and ends at 12:00 a.m. on July 5.
    - b. The graveyard shift are those hours included in the 24-hour period starting at the beginning of the regularly scheduled start time for the graveyard shift before the holiday and ending at the regularly scheduled start time for the graveyard shift the following day. For illustrative purposes only: the Fourth of July holiday begins at 9:00 p.m. on July 3 and ends at 9:00 p.m. on July 4.

Article 12     **ANNUAL LEAVE**

A. **SCHEDULE:**

1. An Employee may earn, but is not entitled to take, annual leave until he or she has completed six (6) months of continuous service with the City. A regular, full-time classified Employee will be granted annual leave benefits as follows:

Time in Service	Accrual Rate
From 0-12 months	6 hours per month
From 12-24 months	8 hours per month
From 24-60 months	10 hours per month
60 months or more	14 hours per month
Maximum accumulated	300 hours

This schedule is based on continuous City employment.

- B. **ACCRUED ANNUAL LEAVE IN EXCESS OF MAXIMUM:** Except as provided below any annual leave in excess of three hundred (300) hours accrued in the manner provided for, must be used prior to January 1 of the year following the year in which in

the annual leave in excess of three hundred (300) hours is accumulated or the amount of annual leave in excess of three hundred (300) hours shall be forfeited. If the previously approved scheduled leave is canceled by management and no additional time is available prior to the date when the Employee will forfeit accrued annual leave as provided above, then the hours which the Employee would have lost due to management's cancellation of approved leave shall be allowed to accrue beyond the three hundred (300) hour maximum or, at the Employee's option, may be paid at the Employee's regular hourly rate for the hours in excess of the three hundred (300) hour maximum. The maximum number of hours which can be accrued due to management's cancellation of approved leave is three hundred (300) hours. The Employee's new maximum of accrued leave shall exist only until management is able to schedule annual leave for the Employee that reduces his or her accrued leave to the normal three hundred (300) hour maximum.

- C. **TIME ANNUAL LEAVE TAKEN:** All annual leave will be taken at a time mutually agreeable to the Employee and his or her supervisor. The selection of annual leave schedules shall be made in each department on a seniority basis.

Article 13     **SICK LEAVE**

- A. **ACCRUED SICK LEAVE:** Each Employee shall be entitled to ten (10) hours of sick leave with pay for each month or major fraction thereof of actual service without limitation for use purposes, but with a maximum of one thousand eighty (1080) hours for purposes of compensation upon termination due to death or retirement from service of those Employees having ten (10) years or more of continuous service with the City and in Nevada PERS.

- B. **COMPENSATION FOR UNUSED SICK LEAVE:**

- 1. Employees, upon death or Nevada PERS retirement, having a minimum of four hundred (400) hours of accrued sick leave and the below listed years of Carson City service shall be compensated for all hours up to one thousand eighty (1080):

Service Years	Maximum %
10-14	25%
15-19	50%
20-24	75%
25 plus	100%

- 2. In addition to the compensation for unused sick leave described in Section (B)(1) (Compensation for Unused Sick Leave) of this Article, an Employee who is eligible for purchase of service credits under PERS and applicable law may, at his or her option, convert unused sick leave into service credit under PERS at the rate of one hour of service credit for one hour of sick leave, subject to the following conditions and limitations:

- a. The Employee must maintain a balance of at least four hundred (400) hours of unused sick leave to be eligible to convert sick leave into retirement service credit. Accrued, unused sick leave in excess of four hundred (400) hours may be converted into retirement service credit.
  - b. The Employee's conversion of unused accrued sick leave into retirement service credits shall be in increments of at least eight hours, subject to a maximum annual limit of two hundred eighty (280) hours.
  - c. An Employee who desires to convert unused accrued sick leave into retirement service credits must submit a written request, on a form approved by the City, to the Sheriff and City Manager on or before December 1 of each year. If the Employee meets all the conditions set forth in this Section, the City must deduct the designated amount of sick leave from the Employee's account and proceed to purchase retirement service credits from PERS in an amount equal to the number of hours elected to be converted by the Employee.
  - d. Upon retirement under PERS while employed by the City, an Employee may elect in writing to convert his or her unused accrued sick leave into retirement service credits up to a maximum of six hundred eighty (680) hours.
- C. **FAMILY/MEDICAL LEAVE:** An Employee may be eligible for Family/Medical Leave Act (FLMA) leave subject to the provisions of City policy and Federal law to a maximum of twelve (12) weeks or four hundred eighty (480) hours in any twelve (12) month period. Employees may use accrued sick leave prior to requesting to be placed on FMLA leave. Use of accrued sick leave due to a qualifying FMLA event as evidenced by supporting medical documentation from a physician shall not penalize an Employee.
- D. The City Human Resources Department will administer this leave and any leave granted is subject to requested and submitted medical documentation. All medical documentation will be maintained in strictest confidence by the City Human Resources Department.
- E. Medical documentation may be requested by the City Human Resources Department following any Employee absence of more than three (3) consecutive days.
- F. In accordance with City policy, no sick time may be used when an Employee is not sick.
- G. **WORKER'S COMPENSATION:** Absence due to injury incurred in the course of employment shall not be charged against an Employee's sick leave for a period not to exceed ninety (90) calendar days from the date of injury. During this time, the Employer shall provide full salary to the Employee upon the condition that the Employee shall endorse and deliver to the Employer any benefits received pursuant to NRS Chapters 616 and 617 and any regulations adopted thereto.
- 1. If an Employee is released to light duty by his or her treating physician, the Employee agrees to return to work immediately and be placed on light duty assignment.
  - 2. If an Employee is unable to return to full duty upon the expiration of ninety (90) calendar days, accrued compensatory leave shall be used to supplement benefits in order to receive full salary. Such accrued compensatory leave shall be charged only

to the extent not reimbursed pursuant to NRS Chapters 616 and 617 and any regulations adopted thereto.

3. When accrued compensatory leave has been exhausted, if the Employee is still unable to return to work, accrued sick leave shall be used to supplement benefits in order to receive full salary. Such accrued sick leave shall be charged only to the extent not reimbursed pursuant to NRS Chapters 616 and 617 and any regulations adopted thereto.
4. When accrued sick leave has been exhausted, if the Employee is still unable to return to work, accrued annual leave shall be used to supplement benefits in order to receive full salary. Such accrued annual leave shall be charged only to the extent not reimbursed pursuant to NRS Chapters 616 and 617 and any regulations adopted thereto.
5. When accrued annual leave has been exhausted, the Employee shall receive no additional compensation from the Employer.
6. If an Employee is leaving the Employer's employment because he or she is permanently and totally disabled under NRS Chapters 616 or 617 or any regulations adopted thereto, from working in the job classification in which he or she is employed, he or she is entitled to use any accrued compensatory time, sick leave and annual leave prior to leaving. An Employee may be paid a lump sum for accrued leave if he or she requests it and the Sheriff approves it.
7. Employee benefits, sick leave and annual leave shall continue to accrue as long as the Employee is eligible for full salary as provided above.

**H. PHYSICAL AGILITY INCENTIVE:** An Employee who passes the annual POST physical agility certification will be entitled to a cash bonus of one thousand dollars (\$1,000.00). The City shall conduct the annual POST physical agility test during regular business hours. The date and time of the test shall be posted on department bulletin and briefing boards and the Association bulletin board not less than thirty (30) days in advance. An Employee is entitled to release time to complete the test and any needed uniform change or grooming after the test using the department provided locker rooms. The test should be conducted at times to allow the maximum number of Employees to take the test with minimal schedule disruption (i.e., end of day shift, before swing shift, or end of graveyard, before day shift, or both).

