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Real Property Transfer Tax: \$ N/A

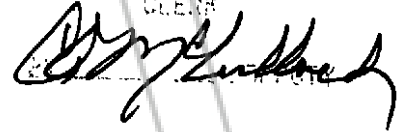
AGREEMENT #2012.106  
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**AGREEMENT**

between

**DOUGLAS COUNTY**

and the

**DOUGLAS COUNTY  
EMPLOYEES' ASSOCIATION**

**JULY 1, 2012 - JUNE 30, 2015**

**2012 - 2015 Agreement**  
 between  
**Douglas County**  
 and the  
**Douglas County Employees' Association**

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**2012 - 2015 Agreement  
between  
Douglas County  
and the  
Douglas County Employees' Association**

**ARTICLE 1. PARTIES**

This agreement is entered into this 1st day of July, 2012, by and between the County of Douglas (hereinafter referred to as "County" or "Employer,") and the Douglas County Employees' Association (hereinafter referred to as "Association"), AND SHALL BE BINDING UPON THE PARTIES FROM July 01, 2012 through June 30, 2015, inclusive.

**ARTICLE 2. AUTHORIZED AGENTS**

For the purpose of the official notification to the Parties under this agreement, the following agents have been designated:

A. Employer's principal authorized agent shall be:

County Manager  
Douglas County  
County Administrative Offices  
Post Office Box 218  
Minden, Nevada 89423

B. Association's principal authorized agent shall be:

President  
Douglas County Employees Association  
Post Office Box 1265  
Minden, Nevada 89423

**ARTICLE 3. RECOGNITION**

The Employer recognizes the Association as the sole and exclusive collective bargaining agent for all employees of the Employer within those job classifications covered by this Agreement, who are presently employed and subsequently hired by the Employer. Temporary or seasonal employees or employees who regularly work less than thirty hours per week are excluded from the bargaining unit. Except as provided in and subject to the provisions of NRS 288, listed classifications shall not be added to, changed to another unit or deleted from this unit without prior written notification to and

discussion with the Association.

#### **ARTICLE 4. DEFINITIONS**

**A. Appointing Authority.**

The Department Head, County Manager, or Board of County Commissioners having full authority to hire an employee for the County.

**B. Day.**

Calendar day unless otherwise stated.

**C. Year.**

Calendar year unless otherwise stated.

**D. Year of Service.**

Twenty-six (26) complete payroll periods of continuous service with the Employer. For the purpose of this provision, the following shall not be considered as breaks in service:

1. Authorized Military Leave for active service, providing that the person is reinstated within ninety (90) calendar days following honorable discharge from military service.
2. Authorized Military Leave for training duty not to exceed fifteen (15) working days in any one calendar year.
3. Authorized leave with pay deemed to be beneficial to the public service.
4. Authorized leave without pay for thirty (30) working days or less in any calendar year.
5. Authorized leave without pay for more than thirty (30) days deemed beneficial to the public service by the Board of County Commissioners.

**E. Regular Employee.**

"Regular employee" means an employee who has been retained in his/her position on the completion of the probationary period.

#### **ARTICLE 5. ASSOCIATION RIGHTS**

**A. Bulletin Boards.**

The Employer will furnish bulletin board space where currently available. The Association may provide additional bulletin boards for placement in areas where employer-provided space is not available. Placement shall be decided by mutual agreement. Bulletin boards shall only be used for the following notices:

1. Scheduled Association meetings, agenda, and minutes.
2. Information on Association elections and the results.
3. Information regarding Association social, recreational, and related news



bulletins.

4. Reports of official business of the Association, including reports of committees or the Board of Directors.

Posted notices shall not be obscene, defamatory, or of a political nature, nor shall they pertain to public issues which do not include the Employer or its relations with its employees. All notices to be posted must be dated and signed by an authorized representative of Association. Employer equipment, materials, supplies, or interdepartmental mail systems shall not be used for the preparation, reproduction, or distribution of notices except as specifically allowed below, nor shall such notices be prepared by employees during their regular work time.

**B. Use of Employer Facilities.**

Meeting room facilities of the Employer may be made available upon timely application for use by employees and the Association.

**C. Interdepartmental Mail System.**

Employer agrees to allow the Association limited lawful use of the Employer's interdepartmental mail system and County email system. Such use shall not include materials unsuitable for posting under Section A above. All use of the County email system is subject to the County internet and email policy, including the provision that no reasonable expectation of privacy for messages placed in the system exists and the Nevada public records law.

**D. Use of Employer Copying Machines.**

Employer agrees the Association may use copying machines providing the following conditions are met:

1. Association will reimburse Employer for cost of usage.
2. All copying will be done off Employee shift time.
3. No Association use of copying facilities shall interfere with use of such facilities for Employer business.

**E. Association Representatives.**

The Employer recognizes and agrees to meet with representatives of the Association on matters covered by this Agreement.

1. *Selection.* Selection of Association representatives is the responsibility of Association provided, however, that the total number of Association representatives shall not exceed fifteen (15) officers and stewards.
2. *List of Representatives.* Association shall provide the Employer with a list of Association representatives and shall advise the Employer, in writing, of any changes as soon as practicable.
3. *Release Time.* Paid Release time for an employee Association

representative shall be limited to:

- a. attendance by the Association president or a designee at County Commission meetings which have a direct impact upon Association (upon posting, a copy of the Commission's agenda will be provided to DCEA's President);
  - b. meetings with County management upon the request of either party;
  - c. attending meetings with management as a representative in the grievance or disciplinary procedures;
  - d. attending monthly or special meetings of the Association; and
  - e. no more than one representative from any division at any given point in time.
4. *Authorization Required to Leave Work Site.* Prior authorization from his/her supervisor shall be received by the Association Representative before leaving his/her work site. Approval of request for authorized released time under this Article shall not be unreasonably withheld.
5. *Non-Employee Representatives.* Representatives of the Association or attorneys who are not employees, shall have reasonable access to the Employer's facilities to participate in any meetings or hearings relating to grievances, arbitration, disciplinary matters, meetings with management relating to Association business, or for Association meetings or activities.
6. *Bargaining Team.* The size of the respective bargaining teams may be no more than five people and a chief negotiator. The Association may not have more than one team member from any single division unless the parties specifically agree. Employee members of the Association Bargaining Team shall be compensated for their time in negotiation meetings with the County in accordance with this Agreement. In addition, either party may, with prior notice, bring an additional member with special skills or information to a negotiation session.

**F. Dues Deductions.**

The parties agree that the Employer will provide deduction to the Association on the following terms:

1. *Authorization.* The Employer shall deduct dues from the salaries of Association members and remit the total deductions to the designated Association officer(s) on at least a monthly basis. However, no deductions shall be made except in accordance with a deduction authorization form individually and voluntarily executed by the employee for whom the deduction is made. The deduction authorization form shall specify any Association restrictions that require the employee to remain a member beyond the end of the calendar month if the employee's action is to terminate such status.
2. *Amount of Dues.* The Association shall certify to the Employer in writing the current rate of membership dues. The Association will notify the Employer of any change in the rate of membership dues at least sixty (60) days prior to the effective date of such change.

3. *Indemnification.* The Association shall indemnify and hold the Employer harmless against any and all claims, demands, suits and all other forms of liability which shall arise out of or by reason of action taken or not taken by the Employer at the request of the Association under the provisions of Section F of this Article or through the proper execution of this Section of the contract.

**G. Bargaining Unit Information.**

Newly hired bargaining unit employees will be provided with a copy of this Agreement and will sign a document acknowledging receipt. The receipt document will contain the employee's name and assigned department. On the last Friday of each month, the Employer will provide the Association with information on all bargaining unit eligible employees, to include: the employee's name, date of hire, classification, and department. The Employer will also provide copies of all receipt document executed during the preceding month. If the Association wants such information on a less frequent basis, it will notify the County in January of the relevant year. This information will be provided in a written and/or available electronic format (e.g., Excel) at the Association's request.

**ARTICLE 6. EMPLOYER RIGHTS AND RESPONSIBILITIES**

The Employer retains, solely and exclusively, all the rights, powers and authority exercised or held prior to the execution of this Agreement, except as expressly limited by a specific provision of this Agreement or NRS 288.150(3). Without limiting the generality of the foregoing, the rights, powers, and authority retained solely and exclusively by the Employer and not abridged here include, but are not limited to, the following:

1. To manage and direct its business and personnel.
2. To manage, control, and determine the mission of its departments, building facilities, and operations.
3. To create, change, combine or abolish jobs, departments and facilities in whole or in part.
4. To direct the work force; to increase or decrease the work force and determine the number of employees needed.
5. To hire, transfer (except for disciplinary purposes), promote, and maintain the discipline and efficiency of its employees.
6. To establish work standards, schedules of operation and reasonable work load, subject to safety considerations.
7. To specify or assign work requirements and require overtime subject to safety considerations.
8. To schedule working hours and shifts.
9. To adopt rules of conduct.
10. To determine the type and scope of work to be performed by its employees and the services to be provided.

11. To classify positions.
12. To establish initial salaries of new classifications.
13. To determine the methods, processes, means, and places of providing services.
14. To take whatever action to adjust to changing legal requirements.
15. To take whatever action necessary to prepare for and operate in an emergency.

## **ARTICLE 7. SALARIES AND PAY PRACTICES**

### **A. Salaries and Pay for Performance.**

The parties agree there will be no merit increases/top out pay during the period of July 01, 2012 – June 30, 2015. Employees will receive evaluations from their supervisors utilizing the PMP system. All employees will receive a 4.0% salary reduction effective the first full pay period in July 2012. All employees hired while this agreement is in effect will be hired below the stated salary range reflecting the aforementioned salary reduction.

The purpose of the Pay for Performance plan is to recognize and reward employees who demonstrate motivation, performance above the standard scope of work, and efficiency, skill and initiative in their work, while also appropriately ranking employees who perform at or below the established level of performance for a particular position. Employees will receive annual performance reviews. The range for merit increases will be 0-6% and the County will not conduct annual salary surveys throughout the life of this agreement. Employees who receive a performance rating of 5% or 6%, and who are at the top of their pay range or would exceed the top of their pay range after receiving the Pay for Performance (merit) increase, will be eligible for a lump sum payment of .5% or 1%, respectively, of their base pay. The lump sum payment and salary (merit) increase must not exceed the amount the Pay for Performance increase would have provided if the employee were not at the top of the range.

Effective the first full pay period in July 2013, all employees covered by this agreement will receive a salary restoration of 1.5%. Effective the first full pay period in January 2014, all employees covered by this agreement will receive a salary restoration of 1.5%. Effective the first full pay period in July 2014, all employees covered by this agreement will receive a salary restoration of 1.0%. Effective the first full pay period in January 2015, all employees covered by this agreement will receive a salary increase of 1.0%.

All employees hired while this agreement is in effect will be hired at the rate indicated in the first Paragraph of this section and the salary adjustment or restoration will be added to reflect the salary adjustment or restoration in the

first paragraph above. Any salary adjustments or salary restorations will not change the minimum or maximum amount of a salary range. Salary adjustments and salary restorations may not exceed the top of the current salary range. Any employee that is at the maximum of the salary range when an adjustment occurs will receive a lump sum payment for the balance of any salary adjustment.

**B. Standby Pay.**

1. Standby duty is defined as that circumstance which requires the employee so assigned to:
  - a. Be ready to respond in a reasonable time to calls for his/her service;
  - b. Be readily available at all hours by telephone, or other communication devices; and
  - c. Refrain from activities which might impair his/her performance of assigned duties upon call.
2. Standby duty shall be assigned in writing.
3. An employee shall not receive standby pay for hours actually worked or for hours reimbursed by a call-back minimum.
4. Standby pay, effective the first pay period following ratification of this agreement, will be \$3.00 per hour.

**C. Working Above Classification.**

Except for training purposes, when an employee is assigned in writing on a temporary basis to perform the full range of duties of a higher classification for more than ten (10) consecutive working days, the employee shall receive three percent (3%) above his/her normal base hourly pay for all hours worked retroactively to the beginning of the qualifying assignment. Temporary assignments to a designated supervisory position meeting all of the above requirements shall receive a six percent (6%) increase for all hours worked continuously after the qualifying period. When such an assignment is made, the supervisor shall confirm the dates and length of the assignment to the employee in writing.

**D. Merit and Pay for Performance Increases.**

An employee who has received a Pay for Performance evaluation that has a decrease of two or more levels from the previous Pay for Performance evaluation and contends that the evaluation does not contain adequate written information to support the decrease or that the employee did not receive notice during the evaluation period that the employee was not performing at an expected level may request a review of the evaluation. The employee must submit a request for review to the Human Resources Manager within fourteen (14) days of receiving the evaluation. The employee must provide written information supporting the employee's position with the request for review. The department head, elected official, and the Human Resources Manager and County Manager will review the

evaluation, the information provided by the employee, and any additional information provided by the evaluating supervisor. The employee's information must show that the evaluation rating was baseless or without supporting evidence. A nonbinding recommendation will be made to the evaluating supervisor which may include recommending no change, an increase, or a decrease in the Pay for Performance level. This process will also be used if a department head or elected official completes the evaluation.

**E. Outstanding Performance Pay.**

The Employer agrees that employees covered under this agreement are eligible for the employee recognition program under Douglas County Administrative Policy and Procedure 200.16.

**F. Communications Trainer.**

The hiring Department may designate qualified individuals as Communications Trainer (CT). Upon assignment to train an individual or group, the CT will receive \$3.00 for each hour actually spent in one of those capacities. The Department Head or his/her designee shall have full discretion to make such assignment or remove someone from such assignment. Removal from such assignment in and of itself shall not be considered a disciplinary action.

**G. Shift Differential.**

For actually working any assigned shift in a department having a 24-hour operation at least half of which includes the hours between 11:00 p.m. and 7:00 a.m., an eligible unit employee will receive an additional \$1.38 per hour for each hour actually worked between the hours of 11:00 p.m. and 7:00 a.m. as shift differential pay. To qualify, the employee must work at least one-half of the qualifying shift or the employee must work the shift immediately preceding or following the qualifying shift. The Department Head shall have full discretion to make or not make such assignment or to remove an employee from such assignment.

**ARTICLE 8. MEDICAL AND DENTAL INSURANCE**

**A. Cafeteria Plan.**

1. The County will continue to maintain a cafeteria benefit package. A cafeteria plan recognizes that staff has diverse needs, and will allow employees to choose benefits based on their individual needs.
2. The County will provide eligible employees with core medical, dental, vision and individual life insurance coverage, and a specific dollar amount, which will vary dependent upon whether the employee has individual coverage or dependent coverage.
3. Employees may use remaining funds or salary deductions toward benefits on the cafeteria menu.

4. The core medical package may be optional for employees that can provide acceptable proof of similar coverage through another source. Approval for waiver of a core medical package shall be at the County's sole discretion. If an employee waives the core package, the employee shall receive a fixed dollar amount per month in lieu of coverage, which they may use for items on the cafeteria menu after purchase of mandatory dental/vision/life insurance coverage.

**B. Contribution Toward Health Benefit Package.**

A traditional medical plan and, if available, a High Deductible Plan will be offered to employees. One of these must be purchased unless waived pursuant to A(4) above. If waived, the employee will receive the monthly contribution set forth in C below. If the lowest cost employee-only core medical/RX plan exceeds \$612.42/month, the County will provide the employee additional funds to cover the employee-only premium cost for that plan.

Effective January 1, 2012:

1. Traditional Medical Plan contribution

Employee Only:	
HMO (both plans) and PPO Enhanced	\$515.00/month
Employee Only:	
PPO Enhanced Employee Only	\$591.37/month
Employee Plus One or More Dependents:	
HMO (both plans) and PPO (both plans):	\$826.31/month
Employee Plus Family:	
HMO (both plans) and PPO (both plans)	\$858.74/month

2. High Deductible Plan (if available)

High Deductible Plan (Core)	
Employee Only:	\$410/month + \$327.36 per Year Annual Account Contribution
Employee Plus Spouse:	\$550/month + \$154.48 per Year Annual Account Contribution
Employee Plus Child(ren):	\$550/month + \$398.44 per Year Annual Account Contribution
Employee Plus Family:	\$550/month + \$0 per Year Annual Account Contribution

High Deductible Plan (Enhanced)

Employee Only:	\$410/month + \$0 per Year Annual Account Contribution
Employee Plus Spouse:	\$550/month + \$0 per Year Annual Account Contribution
Employee Plus Child(ren):	\$550/month + \$0 per Year Annual Account Contribution
Employee Plus Family:	\$550/month + \$0 per Year Annual Account Contribution

3. Premium Increase or Decrease.

Under the High Deductible Medical Plan option, any increase in premium costs over the life of this contract will be deducted from the Annual Account Contribution amount and applied to the increased coverage expense.

a. County Annual Account Contribution Distribution. Fifty percent of the annual account contribution will be deposited in individual accounts two times each calendar year (first full pay period in January and July). If a plan participant experiences a qualifying event which results in a status change during the year, the premium will change at that time and account contribution will be adjusted on the next scheduled contribution. Account contributions will be recalculated and reflect the new account contribution rate. If a plan participant experiences a qualifying event which results in a status change between January and July, the account contribution for July will be 50 percent of the annual account contribution.

b. Employees serving an initial probation are not eligible to receive an annual account contribution.

c. The County Annual Account Contribution is made to an employee's Health Savings Account. In the event the entire County Annual Account Contribution has been used to cover premiums, the employee is solely liable for any excess premiums above the County's Annual Account Contribution via automatic payroll deduction.