**I. CATASTROPHIC LEAVE:**

1. An Employee is eligible for catastrophic leave if he or she is unable to perform the duties of his or her position because of a serious, non-industrial, non-work-related illness or accident which is life threatening or which will require a lengthy convalescence.
  - a. "Lengthy Convalescence" means a period of disability which an attending physician determines will exceed ten (10) weeks.
  - b. "Life Threatening" means a condition which is diagnosed by a physician as creating a substantial risk of death.
2. Establishing the catastrophic leave account.

- a. The City Manager may establish an account for catastrophic leave for all City employees.
  - b. An Employee may request, in writing that a specified number of hours of his or her accrued sick leave be transferred from his or her account to the catastrophic leave account.
  - c. An Employee may not transfer to the catastrophic leave account any hours of sick leave if the balance in his or her account after the transfer is less than two hundred forty (240) hours. Sick Leave will be transferred at the rate of one (1) hour for one (1) hour credit donated.
  - d. The maximum number of hours which may be transferred in any one calendar year is one hundred (100). The minimum number of hours which may be transferred in any calendar year is twenty-four (24) hours. Leave will be placed in a pool; however, the Employee may transfer hours to the catastrophic leave account for use by a particular Employee who is eligible to receive the donation.
  - e. Any hours of sick leave which are transferred from any Employee's account to the catastrophic leave account may not be returned or restored to that Employee. This subsection does not prevent the Employee from receiving leave pursuant to this Article.
3. Request for catastrophic leave.
- a. An Employee, who suffers a catastrophe as defined in this Article, may request, in writing, that a specified number of hours of leave be transferred from the catastrophic leave account to his or her account. The maximum number of hours that may be transferred to an Employee pursuant to this Section is three hundred twenty (320) per catastrophe. Catastrophic leave may not be used when the subject of the catastrophe is a member of the Employee's immediate family. Catastrophic leave is limited to catastrophes which befall the Employee.
  - b. The request must include:
    - i. The Employee's name, title and classification; and
    - ii. A description of the catastrophe and the expected duration of that catastrophe.
  - c. An Employee may not receive any leave from the catastrophic leave until he or she has used all his or her accrued annual, sick and other paid leave.
  - d. An Employee who receives leave from the account for catastrophic leave is entitled to payment for that leave at a rate no greater than his or her own rate of pay.
4. Approval of transferring the catastrophic leave.
- a. The City Manager or his or her designee may approve the transfer of a specified number of hours of leave from the catastrophic leave account to the account of any Employee who is eligible to receive such leave.

- b. The decision of the City Manager or his or her designee concerning the approval of leave pursuant to this Article is final and is not subject to the grievance procedure, judicial review or review by the Board of Supervisors.
- 5. Review of status of catastrophe; termination of leave; disposition of hours not used.
  - a. The City Manager or his or her designee shall review the status of the catastrophe of the Employee and determine when the catastrophe no longer exists. This determination is final and not subject to the grievance procedure, judicial review or review by the Board of Supervisors.
  - b. The City Manager or his or her designee shall not grant any hours of leave from the catastrophic leave account after:
    - i. The catastrophe ceases to exist; or
    - ii. The Employee who is receiving the leave resigns or his or her employment with the City is terminated.
  - c. Any leave which is received from the catastrophic leave account which was not used at the time the catastrophe ceases to exist or upon the resignation or termination of the employment of the Employee must be returned to the catastrophic leave account.
- 6. Maintenance of records on catastrophic leave.
  - a. The City Human Resources Director shall maintain the records and report to the City Manager any information concerning the use of a catastrophic leave account to evaluate the effectiveness, feasibility and the cost to carry out this provision.
- 7. Substantiation of Catastrophic Condition.
  - a. The City Manager or his or her designee may require written substantiation of the catastrophic condition which is life threatening or which will result in a lengthy illness by a physician of his or her choosing. The cost of such written substantiation shall be borne by the Employee.

Article 14     **GROUP HEALTH INSURANCE**

A. All Employees, except those on temporary status and those excluded from enrollment by the terms and conditions of the insurance contract, may enroll in Employer's group health insurance plan, and shall be covered after a waiting period in accordance with City policy.

**B. EMPLOYER-EMPLOYEE SHARE OF PREMIUM**

- 1. Employer shall pay one hundred percent (100%) of the Employee's premium for a group health insurance plan and sixty-five percent (65%) of the dependent's premium for a group health insurance plan.
- 2. The Employee shall have the option of converting the health insurance coverage at the time of his or her separation from employment by Employer by commencing to pay one hundred percent (100%) of the total premium. The City will pay ninety percent (90%) of retiree group health insurance medical, dental and vision coverage except as provided below. An Employee who retires on or after July 1, 2021 will receive ninety percent (90%) of retiree group health insurance medical, dental, vision

and life coverage premiums except as provided below. The City will pay fifty percent (50%) of the spouse's and eligible dependent's medical, dental and vision premiums except as provided below. The City agrees to cover eligible retirees and dependents, as the term "dependents" is defined in the City's group health insurance plan in existence on the date of retirement, under the City group health insurance plan offered to active employees, as modified from time-to-time.

- a. In order to be eligible for the benefits provided in this Section, the bargaining unit Employee/retiree of the Carson City Sheriff's Department shall have:
  - i. a minimum of twenty (20) years of full time service with the Carson City Sheriff's Department; and
  - ii. actually retired under the Nevada PERS retirement qualifications in existence on the date of retirement.
- b. The City will pay premiums for:
  - i. The bargaining unit Employee/retiree from the effective date of Nevada PERS retirement until death. After the retiree reaches the eligibility age for federal benefits under Medicare or age sixty-five (65), whichever occurs first, the health insurance coverage premium paid by the City on behalf of the retiree will be reduced to either: (1) fifty percent (50%) of the "single employee with Medicare premium", or (2) the payment to which the retiree would otherwise be entitled under the then existing City policy or regulation providing for insurance payments for retired City employees, were the retiree eligible for insurance contribution under the policy or regulation. The retiree shall, in the retiree's sole discretion, elect between (1) and (2), at the time of Medicare eligibility. Under both (1) and (2) such coverage under the City's group insurance plan is secondary to Medicare coverage. Provided, however, that if Medicare age has been increased beyond age sixty-five (65), the fifty percent (50%) payment under (1) shall apply to the "Employee without Medicare" premium. In the event the City eliminates the policy or regulation for subsidizing payment of retiree health insurance, any retiree who elected (2) above shall automatically revert to receiving the benefits specified in (1) above. In order to receive payment under either (1) or (2), the retiree must comply with any requirements pertaining to Medicare, which are imposed by the City's insurance carrier, as a precondition to being eligible to qualify as a retiree covered by the insurance plan, as modified from time-to-time, or required by law.
  - ii. The spouse of the bargaining unit Employee/retiree (current at time of the Employee's separation from the City) until death or divorce. After the spouse reaches the eligibility age for federal benefits under Medicare, or age sixty-five (65), whichever occurs first, the health insurance coverage premium paid by the City on behalf of the spouse will be reduced to twenty five percent (25%) of the "single dependent with Medicare" premium. After reaching the eligibility age for federal benefits under

Medicare, such coverage under the City's group health insurance plan is secondary to Medicare coverage. In order to receive payment once the spouse has reached the eligibility age for federal benefits under Medicare, the spouse must comply with any requirements pertaining to Medicare, which are imposed by the City's insurance carrier, as a precondition to being eligible to qualify as a spouse covered by the insurance plan, as modified from time-to-time, or required by law. In the event a retiree remarries after separation from the City, the spouse will not be included in the health insurance premium subsidy.