**C. Monthly Contribution in Lieu of Core Medical Package.**

The monthly contribution in lieu of core medical package is \$350. Core dental, vision and life insurance must be purchased with the monthly contribution.

**D. County Benefits Committee.**

Two representatives from DCEA will serve as members of the County Benefits Committee.



**ARTICLE 9. HOURS**

**A. Work Hours.**

Except in emergencies, the work week of full-time unit employees shall normally consist of five (5) days of eight (8) hours each, exclusive of a lunch hour. Each employee shall be assigned regular starting and quitting times, which shall not be changed without five calendar days prior notice unless mutually agreed upon by employee and supervisor. Alternate work schedules may be adopted by individual Department Heads with approval of the County Manager after prior discussion with the Association, if requested. For purposes of safety, an employee working overtime may be allowed to adjust their work schedule for the remainder of any scheduled shift.

**B. Rest Periods.**

Except in emergencies, employees shall be granted a fifteen (15) minute rest period during each half work shift of four hours or longer. Such breaks shall not be taken within one (1) hour of the employee's starting time, quitting time, or meal break and shall not be accumulated or used to supplement meal breaks, arrive at work late or leave work early. Such rest periods shall be taken without loss of pay and the employee shall not be required to make up such time. Employees are required to take a minimum 30 minute unpaid meal break exclusive of the scheduled eight hour work period.

**C. Call Back Defined.**

Callback means compensation earned for returning to duty after an employee has completed a regular shift, if off duty for any period of time, and is requested to return to duty at a work site with less than twelve (12) hours notice. Nothing in subparagraph D below alters the County's obligations pursuant to this subparagraph.

**D. PERS Reporting.**

Call Back pay will be reported to PERS in accordance with the Official Policies of PERS.

**E. Call Back Minimum.**

When it is necessary to call-back any employee, the employee shall be paid on an overtime basis for a minimum of two (2) hours, even if the employee actually worked less than two (2) hours. If a call-back exceeds two (2) hours, the employee shall be paid for the time actually worked. It is further presumed that there will be no overlapping of premiums in that if an employee works less than two (2) hours on the initial call-back and then is called back on a second time during the initial two hour period, he/she will not be entitled to additional overtime pay unless the total time worked for both call-backs exceeds two (2) hours. In such cases, the employee shall be paid for the total hours worked. Nothing in

subparagraph D above alters the County's obligations pursuant to this subparagraph.

## ARTICLE 10. OVERTIME

### A. **Defined.**

Overtime is that time actually worked as authorized and directed by management which exceeds forty (40) hours in the work week. For purposes of this Article, Holidays, Annual Leave (excepting Personal Days), and Compensatory Time Off (CTO) taken by an employee shall be considered as time actually worked.

### B. **Overtime Compensation.**

Employees who have worked overtime during a pay period shall receive compensation at the rate of one and one-half (1½) times the normal base hourly rate (or hours worked if CTO).

### C. **Budgetary Constraints.**

Nothing in this Article shall prohibit or limit a department's ability to schedule or reschedule an employee's work hours in order to operate within the confines of budgetary constraints. No change shall be made for the sole reason of avoiding the County's obligations under the Fair Labor Standards Act.

### D. **Compliance with FLSA.**

For such time as the FLSA (Fair Labor Standards Act) applies to members of this unit, management may take such action as necessary in order to fully comply with the law and any implementing regulations. However, in taking this action, the Association will be given timely notice of the proposed changes and consulted regarding the changes. Such compliance may be accomplished without further negotiations with the Association.

### E. **Compensation Time Off (CTO).**

1. *Accumulation.* In lieu of overtime pay, and if offered by management, an employee may elect to receive compensating time off (CTO) at the rate of time and one-half for such overtime hours worked. A maximum of one hundred twenty (120) hours may be banked at any one time.
2. *Use of CTO.* An employee may use CTO by requesting such time off and having it approved in advance. A supervisor may require an employee to utilize any CTO bank before granting the use of annual leave.
3. *Pay off of CTO Bank.* The County may pay off all or part of an employee's CTO bank at any time at the employee's current straight time rate of pay.

## **ARTICLE 11. LEGAL HOLIDAYS**

### **A. Defined.**

The following are paid holidays for County employees:

1. New Year's Day (January 1)
2. Martin Luther King's observed birthday (the third Monday in January)
3. President's observed birthdays (the third Monday in February)
4. Memorial Day (the last Monday in May)
5. Independence Day (July 4)
6. Labor Day (the first Monday in September)
7. Nevada Day (the last Friday in October)
8. Veteran's Day (November 11)
9. Thanksgiving Day (the fourth Thursday in November)
10. Family Day (the Friday following the fourth Thursday in November)
11. Christmas Day (December 25)

In addition to the above paid holidays, any other day is a paid holiday if designated by the President of the United States, the Governor of Nevada or the Board of County Commissioners.

Employees working a Monday through Friday schedule will observe New Year's Day, Independence Day, Veteran's Day, and Christmas Day on the Friday preceding the holiday whenever the holiday occurs on a Saturday or on Monday following the holiday whenever the holiday occurs on a Sunday.

Employees who work day, swing, or graveyard shifts in seven-day a week, twenty-four (24) hours per day departments will observe all holidays on the date of the actual holiday.

### **B. Holiday on Leave.**

If a holiday falls during an employee's leave, it will not be charged as leave.

### **C. Holiday on Scheduled Day Off.**

Should a holiday fall on an employee's regularly scheduled day off, at the appointing authority's discretion, the employee will be compensated either by receiving 1) an additional maximum of eight (8) hours pay at their straight time rate (payment of these hours will not be defined or recognized as hours worked); or 2) an additional day off with pay during the week of the holiday. Holiday pay will be prorated for part-time employees. In work weeks containing a holiday, employees scheduled to work four day ten-hour shifts per work week or other scheduled shifts will only receive eight hours of holiday pay. Work schedules will be modified by mutual agreement with the employee and Department Heads or Elected Official to allow for completion of a forty-hour work week.

**D. Pay for Either Holiday Worked or Holiday Observed.**

Should an employee be required to work on a holiday, the employee will receive eight (8) hours of holiday pay and one and a half times the employee's regular rate of pay for actual hours worked. An employee that does not work on a holiday will receive holiday pay for one eight-hour paid holiday (or a part time equivalent consistent with paragraph C above) at the employee's regular rate of pay.

**ARTICLE 12. ANNUAL LEAVE**

**A. Accrual.**

All Association employees who are employed on a continuous full-time basis shall accrue annual leave credits on the basis of the appropriate schedule below. Part-time employees (30 hours - 39 hours per week) shall earn annual leave on a prorated basis based on the number of hours worked in the pay period.

Only regular hours paid shall affect annual leave accrual.

CONTINUOUS SERVICE	HOURS EARNED/ HOURS PAID	MAXIMUM HOURS/YEAR
1 <sup>st</sup> through 4 <sup>th</sup> years	.0385	80
5 <sup>th</sup> through 9 <sup>th</sup> years	.0654	136
10 <sup>th</sup> through 14 <sup>th</sup> years	.0769	160
15 <sup>th</sup> year and after	.0846	176

**B. Accrual During Probation.**

Each employee shall accrue annual leave during his/her probationary period, but shall not be granted annual leave during said period until the employee has been employed continuously for at least six (6) months.

**C. Payment on Separation.**

Employees who have completed at least six (6) months of continuous service and leave the County service, shall be paid for accrued annual leave.

**D. Payment on Death.**

If an employee dies who was entitled to accumulated annual leave under the provisions of this Article, the heirs of such deceased employee shall be paid an amount of money equal to the number of hours of annual leave earned or accrued multiplied by the hourly rate of such deceased employee.