- iii. Dependents (current at time of Employee's separation from the City), as defined by the rules of the City group health insurance plan in effect at the time of separation. After the dependent reaches the eligibility age for or is otherwise eligible for federal benefits under Medicare, or age sixty-five (65), whichever occurs first, the health insurance coverage premium paid by the City on behalf of the dependent will be reduced to twenty five percent (25%) of the "single dependent with Medicare premium". After reaching the eligibility age for, or if otherwise eligible for federal benefits under Medicare, such coverage under the City's group health insurance plan is secondary to Medicare coverage. In order to receive payment once the dependent has reached the eligibility age for or is otherwise eligible for federal benefits under Medicare, the dependent must comply with any requirements pertaining to Medicare, which are imposed by the City's insurance carrier, as a precondition to being eligible to qualify as a dependent covered by the insurance plan, as modified from time-to-time, or required by law.
3. In the event of death of the Employee/retiree:
    - a. Deceased Employee's spouse will continue to receive the subsidy benefit until death or remarriage subject to the requirements in Section 14(B)(2)(b)(ii) of this Article.
    - b. Deceased Employee's dependents, as defined in 14(B)(2)(b)(iii) of this Article, will continue to receive benefits as long as they meet the definition of "dependent" in the City group health insurance plan in effect at the time of an Employee's retirement.
  4. In the event of a catastrophic injury or medical illness which forces Employee who has not reached twenty (20) years of full-time service with the Carson City Sheriff's Department to retire from service of the Carson City Sheriff's Department under NRS 616 and 617 and any regulations adopted thereto, or as a Nevada PERS disability retirement, this benefit will be prorated for the Employee at five percent (5%) per year of service after the Employee has worked for the Carson City Sheriff's Department for ten (10) years, up to a maximum of ninety percent (90%) and subject to the provisions of Section 14(B)(2)(b)(i) of this Article concerning the Employee reaching the eligibility age for or being otherwise eligible for federal benefits under Medicare, or age sixty-five (65), whichever occurs first. Ten (10) years starts at fifty



percent (50%). The benefit as described in this provision does not apply to Employee's spouse or dependents and does not trigger any spousal or dependent benefits under this Article.

5. If the benefits provided to retirees, their spouses and dependents under this Article are modified (reduced or eliminated) in the future by mutual agreement of the City and the Association including binding fact-finding or interest arbitration pursuant to NRS Chapter 288, such modification shall not apply to retirees, their spouses and dependents then receiving the benefits, and the retiree, their spouse or dependent shall continue to receive the benefit on the basis specified by the collectively bargained agreement in effect as of the date of retirement.
- C. This Article of the Agreement was made in exchange for a permanent 3% reduction in the cost of living increase that was due on July 1, 2012 in the bargaining unit Employee's biweekly base salary and is therefore in effect on this same date. If the Retirement Insurance benefit provided for in this Article is eliminated, the 3% permanent reduction in the Employee's biweekly base salary shall be restored on the effective date of elimination of this benefit and shall include compounded interest (based on prime rate) accrued from July 1, 2012 to and including the date of the benefit elimination.
- D. Nothing contained in this Article is intended to revoke, repeal, replace or otherwise modify the rights created in Article 13(C) (Family/Medical Leave) of this Agreement.
- E. An Employee on leave without pay may continue the group health insurance coverage for a maximum period of one (1) year by making application to the Human Resources Department and enclosing a certified check payable to Carson City.
- F. The City agrees that any changes in medical insurance benefits will be made in accordance with Nevada law.
- G. Employees and their dependents (husbands, wives and children) will not be billed for any ambulance fees charged by the Carson City Fire Department which are not covered by insurance.

Article 15     **GROUP LIFE INSURANCE**

The City shall pay one hundred percent (100%) of the premium for a fifty thousand dollar (\$50,000) policy or policies of that value in the aggregate of Group Term Life Insurance for each Employee.

Article 16     **ASSOCIATION DUES AND PAYROLL DEDUCTION PRIVILEGES**

- A. An Employee may authorize payroll deductions for the purpose of paying Association dues. Upon the execution of the proper personnel payroll document filed with the City Finance Department, and coinciding with the commencement of a payroll period, the City agrees to deduct from the wages of the Employee, on a biweekly basis such sums as the Employee may specify for Association dues, and any other appropriate deductions that are eligible for payroll deduction.
- B. The Association shall indemnify, defend and hold harmless the City against claims made and against any suits instituted against the City on account of any action taken or not taken by the City in good faith under the provisions of this Article. The Association

agrees to refund to the City any amounts paid to it in error on account of the payroll deduction provision upon presentation of proper evidence thereof.

- C. An Employee's earnings must be regularly sufficient after other legal and required deductions are made to cover the amount of the deducted Association dues. When a member in good standing of the Association is in non-pay status for an entire pay period, no withholding will be made to cover that pay period from future earnings. If an Employee is in non-pay status during only part of the pay period, and his or her wages are not sufficient to cover the full withholding, no deductions will be made. All other legal and required deductions have priority over Association dues.

Article 17. **EMPLOYEE GRIEVANCE PROCEDURES**

- A. Any dispute, claim, or grievance arising out of or relating to the working conditions or the interpretation or the application of this Agreement must be settled in accordance with this Article.
- B. An Employee who alleges a violation of any provision of this Agreement ("Grievant") shall submit a written grievance to the Sheriff not later than fifteen (15) working days from the date of the alleged violation. As used in this Article, "working day" means Monday through Friday, excluding State and Federal holidays.
- C. Not later than ten (10) working days of receipt of a grievance, the Sheriff may respond to the grievance. If the Sheriff denies the grievance or fails to respond, the Grievant may, not later than ten (10) working days from the date of the Sheriff's denial of the grievance or failure to respond to the grievance, submit a written grievance to the City Human Resources Director. Not later than five (5) working days of receipt of the written grievance, the City Human Resources Director shall, by written notice to all Parties concerned, direct the Parties to proceed to non-binding mediation. Unless mutually agreed to by the City and the Association, mediation must be held not later than sixty (60) calendar days from the date the City Human Resources Director receives the written grievance. If the Parties are unable to agree on a person to act as a neutral mediator, a request for a mediator shall be made to the Federal Mediation and Conciliation Services (FMCS) by either Party. Any costs of mediation shall be split between the Association and the City. If the Parties are unable to resolve the issue through mediation, the grievant may, within ten (10) working days of mediation, submit the grievance to arbitration for resolution.
- D. If a grievance is not resolved through mediation, the grievance may be submitted to arbitration by notifying the other Party in writing not later than ten (10) working days of the nonresolution. If a grievance is not submitted to arbitration after mediation, it shall be deemed denied or settled on the basis of the last administrative decision. The Party requesting arbitration shall notify the other Party within the ten (10) working day period. If the Parties are unable to agree upon an arbitrator, the Party initiating the arbitration must request a list of seven (7) arbitrators from the FMCS or the American Arbitration Association. Failure to make a written request for a list within thirty (30) working days after notice to the other Party will constitute a waiver of arbitration and a denial or

settlement of the grievance on the basis of the last administrative decision. An arbitrator must be selected in the matter provided by NRS 288.200.