**E. Carry-over of Annual Leave to Following Year.**

The maximum amount of annual leave that may be accrued in a calendar year is two hundred forty (240) hours. All annual leave not taken in excess of two hundred forty (240) hours will be forfeited at the end of the last biweekly pay

period of the calendar year.

A ninety (90) day extension of up to an additional eighty (80) hours maximum may only be granted by the County Manager in the event the employee was unable to utilize his/her hours due to management requirements. Management has the discretion to schedule the employee's time off during the extension. If, after an extension has been granted, an employee is unable to schedule these hours during the 90-day period due to management requirements, he/she may request payment of the additional hours.

**F. Personal Day.**

1. On July 01, 2012, and on January 01 of 2013 and 2014, each regular full-time employee will be credited with eight (8) hours of leave for personal time. Each regular part-time employee will be credited with prorated hours of leave for personal time based on their scheduled hours worked. The hours are for use during the calendar year in which they are granted.
2. The hours of personal time must be used in one increment and any unused hours will be forfeited if not used by December 31 of the calendar year in which the personal time was granted.
3. Upon separation from the County, all unused personal time will be forfeited and will not be paid to the employee upon termination of the employee's employment, whether voluntary or involuntary.
4. No overtime pay will be paid to any employee on account of the employee's use or non-use of all or any portion of the personal time granted to an employee.

**G. Approval for Use of Annual Leave or Personal Day.**

All annual leave will be taken at a time mutually agreeable to the employee and his/her supervisor. No request shall be unreasonably denied. Should an employee submit a request more than thirty (30) days prior to requested annual leave or personal leave exceeding five (5) consecutive days, the employee shall be notified within five (5) working days of submission of the request of the approval or denial of the request. Should no action be taken on the request for annual leave or personal leave by the employee's supervisor, the employee may submit the request to the Elected Official of the department or the Department Head. If a Department Head, other than an Elected Official, is the employee's supervisor, the request may be submitted to the County Manager.

**ARTICLE 13. SICK LEAVE**

**A. Entitlement.**

All unit employees who are employed on a continuous full-time basis shall be credited with sick leave according to the schedule below. All unit employees who are employed on a continuous part-time basis shall be credited with sick leave according to the schedule in subparagraph B below on a prorated basis. By way

of example, a unit employee who works thirty (30) hours per week on a continuous basis shall be credited with sick leave at a rate equivalent to seventy five percent (75%) of the rate at which full-time employees are credited with sick leave.

**B. Sick Leave Accrual.**

Eligible employees shall accrue sick leave at the rate of .0385 hours for each hour paid up to a maximum of 80 hours per year. Only regular, non overtime, hours paid shall affect sick leave accrual.

**C. Maximum Accrual.**

A total of no more than seven hundred twenty (720) hours of regular sick leave may be credited to an employee. Employees who have 720 hours of sick leave accrued as of January 1 of each calendar year will accrue an additional 80 hours during the calendar year, which may be used when accrued during the calendar year. Any of the 80 hours unused will be forfeited as of December 31 of the calendar year.

**D. Authorization of Usage.**

Employees are entitled to use sick leave only if they or their family members are incapacitated due to sickness, injury or when receiving necessary medical or dental treatment, or in the event of an illness, or death in the immediate family. Sick leave used for bereavement shall not exceed thirty-two (32) hours per incident, except as approved in advance by the County Manager or appropriate elected official. Other types of leave for bereavement may also be approved in advance by the County Manager or appropriate elected official. Such use for bereavement is limited to relatives listed in the section below. Sick leave may be used by the employee for medical or dental preventive care appointments or emergencies of the employee or family members.

1. *Family Defined.* Immediate family is defined as an employee's or an employee's spouse's parents, legal guardian, children, stepchildren or foster children, brothers, sisters, grandparents, or grandchildren. In the case of any other relative of the employee, the applicable appointing authority may authorize such sick leave and shall so notify the Human Resources Manager in writing.

2. *Evidence of Authorized Usage.* The appointing authority shall approve sick leave only after having ascertained that the absence was for an authorized reason, and the employee may be required to provide substantiating evidence.

**E. Certificate of Illness.**

Physician certificates or an examination by a physician selected and paid for by the County may be required by the employer when there is an absence from work in excess of five (5) consecutive days or whenever there is reason to believe that sick leave is being abused or the absence is questionable. In the event of family medical leave, the employee will complete the appropriate authorization forms

supplied by Human Resources in accordance with County policy. If an employee becomes ill or injured during a vacation request of three (3) or more consecutive workdays, the time will be recorded as sick leave only if substantiated by a physician's written certification.

**F. Reporting Requirements.**

Except in an emergency wherein an employee is incapacitated, employees are expected to report any absence from work and the reason therefore to his/her supervisor within 30 minutes prior to the time the employee's normal work shift commences. Failure to report, may cause the absence to be deemed unexcused, unpaid, or subject to discipline. If the employee's supervisor is unavailable, the employee should notify his/her respective department regarding the absence. If nobody in the department answers the telephone, the employee may leave a message.

**G. Family Medical Leave Act.**

Family medical leave for employees shall be governed by the provisions of the Federal Family Medical Leave Act ("FMLA"). Nothing in this section is intended to extend to County employees any rights or benefits not extended in that law. General conditions are as follows:

1. Employees who have one year (52 weeks) of service, and have worked at least 1,250 hours in the past year, are eligible to take up to 12 weeks leave during a 12-month period as defined in County policy for family or medical leave pursuant to the FMLA. Family members are those persons who are so defined in the FMLA. Each time an employee takes FMLA leave, the County will compute the amount of such leave the employee has taken under the FMLA policy and deduct it from the 12 work-weeks of available leave.
2. The employee must provide reasonable advance notice if the need for the leave is foreseeable. The Department Head shall not deny leave to any eligible employee who requests family or medical leave pursuant to the provisions of the FMLA. The employee has the right to reinstatement to the same or a comparable position unless the employee is exempted from such right under the provisions of the FMLA.
3. The employee shall exhaust accrued sick leave and all accrued vacation leave up to a balance of 80 hours when on an FMLA leave.
4. The County shall maintain coverage under any group health plan for the duration of the leave at the level and under conditions that would have been provided had the employee been working. An employee on leave without pay will be expected to make prompt monthly payments to the County for dependent coverage and elected benefits per county policy, and the failure of the employee to make the payment shall result in cancellation of the coverage. While on paid leave, the County will continue to make payroll deductions to collect the employee's regular share of any premiums. While on unpaid leave, the employee

must continue to make this payment, either in person or by mail. The County shall only maintain such group health plan coverage for such employee for up to 12 weeks as stated in County policy.

**H. Sick Leave Payoff.**

Employees with 10 years of service will be compensated at the rate of 40% of the normal hourly rate for all hours of accrued sick leave upon termination from the employment of the County. An additional 1% in compensation shall be paid upon termination of employment for each year of service over ten years to a maximum of 50%. No employee shall be entitled to receive the compensation provided for by this section for accrued sick leave until he/she has served a minimum of ten years in County employment.

At the employee's option, instead of being compensated for sick leave the County, with approval of PERS, will convert compensable sick leave to PERS retirement credits.

**I. Catastrophic Leave.**

Employees will be allowed to voluntarily transfer up to a maximum of eighty (80) hours of their accumulated CTO and/or annual leave during any calendar year to another employee who has less than eighty (80) hours of combined sick leave, annual leave, and CTO, but who is otherwise eligible to take paid sick time. An employee's donation of annual leave or CTO will be in four (4) hour increments. Donated annual leave or CTO will be logged to the account of the beneficiary employee in the order in which it is donated and will be converted to a dollar amount at the hourly rate of the donor employee. In the event the beneficiary employee no longer requires the use of any donated annual leave or CTO, the remaining donated annual leave and/or CTO will be returned to the donors from whom it was received. The maximum number of hours that may be transferred to a beneficiary employee pursuant to this Article is four hundred eighty (480) hours in any calendar year.

**J. Sick Leave Incentive Program.**

Unit employees shall have the option to participate in the County's annual sick leave incentive program. Full-time employees utilizing less than forty (40) hours of sick leave during a calendar year will have eight (8) hours of paid time off credited to their annual leave accrual. Part-time employees who utilize less hours of sick leave during a calendar year than the number of hours they are regularly scheduled to work per week will have paid time off credited to their annual leave accrual on a pro-rata basis. By way of example, a unit employee regularly scheduled to work thirty hours per week who uses less than thirty hours of sick leave during a calendar year will have six hours of paid time off credited to annual leave accrual. Incentive program hours must be utilized within 12 months of receipt and are not subject to pay out upon separation of employment.