- E. An arbitrator who is selected pursuant to this Article shall convene a hearing as soon as reasonably practicable at the mutual convenience of the arbitrator and the Parties. Any expenses for witnesses or legal counsel for either Party must be paid by the Party producing such witnesses or retaining such counsel. A stenographic record must be taken of each hearing. The costs of the record, the arbitrator's fees and expenses must be assessed by the arbitrator on either or both Parties in his or her discretion.
- F. An arbitrator who is selected pursuant to this Article does not have the authority to amend or delete any of the terms of this Agreement or any of the Sheriff's Department rules, regulations and policies. A decision of the arbitrator must be based solely on the evidence and arguments presented by the Parties at the arbitration hearings, and the decision of the arbitrator will be final and binding except as provided by law.
- G. Any time limits described in this Article are intended to expedite the grievance procedure. The failure of an aggrieved Employee to comply with this Article within the established time limits constitutes a waiver of the grievance. Any time limits may be extended by mutual written agreement of the Parties and which may not be unreasonably withheld by any Party.
- H. Unless a grievance is submitted by the Association itself, the Sheriff must not settle or deny the grievance without first notifying the Association that the grievance was filed. The Association has the right to intervene in any Employee grievance. If the Association has not demanded arbitration, it is not responsible for any fees or expenses under this Article. If an Employee demands arbitration, an arbitrator may require the payment of one-half of the estimated cost of the arbitration in advance of any hearing. If the payment is not made, the grievance shall be deemed denied or settled on the basis of the last administrative decision.

Article 18     **BILL OF RIGHTS**

This Agreement hereby adopts and incorporates by reference the provisions of NRS Chapter 289, also known as the Peace Officers Bill of Rights, as they may be amended from time to time.

Article 19     **PAYMENT UPON DEATH OF EMPLOYEE**

If an Employee dies while owed compensation by the City, the City will pay the compensation owed pursuant to the terms of this Agreement.

Article 20     **DEPARTMENTAL TRAINING COURSES**

- A. Upon approval of the Sheriff and if budgeted department training funds are available, Employees will be reimbursed for reasonable tuition, books, and consumable educational materials costs for educational training courses that meet the following conditions:
  - 1. The training is directly related to the required skill or education for the Employee's current position. No reimbursement can be made for promotional preparation except for those Employees who are

pursuing their certification for POST I, POST II or POST III levels.

2. The training is in accordance with the departmental training program.
  3. The costs are borne by the Employee and any support, grant, assistance provided or assumed by another institution, government agency, scholarship or grant-in-aid will be deducted from any reimbursement amount.
  4. The course is taken from a recognized and accredited school or POST certified program and the Employee presents evidence of successful attendance and completion of the training before reimbursement is considered for approval by the Sheriff.
  5. The Employee provides written, official documentation of the costs of tuition, books, and consumable education materials actually used as a requirement of the course at the time he or she requests reimbursement.
  6. The decision of the Sheriff about the relatedness to current job performance is final and not subject to grievance by the Employee under this Agreement.
  7. The decisions of the City Director of Human Resources about the recognition and accreditation of the school or program and the decisions of the City Director of Finance about the adequacy of the documentation regarding reasonable costs and successful completion are final and not subject to grievance by the Employee under this Agreement.
- B. Training and courses taken by an Employee under the provisions of this Article will normally be taken on the Employee's personal time. However, the Sheriff may grant annual leave or administrative leave on a case-by-case basis depending on the Sheriff's assessment of the contribution that the training will provide to current job performance. The Sheriff may not grant administrative leave in excess of forty (40) hours in a fiscal year for any single course under any circumstance.
- C. Training at the direction of the Sheriff will be at the department's expense and time and related travel by the Employee will be governed by the Fair Labor Standards Act and the City's travel policies.

Article 21      **PROMOTIONS**

- A. All vacancies and promotions within the department will be filled by candidates who meet the minimum requirements of the position as established by the Sheriff. Candidates will have no less than twelve (12) continuous months of service in the department, prior to the open competitive testing.
- B. Adequate notice of all vacancies and promotions within the Department will be given to all Employees. The notice will be posted on both the department and the Association

bulletin boards for a period of not less than fifteen (15) calendar days prior to the last date for application or the date scheduled for testing, whichever is earlier.

- C. Notice shall contain the following information or indicate where the information may be obtained:
1. Title and job Description of Position.
  2. All eligibility requirements including education, employment, training or experience criteria, and whether “equivalent” factors will be recognized.
  3. If there will be competitive testing, and if so:
    - a. The date, time and place of test;
    - b. The nature and scope of test subject matter, and any reference material or sources containing such information;
    - c. Whether the test will consist of written, oral and/or physical demonstration components and the relative weight to be given to each in scoring test results;
    - d. Whether the test will be used to establish an eligibility list based upon ranking or rating of test applicants with the highest overall score being placed first, next highest second, and so on down the list of candidates, or whether a different rule applies, and how long the list will be retained and/or effective; and
    - e. Whether the selection will be made from the top three positions on the eligibility list or other basis.

Article 22      **SHIFT DIFFERENTIAL**

An Employee whose shift requires working at least four (4) hours between 5:00 p.m. and 6:00 a.m. will receive, in addition to the compensation provided in the salary schedule in effect, shift differential in the amount of \$1.50 per hour for each hour actually worked during the entire shift. Periods of paid and unpaid leave or holiday hours not worked are not eligible for shift differential.

Article 23      **STANDBY PAY**

An Employee who is requested to be on standby status will be paid fifteen percent (15%) of his or her regular hourly rate of pay for each hour, or fraction thereof, placed on standby status.

Article 24      **TRANSFERS**

- A. If an Employee is transferred by the Sheriff, the Employee will be given reasonable notice of such transfer.
- B. No Employee may be transferred solely on the basis of harassment, discipline, or discrimination.
- C. Employees will be transferred or reassigned consistent with their civil service classifications, grade and step.

Article 25     **WORK DAY**

- A. Except as provided herein, the preferred work day, e.g. shift, for all Employees covered by this Agreement shall be ten (10) hours. However, if there is insufficient staffing to cover a ten (10) hour work day schedule, the Sheriff may require Employees to work a nine (9) hour work day until adequate staffing levels are restored. Additionally, if the Board of Supervisors declares a state of emergency, the Sheriff may require Employees to work a twelve (12) hour work day. The Sheriff may impose alternative work days (9-hour or 12-hour) for ninety (90) consecutive calendar days, which can be extended for an additional ninety (90) calendar days with the mutual agreement of the Sheriff and the Association.
  - 1. The scheduling of work days and work weeks shall be at the direction of the Sheriff, provided that all Employees have consecutive days off.
  - 2. At the request of either Party, on or about November 1 and April 1 of each year, the Parties shall meet and review the effectiveness of the work day and schedules utilized and, if necessary, renegotiate the length of the work day.

Article 26     **SAFETY**

- A. The City shall make every reasonable effort to provide and maintain a safe place of employment. The Association shall urge all Employees to perform their work in a safe manner. Employees shall be alert to unsafe practices, equipment or conditions and report same to their immediate supervisors.
- B. **STAFFING LEVELS:** The department shall recognize that due to possible dangers inherent in the occupation of the Employees covered by this Agreement, minimum staffing levels will be maintained by the department to provide officer safety, as follows: four (4) patrol deputies and three (3) detention deputies assigned to each shift (not including supervisors), unless the Board of Supervisors declares a state of emergency. The control position may be excluded from the detention minimum staffing level unless an emergency or unforeseeable circumstance exists. A sergeant may act in a role-down capacity in the place of a deputy when necessary for brief periods for purposes of providing minimum staffing levels.
- C. Unless the Board of Supervisors declares a state of emergency, all Employees are entitled to be off duty at least eight (8) hours between shifts, excluding required court appearances, detectives called out prior to the start of their next scheduled shift to conduct an investigation, and shift rotations (two (2) times per twelve (12) month period). Such rest period shall be taken without loss of pay and the Employee shall not be required to make up such time.

Article 27     **DISCIPLINARY ACTIONS**

Per the City's policy, disciplinary action must be administered on a progressive basis for just cause unless circumstances warrant more escalated discipline.

- A. **WARNING AND REPRIMAND:** Whenever an Employee's performance falls below standard, the supervisor must inform the Employee promptly and specifically in writing

of any deficiencies. If appropriate and justified, following a discussion of the matter with the Employee, a reasonable period of time of not less than thirty (30) days will be allowed for improvement or correction before initiating progressive discipline. In situations where oral or written warning has not resulted in a correction of the condition or where more severe initial action is warranted, a written reprimand must be sent to the Employee and a copy placed in the Employee's personnel file that is maintained in the City Human Resources Department.

- B. **SUSPENSION:** If the written reprimand is not effective, or in those cases where the seriousness of the offense or condition warrants, an Employee may be suspended without pay, for cause, by the Sheriff, or his or her designee, for a period not to exceed thirty (30) working days.
- C. **INVOLUNTARY DEMOTION AND DISMISSAL:** When other forms of disciplinary or corrective action have proved ineffective or when the seriousness of the offense or condition warrants, the appointing authority may demote or dismiss for cause.
- D. **NOTICE OF SUSPENSION, INVOLUNTARY DEMOTION OR DISMISSAL:** The Sheriff's decision regarding a suspension of more than ten (10) working days, involuntary demotion or dismissal must be given to Employee in writing specifying the action to be taken, detailing the grounds upon which the action is based, including specification of standards, rules, regulations or policies violated and date of action taken, which must not be earlier than five (5) working days from the date of delivery of Specificity of Charges to the Employee.

Receipt shall be deemed to be the date of personal delivery of the notice to the Employee.

The Sheriff or his or her designee may elect to serve notice upon the Employee by mail, in which case the notice must be mailed to the Employee at his or her last known address via registered or certified mail, return receipt requested. Receipt shall be deemed to be the date of delivery as indicated on the return receipt of the registered or certified mail. If the notice is returned to sender, receipt shall be deemed to be on the third day after the date of mailing the notice.

- E. **SPECIFICITY OF CHARGES:**
  - 1. Before any disciplinary action can be taken under Section (B) (Suspension) or (C) (Involuntary Demotion and Dismissal) of this Article, the Employee to be so disciplined must be provided with a Specificity of Charges that includes a statement of facts describing the conduct for which discipline can be imposed, together with a statement of specific rules, regulations, ordinances, laws or policies violated.
  - 2. The Specificity of Charges must be signed by the Sheriff or his or her designee.
  - 3. The Employee who is subject to the discipline must be given an opportunity to sign the Specificity of Charges. The Employee's signature, however, does not constitute an admission of guilt. The signature is merely acknowledgement of receipt of the Specificity of Charges.
- F. **GRIEVANCE REVIEW OF DISCIPLINARY ACTIONS:**

1. All disciplinary actions of Employees are subject to review by appeal through the grievance procedures set forth in Article 17 of this Agreement.
2. Letters of hearing or reprimand not appealed through the grievance procedure, at time of issue are nevertheless subject to evidence of mitigation or aggravation in any disciplinary action, in which such letters are a basis for, or are offered in support of, all subsequent disciplinary action.
3. Disciplinary documents will be of no force or effect twelve (12) months after the date of issue and must be removed from personnel files at that time upon request by the Employee, provided that the same or similar conduct which gave rise to the disciplinary action or related misconduct has not reoccurred.

Article 28     **DUTY TO DEFEND**

The City has a duty to defend any Employee named as a defendant in any action arising out of the scope or performance of employment duties along with the tender of a defense on behalf of the Employee with adequate notice and participation in all aspects of proceedings, including any compromise and settlement, trial, appeal up to and including final disposition subject to the provisions of the NRS. The City shall hold harmless and indemnify any Employee named in any and all claims, judgments, losses and demands as a result of such actions.

Article 29     **RETIREMENT CONTRIBUTIONS**

- A. All Employees covered by this Agreement will be covered by the PERS under benefits granted to Firemen/Policemen, pursuant to NRS Chapter 286.
- B. The City agrees to make health insurance coverage available to all Employees who retire from the department and who are eligible to receive retirement benefits.
- C. Employees shall be retired from employment with the City in accordance with the provisions of this Article and NRS Chapter 286.
- D. If PERS or the Nevada State Legislature takes any single action to increase the total contribution rate for the Police and Firefighter's Retirement Fund in an amount of one and one-half percent (1.5%) or less, the City will pay one half of the increase up to three-quarters of one percent (0.75%), and the Employee's salary will be reduced by one half of the increase up to three-quarters of one percent (0.75%). However, the City will increase the Employee's salary on the effective date of the reduction in salary in an amount equal to the reduction made to the Employee's salary.
- E. If PERS or the Nevada State Legislature takes any single action to increase the total contribution rate for the Police and Firefighter's Retirement Fund in an amount that exceeds one and one-half percent (1.5%), the City will pay one-half of the increase and the Employee's salary will be reduced by one-half of the increase. However, the City will increase the Employee's salary three-quarters of one percent (0.75%) on the effective date of the reduction. Any amount over one and one-half percent (1.5%) will be split equally between the City and the Employee.