## **ARTICLE 14. INJURY ON DUTY LEAVE**

### **A. Injury on Duty.**

Any Association employee who suffers an injury while working during the course of employment for the Employer shall be entitled to injury leave until said employee is able to return to work or is terminated in any manner and subject to any limitations imposed by this Article or State Law. Injury means a sudden and tangible happening of a traumatic nature, producing an immediate or prompt result and resulting from external force, including injuries to artificial members. Any injury sustained by the employee while engaging in an athletic or social event sponsored by the Employer shall be deemed not to have arisen out of or in the course of employment unless the employee received compensation for hours worked from the County for participating in such event. For purposes of this Article, coronary thrombosis, coronary occlusion, or any other ailment or disorder of the heart, and any death or disability ensuing therefrom, shall not be deemed to be an injury by accident sustained arising out of and in the course of the employment. When an employee is eligible at the same time for benefits under applicable workers' compensation chapters of the Nevada Revised Statutes and for sick leave or injury leave benefit, the amount of sick leave or injury leave benefit paid to said employee shall not exceed the difference between their normal salary and the amount of any benefit received, exclusive of payment of medical or hospital expenses applicable requirements of the Nevada Revised Statutes for that pay period. Any usage of such leave shall be deducted from the employee's sick leave balance.

### **B. Injury Leave.**

For employees injured on duty and accepted for worker's compensation benefits which exceed 40 regularly scheduled hours the County will cover the remainder of all required leave to supplement worker's compensation benefits at its expense for up to 90 calendar days. During the 90 calendar days no employee leave deduction (sick, annual, or CTO) will be used to supplement worker's compensation benefits. After 90 calendar days the employee will use accrued leave to supplement worker's compensation benefits. The employee must follow all prescribed written safety policies and procedures to qualify for injury leave (e.g., wearing full protective clothing and equipment when necessary, using tools and equipment properly, and exercising prudent care while performing assigned functions).

The parties agree that nothing in this Agreement constitutes a waiver of any employee's rights to worker's compensation benefits under Nevada law. The parties further agree that although an employee may file a grievance when denied Injury Leave for an accepted worker's compensation claim, an employee may not grieve the denial of a worker's compensation claim by the County's Third Party

Administrator. An employee wishing to challenge such a denial must do so according to the procedures prescribed under Nevada law.

**C. Rights Protected.**

Nothing in this Article shall abrogate an employee's or employer's rights under the industrial injury provisions of State Law.

**D. Light/Modified Duty Assignments.**

Employees who have been on authorized injury leave due to work-related injury under applicable workers' compensation law shall, upon written release from his/her doctor and upon presentation of said release to the County, return to work in a light duty assignment if one is available. Any assignments to light duty shall be in conformance with limitations imposed by the employee's doctor and no employee shall be assigned light duty tasks that would predictably prolong the rehabilitative process or otherwise increase the risk of further injury.

**ARTICLE 15. LEAVES OF ABSENCE.**

**A. Leaves of Absence Without Pay.**

1. *Eligibility.* Leave without pay may be granted only to an employee who desires to return therefrom to the Employer's service.

2. *Short-term Leave.* Leave without pay of less than thirty (30) days may be granted for the good of the public service by the appointing authority. When such leave is granted, the appointing authority shall notify the Human Resources Manager.

3. *Long-term Leave.* For a period of thirty (30) days or more, leave without pay may be granted by the Board of County Commissioners. The employee shall retain his/her status as a public employee and the pay, leave and benefits accrued prior to the leave for a period not to exceed twenty-six (26) consecutive pay periods.

4. *Family Medical Leave.* A family and/or medical leave of absence provides up to a total of 12 work-weeks of leave during a 12-month period as defined in County policy due to the birth of a child and the care of such child, the adoption/foster placement of a child and the care of such child, the need to care for a family member with a serious health condition, or the employee's own serious health condition which makes the employee unable to do his or her job. If the employee has exhausted all accrued sick leave, and vacation leave up to a balance of 80 hours, he/she will be placed on a leave of absence without pay in accordance with the provisions in Article 13, Section G and County policy.

5. *Elected Benefits.* Arrangements regarding employee's payment of dependent medical/dental insurance premiums and/or to his or her voluntary deductions, if continuity is desired, must be made with Human Resources prior to starting unpaid leave of absence. The failure of the employee to make the payment shall result in cancellation of the coverage.

**B. Leave of Absence With Pay.**

Leave with pay for an appropriate period may be granted by:

1. The Board of County Commissioners upon written petition by an employee; or
2. The appointing authority under the following conditions:
  - a. When an employee serves on a jury or as a witness in court, provided the jury and witness fees earned on an employee's regular workday are reimbursed to the Employer;
  - b. When it is impractical for a registered voter to vote before or after the employee's normal working hours; and
  - c. When an employee acts as a volunteer fireman or similar service for protection of life or property.

**C. Military Leave.**

1. An employee, who is an active member of the National Guard or reserve component of the United States Armed Forces, must notify the County of their active status upon their hire date or immediately upon activation. The employee shall make his/her reserve status known to the County and must provide any known reserve obligations to those responsible for staffing a minimum of 30 days in advance except during times of military conflict or other emergency activation.
2. An employee who is an active member of the National Guard or any reserve component of the United States Armed Forces shall, upon request, be relieved from his/her duties to serve orders for military duty, without loss of pay or accrued leave for a period not to exceed fifteen workdays in any calendar year.

**D. Other Leaves.**

This includes all other leaves for which bargaining unit employees are eligible under the provisions of the County Personnel Code and Regulations.

**ARTICLE 16. GRIEVANCE PROCEDURE**

**A. Definitions.**

1. *Grievance.* A grievance is a claimed violation, misapplication, or misinterpretation of a specific provision of this Agreement which adversely affects the grievant. The exercise or lack of exercise of Employer Rights and Responsibilities (Article 6) is not grievable. Grievances arising out of disciplinary actions are covered by Article 18, Employee Disciplinary Procedures.
2. *Grievant.* A grievant is an employee or group of employees in the unit who file a grievance as defined above. Alleged violations, misapplications, or misinterpretations which affect more than one employee in a substantially similar manner may be consolidated at the discretion of management as a group grievance and will be represented by a single grievant.

3. *Day.* For the purpose of this Article "Day" means a calendar day.

**B. General Provisions.**

1. If a grievant/appellant fails to carry his/her grievance forward to the next level within the prescribed time period, the grievance is settled based upon the decision rendered at the most recent step utilized.
2. If a supervisor or manager fails to respond with an answer within the given time period, the existing decision stands and the grievant may appeal to the next higher level.
3. The grievant may be represented by a person of his/her choice at any formal level of this procedure.
4. Time limits and formal levels may be waived by mutual written consent of the parties.
5. Proof of Service must be accomplished by certified mail or personal service.
6. If the grievant is not represented by a representative of the Association, the Association must be notified of the intended settlement of any Formal Level grievance prior to the settlement being finalized for the purpose of allowing Association input into its terms. If the Association does not provide a written response within ten (10) days after notification, the opportunity to respond is waived and the proposed settlement shall be implemented and the matter closed. If a timely response is made, the Employer's representative must give full consideration to the Association's input prior to the settlement of the grievance. If on the basis of the Association's input, the grievant/appellant desires to exercise the further remaining avenues of appeal, the appeal will be considered timely if filed within ten (10) days of the date of a meeting between the Employer, Association and the grievant/appellant during which the Association's reservations regarding the settlement were fully stated.

**C. Process.**

1. *Informal Level.* Within ten (10) days from the event giving rise to a potential grievance or from the date the employee could reasonably have been expected to have had knowledge of the event, the employee may orally discuss the problem with his/her immediate supervisor. The supervisor has ten (10) days to give an answer to the employee.
2. *Formal Levels.*  
Level 1: If the employee is not satisfied with the resolution proposed at the informal level, the employee may within ten (10) days of receipt of the answer, file a formal written grievance with his/her department head containing a statement describing the grievance, the section of this Agreement allegedly violated, and remedy requested. The department head (or designee) will, within ten (10) days give a written answer to the grievant on the form provided.  
Level 2: If the grievant is not satisfied with the written answer of the department head or his/her designee, the grievant may, within ten (10) days from the receipt of the answer, file a written appeal to the County Manager. Within ten (10) days

of receipt of the written appeal, the County Manager or his/her designee must investigate the grievance and hold a meeting with the concerned parties. A written answer to the grievant must be provided within ten (10) days of the meeting. The answer is final and binding unless the grievant, through the Association, notifies the County Manager of his/her intention to appeal to the External Hearing Officer (EHO) by filing a Notice of Intent to Arbitrate with the Human Resources Manager within fourteen (14) days of receipt of the answer.