Article 30     **UNIFORM ALLOWANCE**

- A. The City shall pay each Employee a uniform allowance of \$1,700.00 per year with semi-annual payments included with the first paycheck of June and the first paycheck of December. This uniform allowance shall be deemed to cover the full cost of original purchase, replacement and upkeep of the Employee's uniform during the time of his or her employment with the City. If the Sheriff alters, modifies, or changes in any way the existing uniform requirements, the Association must be given reasonable notice. The City will bear the full cost of any such alterations, modifications or changes in the existing uniform requirements.
- B. The City shall purchase uniforms and other gear required but not issued by the department for each new Employee hired. An Employee for whom such purchases have been made will not receive uniform allowance on the first two occasions when such checks are issued after the date of his or her hire. If an Employee on whose behalf such purchases are made is terminated or leaves the service of the department for any reason during the probationary period, the uniforms and other gear purchased must be returned to the department.
- C. The City shall purchase body armor and one body armor cover for each Employee once every five (5) years, with such expenditure not to exceed one thousand two hundred fifty dollars (\$1,250.00) per Employee. The cost of the body armor purchased will be paid by the department directly to the vendor of such body armor upon presentation to the Sheriff or his or her designee of a purchase receipt. The purchase of body armor pursuant to this section applies to twenty five percent (25%) of the covered Employees each year of this Agreement. The Association shall provide to the department a list of those Employees eligible during each year of this Agreement.
- D. The department shall pay up to one thousand two hundred fifty dollars (\$1,250.00) for the purchase of body armor for each new Employee hired. The Employee must purchase the vest from a supplier approved by the department. The department shall make payment directly to the supplier. An Employee who obtains body armor pursuant to this provision and who is not employed beyond the end of his or her probationary period for any reason must return to the department the vest or the amount subsidized by the department upon his or her separation from service.
- E. In the event an Employee loses or damages any uniform, equipment, watch or eyeglasses in the performance of the Employee's duties and which is not caused by the Employee's own negligence, the City must reimburse the cost of the item lost or damaged as follows:
  - 1. Watches and sunglasses: up to one hundred dollars (\$100.00) each per incident.
  - 2. Prescription glasses: up to a maximum of three hundred dollars (\$300.00) per incident.
  - 3. All other items: four hundred dollars (\$400.00) total per incident.

The provision includes clothing worn by Employees assigned in "plain clothes capacity". In order to receive benefits under this Article, an Employee must report any claims prior to the end of his or her shift during which the incident occurred, unless such report is not

possible or practical at that time. Employees must turn in all damaged equipment or clothing for reimbursement. Items will be replaced with a like-kind or of cost-equivalent value.

Article 31     **ADDITIONAL PAY**

**A. SPECIALTY COLLATERAL ASSIGNMENT PAY:**

Subject to the limitation set forth in Section J (Total Additional Pays) of this Article, an Employee assigned to any of the following assignments shall receive special assignment pay of 5% of the Employee's base rate of pay for the duration of each assignment:

1. Field Training Officer
2. Behavioral Health Officer
3. School Resource Officer
4. Detention Medical Deputy
5. Any other collateral assignment as approved by the Sheriff.

An assignment under this Section is not a promotion. Any assignment or rescission of assignment is solely at the discretion of the Sheriff and is not subject to appeal through the grievance process or any other process.

**B. ON-CALL PAY:** Any Employee assigned to on-call status by the Sheriff will receive ten (10) hours of paid or compensatory time for each work week assigned to such activity provided the Employee's regular shift is ten (10) hours. If the Employee's regular shift is eight (8) hours, the Employee will be entitled to receive eight (8) hours of paid or compensatory time for each work week when the Employee is assigned to on-call status by the Sheriff. Employees assigned to on-call status of less than one (1) work week will not receive eight (8) hours or ten (10) hours, depending on regular shift schedule, of compensatory time, but will receive one and one-half dollars (\$1.50) for each hour the Employee is on on-call status pursuant to Article 23 (Stand-by Pay).

**C. EDUCATION AND POST INCENTIVES:** Subject to the limitation set forth in Section J (Total Additional Pays) of this Article, an Employee who attains a college degree shall receive a pay increase to his or her base hourly rate for the following degrees at the corresponding amounts set forth below:

- |    |                   |                                  |
|----|-------------------|----------------------------------|
| 1. | Associates Degree | Two and one-half percent (2.5%)  |
| 2. | Bachelors Degree  | Five percent (5.0%)              |
| 3. | Masters Degree    | Five and one-half percent (5.5%) |

A degree must be earned at a fully accredited college, community college, university, or other institution acceptable to the City. The degree must be in a field that, in the sole discretion of the Sheriff, advances the mission of the Office. To be eligible for the education incentive pay, the Employee must provide to the Human Resources Department a copy of the degree awarded. An Employee is only eligible to receive one of the above-listed education incentive pays, which will be the one for the highest degree the Employee attained. An Employee is eligible for the education incentive once he or she has successfully completed his or her probationary period.

An Employee who attains a Nevada Intermediate or Advanced POST Certificate shall receive the following proficiency pay bi-annually on the first pay day of July and December of each calendar year:

1. Intermediate POST Certificate – Two hundred fifty dollars (\$250.00); or
2. Advanced POST Certificate – Five hundred dollars (\$500)

The POST proficiency pay shall be paid only for the highest certificate earned and shall not be cumulative.

- D. **ACTING PAY:** If the Sheriff appoints an Employee in an acting capacity to work in a job classification to which the Employee is not assigned, the Employee shall receive salary compensation for that classification, provided that:
1. The classification is higher than the Employee's present classification; and
  2. The Employee has worked five (5) work periods (shifts) in the higher classification for which the Employee will be paid for the first and each shift thereafter worked.
  3. The Employee is on the department's eligibility list for the higher classification, if a current eligibility list exists.
- E. **MOTORCYCLE OFFICER:** An Employee assigned to operate a motorcycle shall receive additional compensation of thirty-five dollars (\$35.00) per pay period.
- F. **CANINE OFFICER:** An Employee assigned to canine duty shall receive special assignment pay of five percent (5%) of base pay for the duration of the assignment. Assignment as a canine officer is not a promotion. In addition to the five percent (5%) increase to base pay, the Employee will receive seventy dollars (\$70.00) per week for the care and feeding of the dog, upon taking custody of the canine, and will also receive one (1) hour during each regularly scheduled shift for additional training of his or her dog. The additional one (1) hour of training must be done while on shift. Assignment to a canine position is solely at the discretion of the Sheriff and is not subject to appeal through the grievance process, unless a transfer for discipline is alleged by the Employee assigned to duty as a canine officer.
- G. **LONGEVITY:** Employees who have completed five (5) years of consecutive service in the Carson City Sheriff's Office shall receive one half of one percent (0.5%) of the individual Employee's base salary. For every additional year of service after the fifth year, the Employee must be paid an additional one half of one percent (0.5%) per year up to a maximum of eight percent (8%) of the individual Employee's base salary.
1. Payment for Longevity  
Payment for longevity under this Article will be made as follows: One-half (1/2) of the annual amount will be paid on the last payday in July and the other one-half (1/2) of the annual amount will be paid on the first payday in December.
  2. Eligibility under Particular Circumstances
    - a. An Employee who is on leave without pay for an entire six (6) month period of qualification is not entitled to pay for longevity for that period.

- b. An Employee who retires or who dies during the semi-annual qualifying period is eligible for pro-rated longevity pay.
- c. An Employee who is laid-off and is rehired within one (1) year from the date of the lay-off is eligible for pay for longevity he or she would have earned if he or she had not been laid off.
- d. If an Employee who is eligible for military re-employment has been re-employed, the time during which he or she was not employed by the Employer because of his or her military service will be counted when determining the rate for longevity. The person is not eligible for payment for the time not employed by the Employer.

**H. INVESTIGATIONS:** Subject to the limitation set forth in Section J (Total Additional Pays) of this Article, Employees assigned to the Investigations Division shall be designated as a detective and shall receive special assignment pay of 10% of his or her base rate pay for the duration of the assignment. Assignment as a detective is not a promotion. Assignments to the following units shall qualify for Investigations pay:

- 1. Detectives
- 2. State Narcotics Task Force (TRINET)
- 3. Federal Task Forces (Safe Streets, High-Intensity Drug Trafficking Area, Internet Crimes Against Children, or Joint-Terrorism Task Force)
- 4. Special Enforcement Team
- 5. Tri-County Gang Unit
- 6. Any other assignment designated as Investigations and approved by the Sheriff

Assignment in Investigations shall be for an initial commitment of three (3) years unless the Employee requests transfer out of the assignment, or is transferred as a result of unsatisfactory work performance. Change of assignment within Investigations between the units listed above must be authorized by the Sheriff.