## **ARTICLE 17. EXTERNAL HEARING OFFICER**

### **A. Designation.**

The External Hearing Officer (EHO) shall be designated by the parties after requesting a list of qualified arbitrators, from the American Arbitration Association, or the Federal Mediation & Conciliation Service. The parties shall strike names from the list until a final name remains.

### **B. Costs.**

The fees and expenses of obtaining and employing the EHO and of a court reporter, if used, shall be shared equally by the Association and the Employer. Each party, however, shall bear the cost of its own presentation including preparation and post-hearing briefs, if any.

### **C. Timely Hearings and Decisions.**

The EHO shall set the matter for hearing in a timely manner. The EHO's decision shall be rendered within thirty (30) days from the date of hearing and shall include his/her findings of facts on the issue(s) submitted.

### **D. Effect of Decision.**

Decisions of an EHO on grievances properly before him or her will be final and binding unless the award will cost the County more than \$100,000. In the event the award does exceed \$100,000, the decision will be advisory to the County Board of Commissioners. The Board will make the final decision, which in its discretion it deems proper after review of the EHO's report or conducting further investigation as it sees fit. If the Board has taken no action after having been in receipt of an EHO's decision for thirty (30) days, the decision of the EHO will become final and binding. Decisions of the External Hearing Officer on disciplinary appeals properly before him/her will be final and binding on both parties.

### **E. Authority of EHO.**

No EHO shall entertain, hear, decide, or make recommendations on any dispute unless such dispute involves an eligible employee in this represented Association and unless 1) such dispute falls within the definition of a grievance as set forth in Section A. 1. of Article 16 Grievance Procedure, or 2) unless such dispute

involves disciplinary suspension(s) within the same calendar year exceeding forty (40) working hours, demotion, or discharge as set forth in Article 18, Employee Disciplinary Procedures, and has been processed in accordance with all provisions thereof and herein.

**F. Matters Subject to EHO Procedure.**

Proposals to create, add to, or change this written agreement or addenda supplementary hereto shall not be grievable nor submitted to an EHO and no proposal to modify, amend, or terminate a negotiated agreement, nor any matter or subject arising out of or in connection with such proposal, may be referred to this process. Likewise, no grievance arising out of the exercise of Article 6, Employer Rights and Responsibilities, shall be submitted to this procedure.

**G. Rules of Evidence.**

Strict rules of evidence shall not apply. However, rules of evidence and procedures for conduct of hearings shall be guided by the standards in the American Arbitration Association's voluntary arbitration rules or the Nevada Administrative Procedure Act, NRS 233B.123.

**ARTICLE 18. EMPLOYEE DISCIPLINARY PROCEDURES**

**A. Basis for Disciplinary Action.**

The tenure and status of every Association employee is conditioned on reasonable standards of personal conduct and job performance. Failure to meet these standards may be grounds for appropriate disciplinary action. Disciplinary action will be for just cause and may, in addition to the causes set forth in the Personnel Ordinance and Policies, be based upon any of the following grounds: failure to fully perform required duties, insubordination, failure to comply with or abuse of Employer policies or rules, unexcused absences, misuse or abuse of Employer property or equipment, substandard job performance, commission of a felony or other crime involving moral turpitude, and commission of other acts which are incompatible with service to the public. The employee rights of this article do not apply to probationary employees.

**B. Types of Discipline.**

The following procedure will apply when, in the judgment of the employee's supervisor, an employee has committed an act or omission which justifies a written reprimand, demotion, discharge or suspension without pay. Disciplinary action will normally progress from the least to the most severe. However, nothing in this agreement requires this progression in cases where more severe disciplinary action is appropriate.

**C. Response to Appeals from Written Reprimand.**

An employee who receives a written reprimand is afforded the right to have his or her written response attached to the reprimand and placed into his/her personnel file. The response must be submitted before the end of the fourteenth day following receipt of the reprimand by the employee. This is the only avenue of appeal for a written reprimand. If an employee submits a response, he/she may forward a copy of the response to Human Resources and the County Manager.

**D. Notice of Proposed Disciplinary Action for Demotions, Suspensions, Discharges, and Appeal.**

A management representative will be designated by the department head. The management representative must advise the employee in writing of the proposed action. The written statement must contain:

1. A description of the events which necessitated the proposed demotion, suspension or discharge.
2. A statement of the charges and the date of the proposed action.
3. Notification that the employee may review or make copies of available materials leading to the demotion, suspension or discharge.
4. The right of the employee to meet with the designated management representative and to submit in writing his or her response to the proposed action no later than the tenth calendar day following receipt of the notice. The time limit may be extended by written agreement.
5. Notice that if no response is received by the designated management representative from the Employee or his or her representative within the time period allowed, the County may impose the discipline as proposed and the employee waives all rights to appeal.
6. Notice that the employee has a right to be represented by the Association.
7. Notice that if the proposed disciplinary action is a suspension or termination of employment, the employee may be placed on unpaid administrative leave pending the employee's response.
8. Notice that the employee has the right to appeal.

**E. Employee's Response and Meeting.**

An employee's opportunity to respond to the designated management representative although essential to the process, is not intended to be an adversary hearing. The employee may:

1. Present witnesses in support of his or her opposition to the proposed demotion, suspension, or discharge.
2. Be accompanied and represented by a person of his/her choice during this procedure.

The limited nature of this response does not preclude management's authority to initiate further investigation if the employee's version of the facts raises doubts as

to the accuracy of the supervisor's information leading to the proposed discipline.

The County may institute the proposed discipline prior to the date of the meeting contemplated in (D)(4). If the discipline is overturned or reduced, the employee must be made whole for any unpaid administrative leave time lost during the response period, and any unpaid administrative leave served before the response hearing will be applied to an upheld or an unappealed suspension period.

**F. Employer Action.**

Following his/her review of a proposed disciplinary action, the designated management representative must issue a signed statement indicating his or her decision based on the employee's response.

1. If the proposed action is to be implemented, the specific charges against the employee and the effective date of the action will also be included.
2. The statement must be mailed by certified mail or be personally delivered to the employee no later than ten (10) days after the meeting with the employee or receipt of his/her response, whichever is later.
3. This statement must clearly inform the employee that the employee has the right to request an appeal hearing, if a request for a hearing is made in writing within ten (10) days after receipt of this notice.

**G. Appeal Procedure.**

This appeal procedure applies to cases of demotion, discharge and suspension without pay.

1. If, within the ten (10) day appeal period, the employee does not file an appeal, the action of the management representative is considered conclusive.
2. If, within the ten (10) day appeal period, the employee files a notice of appeal with the County Manager (with a copy to the Human Resources Manager), the County Manager or his/her designee will investigate the grievance and hold a meeting with the concerned parties within ten (10) days. A written answer will be provided to the grievant within ten (10) days of the meeting. The answer is final unless the grievant, through the Association, notifies the County Manager of his/her intention to appeal to the External Hearing Officer (EHO) by filing a Notice of Intent to Arbitrate with the Human Resources Manager within ten (10) days of receipt of the answer. Appeals of any disciplinary suspension, which when combined with previous disciplinary suspensions during the same calendar year total fewer than forty (40) working hours, are not eligible for appeal to the EHO.

**H. Investigatory Interviews.**

An employee about to undergo an investigatory interview may be accompanied by an Association representative and reasonable notice will be given. Reasonable notice means notification eighteen (18) hours prior to the actual meeting except



when circumstances may require a prompt investigatory interview or the notice period is reduced by the employee.

**I. Notice of Behavior**

No document will be placed in an employee's personnel file(s) unless a copy has been presented to the employee and he or she has signed the original. An employee's signature on the original indicates the employee has received the document and does not signify that the employee agrees with the content thereof.

**ARTICLE 19. REDUCTION IN FORCE**

**A. Procedure.**

If, due to lack of funds, lack of work, enhanced efficiency, or curtailment of operations it is necessary to reduce the Employer's work force, the appointing authority will determine the classifications and number of employees to be reduced. Layoffs within a classification will proceed in ascending order of seniority within the department, provided that the remaining employee(s) within that classification have demonstrated the ability to effectively perform the required work. Ability shall be determined based on the affected employee's most recent performance evaluations. For layoff purposes, seniority shall first be based on the amount of continuous service within all operations of County government. If seniority is equal, the employees to be laid off shall be determined by "past performance." No regular full-time employee shall be laid off or demoted while there are temporary or probationary employees serving in the same classification in the County, provided they are fully qualified to do the remaining work required to be performed as determined by the County.

**B. Notice.**

All regular employees due to be laid off shall be given written notice of such layoff at least thirty (30) calendar days prior to the effective date. After the County has notified the employees who are to be laid off, the County will provide a list of such employees to the Association along with the applicable seniority list(s). The Association may request to meet and discuss the layoffs with the County.

**C. Demotion In-lieu of Layoff.**

In lieu of being laid off, an employee may elect demotion to any class of a lower maximum salary within the same class series if such demotion is deemed feasible by the Employer. An employee who elects demotion in lieu of layoff shall be reinstated to his/her former class once the former position becomes available, provided, however, the employees would be next hired according to reverse order of layoff. The commitment will extend for eighteen (18) months beyond the date of demotion.

**D. Reemployment.**

The names of regular employees laid off shall be placed on the reemployment list within the department which laid off the employee for the class or position involved in reverse order of termination. The names of the regular employees laid off will also be placed on a County-wide reemployment list in reverse order of termination and in the event there is a position in the County for which the employee is qualified, he/she may be offered that position with the approval of the hiring authority. The commitment will extend for eighteen (18) months beyond the date of layoff; provided any employee who fails to maintain updated contact information with the County or fails to respond to any inquiry from the County pursuant to this Article will be dropped from the reemployment list and forfeit all rights under this Article.

**E. Restoration of Benefits.**

Employees who are reemployed within eighteen (18) months after they are laid off will be entitled to reinstatement of accrued and unused sick leave remaining to their credit at the time of their layoff. These employees will resume the accumulation of continuous service credit and retain all previously accrued seniority rights, losing only the time when they were in the laid off status.

**ARTICLE 20. CLASSIFICATIONS AND EMPLOYEE STATUS**

**A. New and Changed Classifications.**

The Employer shall notify the Association, in writing, of any proposed new or changed job title classifications. Within seven (7) days after receiving notification, the Association may request a meeting to discuss the changes with the Employer. Such meeting shall be scheduled within the following fourteen (14) days and all actions related to the discussions completed within thirty (30) days following original notice from the Employer.

**B. Reclassification Request.**

When there has been a change in the duties and/or responsibilities of a position, the affected employee may, at any time, request in writing a job audit through his/her Department Head. The employee must be notified of any action to be taken by the Employer, including the job audit, within a reasonable period of time not to exceed sixty (60) days of the employee's request.

**C. Transfers.**

When an employee is transferred to another position in the same or related class at the same grade level, the employee shall continue at his/her current rate of pay.

**D. Promotions.**

When an employee is promoted to a position in a higher pay grade, the employee shall be placed at the minimum of the new range. In the event that the rate of pay

does not provide a salary increase of 5% or more, the employee shall receive a promotional pay increase of 5%. Any new pay rate, upon promotion, shall not exceed the maximum rate of the new pay range per county policy. Should the promotion occur concurrently with the employee's eligibility for a merit salary increase, the merit salary increase should be included in the base salary before promotion. Special salary adjustments should not be included in the base rate.

**E. Progression of Positions within Job Families.**

The employer's classification plan contains Association positions that fall within job "families." Examples that illustrate job families for the Association include, but are not limited to: Utility Operator in Training/Utility Operator I/II, Building Maintenance Technician I/II, Road Maintenance Operator/ Senior Operator, Park Ranger I/II/III. Employees may progress within their job family when the employee's supervisor has determined that the employee has acquired the necessary skills and abilities of the higher level position within the job family. Each position's required skills and abilities are detailed in the County's job descriptions. Job progressions will only occur concurrently with the employee's eligibility for a merit increase. The pay grade adjustment associated with the job progression will occur after the merit salary increase adjustment. Progression within a job family is not a promotion nor does it require probation.

**F. Demotions.**

An employee reassigned by management to a position in a lower classification regardless of the reason (disciplinary, voluntary, in lieu of a layoff, for reasons of disability or incapacity, etc.) will receive a salary reduction commensurate with the specific job duties as determined by the employer. An employee reassigned to a position in a lower classification because of a reorganization will receive a salary reduction of no more than 15% from the employee's current salary at the time the reorganization is implemented. The anniversary date for future salary increase consideration changes shall be the date of demotion in accordance with County policy for demotions other than those that are voluntary or due to a reorganization.

**G. Reclassifications.**

If a reclassification results in an employee's position being downgraded within the compensation plan, and the employee's current pay rate is within the new, lower salary range, there will be no change in pay. If his/her pay rate is higher than the new salary range maximum, his/her salary will not be reduced. No pay increase will be granted to such an employee as long as his/her salary is at or above the top of the new range. If the employee's salary is currently below the minimum of the new range, the employee's salary will be increased to meet the minimum rate in accordance with County policy.

**H. Probationary Period.**

1. *Initial Probation.* Upon initial appointment, all unit employees will serve the equivalent of twenty-six complete biweekly pay periods of full-time service as a probationary period, during which time the employee may be dismissed without cause or right of appeal. The appointing authority will give the employee a performance assessment at the end of thirteen (13) complete biweekly pay periods. The appointing authority has the option to end probation after the assessment or to continue probation for the twenty-six (26) complete biweekly pay periods. The employer will provide tools to supervisors to encourage ongoing feedback regarding performance of new hires. The County will inform supervisors and the appointing authority of the option to end probation after thirteen (13) complete biweekly pay periods. Failure to give an employee an assessment after six (6) months of employment is not grounds for ending the probationary period nor does it affect the employee's probationary status.

2. *Promotional Probation.* Upon promotion to a classification with a higher salary schedule, a unit employee will serve the standard thirteen (13) complete biweekly pay periods of full-time service as a probationary period. The appointing authority will give the employee a performance assessment at the end of seven (7) complete biweekly pay periods. The appointing authority has the option to end probation after the assessment or continue the probation. Either the manager may demote the employee or the employee may voluntarily demote before the end of the seventh complete biweekly pay period of his/her qualifying period, to the position and salary previously held. Either way, the employee may return without penalty.

a. *Employees who had regular status in previous position.* An employee who fails to pass probation but who had status as a regular non-probationary employee in a previous classification will have a right to return to a position in that classification if available. Such removal from the higher classification is without cause or right of appeal.

b. *Employees who do not have regular status in a previous position.* An employee who fails to pass probation and has no regular employment status in another classification in the County, will be dismissed from employment without cause or right of appeal. An employee who has not successfully completed an initial probationary period in his or her previous classification, does not have a right to return to that previous classification.

**ARTICLE 21. EFFECTS OF SUBCONTRACTING**

Employer agrees to notify the Association twenty-one (21) days prior to subcontracting work currently performed by unit members which will cause the layoff of those unit employees. Provided the Association submits a response within ten (10) days of the notice, the Employer will consider the Association's response prior to subcontracting any Association work. Upon written request

from the Association, the Employer agrees to meet and negotiate the impact and effects of such planned subcontracting on the affected Association members.

## **ARTICLE 22. LABOR MANAGEMENT COMMITTEE**

### **A. Representatives and Function.**

A committee of two (2) representatives of the Employer and two (2) representatives of the Association shall meet upon the request of either party. The meetings will be held at mutually agreed times and places, and shall be for the purpose of:

1. Discussing the administration of this Agreement.
2. Exchange of general information of interest to both parties.
3. Giving the Association representatives the opportunity to share the views of their members or make suggestions on subjects of interest to their members.
4. Improving County services.
5. Increasing efficiency and effectiveness of County operations.
6. Pay for Performance System.
7. County Uniform Policy; and
8. Tuition Reimbursement Policy.

### **B. Notice of Issues.**

Any issues to be discussed shall be advanced by the requesting party to the other at least seventy-two (72) hours prior to the scheduled meeting.

### **C. Recommendations.**

Any conclusions or mutual recommendations of this Committee shall be reduced to writing.

### **D. Advisory Function.**

The Labor Management Committee shall be advisory only and shall not engage in collective bargaining or reach any agreements to amend the contract.

### **E. Chairperson.**

The initial Chairperson shall be an Association representative and thereafter the Chair shall rotate at six (6) month intervals between the two sides.

### **F. Attendance by Other Persons.**

Additional persons may attend the Labor-Management meetings at the request of either party to present information to the committee members.