The Sheriff may deny a transfer request for operational reasons. At the end of the three (3) year term, the Sheriff may grant an extension to the assignment of one (1) year or more. An extension is at the sole discretion of the Sheriff. The Sheriff may approve or deny a transfer request based on the needs of the department. Assignment to Investigations, or removal of the assignment, is solely at the discretion of the Sheriff and is not subject to appeal through the grievance or other process.

- H. **RESPONSIBILITY PAY:** Subject to the limitation set forth in Section J (Total Additional Pays) of this Article, a five percent (5%) incremental adjustment will be made to an Employee's regular hourly rate for the period during which he or she is assigned job responsibilities extending beyond or above those of his or her class and not for those duties already being compensated.
- I. **REQUIRED SPANISH PAY:** Subject to the limitation set forth in Section J (Total Additional Pays) of this Article, an Employee who is expected to fluently speak, read or write in Spanish in the performance of his or her job duties, will receive two and one-half percent (2.5%) of his or her base salary. The Employee's supervisor has the authority to

determine whether the use of Spanish is expected. The City may require testing to determine whether an Employee is fluent in Spanish so as to be eligible to receive this benefit.

- J. **TOTAL ADDITIONAL PAYS:** An Employee who receives any of the additional pays listed above, excluding longevity pay and acting pay, is restricted to receiving additional pay equaling no more than 17.5% in the aggregate.

Article 32     **LAYOFF POLICY AND PROCEDURE**

A. **DEFINITIONS FOR THIS POLICY ONLY**

1.     **Break In Service.** A break in service occurs when an Employee resigns, is discharged for cause or retires. However, city seniority accrued prior to layoff will be counted upon recall and re-employment. Job classification seniority may be continued provided that the Employee is rehired into the same job classification. If there is a voluntary interruption or break in service, seniority will commence as of the date of last entrance into City service. Leaves of absence will not be considered as breaks in service.
2.     **City Seniority.** An Employee will have city seniority as of the date of hire following the successful completion of the initial probationary period.
3.     **Divisions.** A “division” means a clearly established first sub-unit of a department which has been determined by the Sheriff.
4.     **Job Classification Series.** A “job classification series” means the normal line of progression from trainee, entry or preparatory levels to supervisory or administrative levels within a job specialty. The minimum qualifications, tests for fitness, and the duties and responsibilities are similar but different in level. Job classification series also includes all positions which an Employee has previously held within the department.
5.     **Job Classification Seniority.** An Employee will have job classification seniority as of the date of appointment to the job following the successful completion of the probationary period.
6.     **Regular Employee.** An Employee who has completed the probationary period, but is serving a new probationary period, is considered a regular Employee for layoff purposes. If an Employee has been employed in a job classification series for a period of time equivalent to the minimum required to complete a probationary period, but because of promotions within that job classification series had never completed a probationary period, the Employee will for layoff purposes be considered a regular Employee.
7.     **Seniority.** Seniority will be calculated on the basis of calendar days of continuous service.

B. **PROCEDURES**

1. **Determination of job classifications to be Affected by Layoffs.** The Sheriff will determine which job classifications will be subject to layoffs.
2. **Notice to Bargaining Unit.** Whenever it is determined that a layoff of Employees may occur because of lack of work or funds, the City Manager or his or her designee shall, not less than seven (7) calendar days before the effective date of the layoff, provide the Association written notice of the layoff which must include the specific reasons such action is necessary and the estimated length of the layoff period.
3. **Sequence of Layoff.** Within the job classifications selected for layoff, the following sequence of layoff will occur:
  - a. Probationary Employees will be laid off first.
  - b. Regular Employees will be laid off only after layoffs of probationary Employees have been exhausted.
4. **Notice of Layoff.** All Employees will be given written notice of such layoff at least thirty (30) calendar days before the effective date of the layoff.
5. **Vacancies.** Whenever possible, an Employee who has been laid off pursuant to this Article will be permitted to fill an available vacancy if the Employee meets the minimum qualifications of the vacancy and successfully completes any necessary tests. If the vacant position is offered to an Employee who has been laid off pursuant to this Article, the Employee must submit his or her decision in writing to the City Human Resources Department within seven (7) calendar days of the offer.
6. **Bumping.**
  - a. Any regular Employee who is to be laid off may elect to replace an Employee in a lower level of the same job classification series if the bumping Employee:
    - i. Has more city seniority than the Employee being bumped; and
    - ii. Meets the minimum occupational qualifications.
  - b. An Employee electing to exercise bumping rights shall assume the grade of the Employee being bumped and the step closest to his or her existing salary at the time of the layoff.
  - c. Any Employee who is bumped shall have the right to exercise bumping rights in accordance with the provisions of this Section. The decision to bump must be submitted in writing within seven (7) calendar days of notification.
  - d. Those Employees laid off, within the department who have attained their present positions by promotion or appointment through the affected job classification series will have employment rights at the next lower level within the department and will become the senior member in the lower classification.
7. **Seniority.** Whenever it is determined that a layoff of Employees will occur, the City agrees to supply current city seniority lists and job series seniority lists to the Association for the jobs being affected.
8. **Ties.** In the case of seniority or job classification ties, scores will be used to break it if available; i.e., highest score. If scores are not available, then lots shall be drawn.

C. **RECALL**

1. The name of an Employee who has been laid off must be placed on a re-employment list and will be recalled in the inverse order in which the Employee was laid off. An Employee on the list will be offered appointment to an opening in the job classification or equivalent job classification or any vacancy for which he or she is qualified and no new Employee will be hired until all qualified Employees on layoff status desiring to return to work has been offered the position. Employees must provide the Sheriff and City Human Resources Department with any address change while waiting for recall.
2. Notice of recall will be made in writing by certified mail to the Employee's address of record.
3. An Employee who is sent a notice of recall must respond within ten (10) working days of the receipt of the notice of certification for recall.
4. An Employee recalled to his or her former or equivalent job classification must report for re-employment on the date established by the department administrator or be considered to have abandoned his or her recall rights so long as said date is beyond ten (10) working days from the date of receipt of the recall notice.
5. An Employee recalled to a job classification with a lower salary rate than his or her previous job classification may refuse such position and remain eligible for recall. In the event that an Employee accepts such a position, his or her name will be removed from the re-employment list.
6. An Employee on layoff accrues no additional sick leave or vacation time.

Article 33 **COURT TIME**

A. An Employee who appears to testify pursuant to a subpoena in any criminal court or administrative proceeding that is required by the Employee's job will receive his or her regular salary during the period of court or administrative testimony or pretrial conference required by the District Attorney. If said criminal court or administrative testimony occurs during the Employee's regular time off, he or she is entitled to a minimum of three (3) hours of overtime if the Employee has already worked in excess of forty (40) hours during the time scheduled for said court testimony, pursuant to Article 10 (Overtime) of this Agreement. Court time includes time involved in obtaining evidence or other related matters at the Carson City Sheriff's Office. An Employee subpoenaed to testify by the District Attorney shall tender to the City any witness fees received. A subpoenaed Employee who testifies during his or her regular time off is not entitled to call-back pay pursuant to this Agreement. An Employee who is not subpoenaed but is ordered to testify by the District Attorney or by the Employee's supervisor is entitled to call-back pay pursuant to this Agreement. If the subpoena is canceled or the order to testify is rescinded prior to 7:00 p.m. the day before the court appearance or administrative proceeding, there shall be no entitlement to overtime pursuant to any provision of this Agreement.

B. For purposes of overtime for subpoenaed Employees as set forth in this Article, Employees must call in to the District Attorney's office prior to the Employee's departure for his or her court appearance to determine if the Employee's appearance is still required.

C. The City and the Association will form a bilateral court appearance committee composed of one representative of the department appointed by the Sheriff, one representative of the District Attorney's Office, one representative of the courts and three members of the Association to study and develop mutually agreeable solutions to issues relating to court time.

Article 34 **JURY DUTY**

Any Employee of the City who is required to serve on any jury will receive his or her regular salary during the period of jury service, provided that he or she remits his or her compensation for such jury duty to the Clerk for deposit into the City's General Fund.

Article 35 **MILITARY LEAVE**

Any Employee who is an active member of the Nevada National Guard or any reserve component of the United States Armed Forces will be relieved from his or her duties upon request to serve under orders on training duty without loss of his or her regular compensation for a period not to exceed fifteen (15) working days in any calendar year. Any such absence will not be deducted from the Employee's accrued vacation.

Article 36 **SAVINGS CLAUSE**

A. This Agreement is the entire Agreement of the Parties, terminating all prior arrangements and practices and concluding current negotiations during the term of this Agreement. The City shall from time to time meet with the Association to discuss its views relative to the administration of this Agreement. The Association or the Board of Supervisors may request discussions if it wishes.

B. If any provision of this Agreement is found to be in violation of any state or federal law or regulation by a court of competent jurisdiction, that provision will be null and void but all other provisions of this Agreement will remain in force and effect. The Parties hereto agree to renegotiate any such provision found to be in violation of any state or federal law or regulation.

Article 37 **ABSENCE OF SHERIFF**

Any reference to the Sheriff in this Agreement includes his or her authorized designee in the event the Sheriff is absent or unavailable for any reason.



Article 38      **ADOPTION AND DURATION OF AGREEMENT**

A.      This Agreement is effective July 1, 2021 and remains in effect until June 30, 2026 unless amended as provided herein.

B.      This Agreement automatically renews from year to year thereafter. If either Party desires to amend this Agreement, that Party must notify the other Party in writing of the Articles that the Party desires to negotiate. The notice required by this section must be provided to the other Party on or before the date such notice is required by NRS Chapter 288, which at the time of execution of this Agreement is designated as February 1 of each calendar year.

C.      The Parties shall promptly commence negotiations. If the Parties have not reached agreement by the time established under NRS Chapter 288, which at the time of execution of this Agreement is designated as April 10 of the year in which negotiations commence, either Party may submit the dispute preventing agreement to an impartial fact-finder at any time for his or her findings. The fact-finder shall make recommendations of the unresolved issues.

D.      If the Parties have not reached an agreement within ten (10) days after the fact-finder's recommendations, all issues remaining in dispute must be submitted to an arbitrator.

E.      The provisions of NRS Chapter 288 will govern fact-finding and arbitration between the Parties.

F.      In the event that future agreements are not reached prior to July 1 of the applicable year, all awards rendered by the final binding arbitrator are retroactive to July 1 of the year in which negotiations commenced.

**IN WITNESS WHEREOF**, the City and the Association have caused this Agreement to be duly executed by their authorized representatives on the \_\_\_ day of June, 2021.

CARSON CITY

CARSON CITY DEPUTY SHERIFF'S  
ASSOCIATION

By: \_\_\_\_\_  
Lori Bagwell, Mayor

By: \_\_\_\_\_  
Brett Bindley, Association President

ATTEST:

\_\_\_\_\_  
Aubrey Rowlatt, Clerk-Recorder

# APPENDIX A

## CARSON CITY, NEVADA - DEPUTY'S NEGOTIATIONS

### Negotiated Step Tables - July 1, 2021 through June 30, 2026

	FY22	FY23	FY24	FY25	FY26
	7/1/2021	7/1/2022	7/1/2023	7/1/2024	7/1/2025
Deputies					
1	26.42869	0	0	0	0
2	27.4858	28.5262	0	0	0
3	28.5853	29.6672	30.2606	0	0
4	29.7287	30.8539	31.4710	32.1004	32.7424
5	30.9178	32.0881	32.7298	33.3844	34.0521
6	32.1545	33.3716	34.0390	34.7198	35.4142
7	33.4407	34.7065	35.4006	36.1086	36.8308
8	34.7784	36.0947	36.8166	37.5529	38.3040
9	36.1695	37.5385	38.2893	39.0551	39.8362
10	37.6163	39.0400	39.8208	40.6173	41.4296
COLA	1.75%	2.00%	2.00%	2.00%	2.00%
Non-Deputies (Pre-POST)					
1	24.0261	24.9871	25.9866	27.0261	28.1071
2	24.9871	25.9866	27.0261	28.1071	29.2314

**CARSON CITY, NEVADA - DEPUTIES NEGOTIATIONS**  
**PROPOSED SALARY SCHEDULE FOR CCDSA - EXPLANATION OF FISCAL IMPACT**

**Negotiated Step Tables - July 1, 2021 through June 30, 2026**

	FY22	FY23	FY24	FY25	FY26
	7/1/2021	7/1/2022	7/1/2023	7/1/2024	7/1/2025
Deputies					
1	26.42869	0	0	0	0
2	27.4858	28.5262	0	0	0
3	28.5853	29.6672	30.2606	0	0
4	29.7287	30.8539	31.4710	32.1004	32.7424
5	30.9178	32.0881	32.7298	33.3844	34.0521
6	32.1545	33.3716	34.0390	34.7198	35.4142
7	33.4407	34.7065	35.4006	36.1086	36.8308
8	34.7784	36.0947	36.8166	37.5529	38.3040
9	36.1695	37.5385	38.2893	39.0551	39.8362
10	37.6163	39.0400	39.8208	40.6173	41.4296
COLA	1.75%	2.00%	2.00%	2.00%	2.00%
Non-Deputies (Pre-POST)					
1	24.0261	24.9871	25.9866	27.0261	28.1071
2	24.9871	25.9866	27.0261	28.1071	29.2314

**EFFECT ON BUDGET:**

	Additional Budget Cost	Contingency	Actual Impact on Budget
FISCAL YEAR 22 Budget diff.	\$ 381,991	\$ 500,000	\$ 118,009
FISCAL YEAR 23 Budget diff.	695,301	500,000	(195,301)
FISCAL YEAR 24 Budget diff.	887,022	500,000	(387,022)
FISCAL YEAR 25 Budget diff.	1,088,799	500,000	(588,799)
FISCAL YEAR 26 Budget diff.	1,302,103	500,000	(802,103)
	<u>\$ 4,355,216</u>	<u>\$ 2,500,000</u>	<u>\$ (1,855,216) *</u>

\* NOTE: Maximum fiscal impact of contract; does not estimate or factor potential savings from possible employee separations from City employment