### **G. Fiscal Issues.**

If Employer experiences sustainable financial growth (i.e., ongoing revenues of Employer are significantly larger than actual expenses), then the parties agree

to meet and discuss whether the Employer has the financial ability to change the monetary benefits to employees.

## **ARTICLE 23. UNIFORM ALLOWANCE**

### **A. Uniforms.**

Association personnel required to wear uniforms shall be provided with those uniforms by the County. If the County provides uniforms through a uniform service (outside contractor), the County will cover the cost to clean the uniforms on a schedule determined by the department. If the County purchases uniforms, Association personnel are responsible to clean the uniforms. The County agrees to meet and confer with the Association prior to implementing changes to the County Uniform Policy.

### **B. Safety Footwear.**

Where steel-toed or safety footwear is required for County duty, the County will provide a footwear allowance of up to one hundred fifty dollars \$150.00 every two years based upon receipts or other documentation to reimburse the employee for the difference in price between steel-toed equipped footwear and similar acceptable footwear without steel toe protection. The two year period will be calculated from the date the employee last received a footwear allowance of the full \$150 or received that amount cumulatively; provided that the employee will receive up to the full allowance at any time his/her steel-toed or safety footwear is damaged so as to render the footwear unserviceable (excluding normal wear and tear as determined by the Department Head) while the employee is performing his/her duties, within twenty-four (24) hours notification to the employee's Department Head or Supervisor. The Department Head shall identify the positions which are eligible for the allowance. Footwear purchased under this section must comply with applicable safety standards established by the County or with OSHA standards. An additional \$50 per year for foul weather gear will be provided to the designated employee classifications for the authorized gear listed in the attached Appendix A.

### **C. Personal Property.**

Upon approval of the employee's supervisor or Department Head, the County will reimburse an employee for the cost of repairing or replacing watches or prescription eyeglasses/contact lenses that were damaged or stolen while the employee is performing his/her duties, within twenty-four (24) hours notification to the Department Head or supervisor as follows:

1. Watches up to \$50; and,
2. Prescription eyeglasses/contact lenses up to 50% of the repair or replacement cost up to the maximum of \$300. The County's maximum share is \$150, but the County will pay the first \$100 for repair or replacement.
3. In the case of watches and prescription eyeglasses/contact lenses that are

lost or stolen, this benefit is limited to one time per year, and the year will be calculated on a rolling basis.

4. The employee shall provide a receipt to the County (for damaged and stolen property) and a copy of Police Report (for stolen property) prior to any reimbursement under this section.

#### **ARTICLE 24. TUITION REIMBURSEMENT**

To encourage improvement of the County's workforce, the County will reimburse 100% of the cost (e.g., registration, tuition, books, lab fees) for any educational course or class an employee is directed in writing to attend by an employee's supervisor or Department Head. For any course requested by an employee and approved in writing by an employee's supervisor or Department head, tuition reimbursement shall be in accordance with County policy. The County agrees to meet and confer with the Association prior to implementing changes to the County Tuition Reimbursement Policy.

#### **ARTICLE 25. PEACEFUL PERFORMANCE**

- A.** The parties to this Agreement recognize and acknowledge that the services performed by the employees covered by this Agreement are essential to the public health, safety and general welfare of the residents of the County of Douglas. The Association agrees that under no circumstances will the Association recommend, encourage, cause or permit its members to initiate, participate in, nor will any member of the Association take part in any:
1. strike.
  2. sit-down.
  3. stay-in.
  4. sick-out.
  5. slow-down.
  6. picketing in connection with a labor dispute (hereinafter collectively referred to as a work-stoppage) in any office or department of the County.
  7. curtail any work.
  8. restrict any production.
  9. interfere with any operation of the Employer.
- B.** In the event of any such work-stoppage by any member of the Association, the Employer shall not be required to negotiate on the merits of any dispute which may have given rise to such work-stoppage until said work-stoppage has ceased.
- C.** In the event of any work-stoppage during the term of this Agreement, whether by the Association or by any member of the Association, the Association by its officers, shall immediately declare in writing to the Employer's Authorized Agent that such work stoppage is in violation of this Agreement and unauthorized, and

further direct its members in writing to cease the said conduct and resume work. Copies of such written notice shall be served upon the Employer. In the event of any work-stoppage, if the Association promptly and in good faith, performs the obligations of this paragraph, and providing the Association had not otherwise authorized, permitted or encouraged such work-stoppage, the Association shall not be liable for any damages caused by the violation of this provision. However, the Employer shall have the right to discipline, to include discharge, any employee who instigates, participates in or gives leadership to, any work-stoppage activity herein prohibited, and the Employer shall have the right to seek full legal redress, including damages, against any such employee.

- D. The employer agrees not to lock out during the term of this Agreement.

**ARTICLE 26. ENTIRE AGREEMENT, MODIFICATION AND WAIVER**

- A. It is intended that this Agreement sets forth the full and entire understanding of the parties regarding the matters set forth herein and all other topics subject to bargaining, and therefore any other prior or existing understanding or agreement by the parties, whether formal or informal, written or unwritten, regarding such matters are hereby superseded or terminated in their entirety.

Those topics in the County's Personnel Code pertaining to members of this Association which are not superseded hereby and which are specifically stated as covered within the mandatory scope of bargaining as listed in NRS 288.150(2), shall not be changed without prior discussion and negotiation with the Association.

- B. It is agreed and understood that during the negotiations which culminated in this Agreement, each party enjoyed and exercised without restraint, except as provided by law, the right and opportunity to make demands and proposals or counter proposals with respect to any matter subject to bargaining and that the understandings and agreements arrived at after the exercise of that right are set forth in this Agreement.

Except as required by this agreement and NRS 288, the parties agree that neither party is required to negotiate any subject or matter.

- C. Any agreement, alteration, understanding, waiver or modification of any of the terms or provisions contained in this Agreement shall not be binding on the parties unless made and signed in writing by all of the parties to this Agreement, and if required, approved and implemented by the Board of Commissioners.
- D. The waiver of any breach, term or condition of this Agreement by either party shall not constitute a precedent in the future enforcement of all its terms and provisions.



**ARTICLE 27. DRUG TESTING**

The County's drug and alcohol testing policy shall be in effect. The parties will meet and confer if substantial changes regarding discipline are proposed by the County. However, if state or federal law requires the County to make those changes, the changes will be implemented as required and within applicable time frames. Nothing in this article shall preclude an employee or the Association from appealing disciplinary action pursuant to Article 18.

**ARTICLE 28. SAFETY COMMITTEE**

The Douglas County Safety Committee is composed of employees from various departments and functions as an advisory body and makes recommendations to the Employer regarding the Douglas County Safety Program. The Association will designate two individuals to sit on the Safety Committee and, once reviewed by the County Manager, those individuals will serve on the committee.

**ARTICLE 29. SAVINGS PROVISION**

- A.** Should any provision of the Agreement be found to be in contradiction of any Federal law or State law, by a court of competent jurisdiction, such particular provision shall be null and void, but all other provisions of this Agreement shall remain in full force and effect until otherwise canceled or amended. In the event that any provision shall be held unlawful and unenforceable by a court of competent jurisdiction, the parties agree to meet forthwith for the purpose of negotiating such provision in an attempt to reach a valid agreement.
- B.** In the event that Section A above is affected if Chapter 288 of the Nevada Revised Statutes is amended, the County and Association negotiating teams will meet at the request of either party to discuss the impact of the change in Chapter 288 of the Nevada Revised Statutes on the current negotiated agreement.
- C.** The fiscal provisions of this Agreement shall be in effect from the first full pay period after July 01, 2012, unless otherwise stated in this agreement, through June 30, 2015.

**ARTICLE 30. SUNSET PROVISION**

Upon expiration of this 2012-2015 Agreement, the 2009-2011 Agreement as of June 30, 2011 will be reinstated until a successor agreement is reached. Furthermore, the one-time 1% salary increase, effective the first full pay period in January 2015, will remain in effect.

This Agreement shall remain in full force and effect during the negotiation. Unless

otherwise noted herein, any changes caused by the approval of this Agreement shall be prospective and implemented as of the first day of the payroll period immediately succeeding July 01, 2012.

In recognition of the tentative agreement and recommendation of the above wages, hours and other terms and conditions of employment to their respective parties, the following negotiators have affixed their signature below.

FOR THE EMPLOYER:

FOR THE ASSOCIATION:

Doug Ritchie  
Doug Ritchie, Douglas County Chief Negotiator

Tom Donaldson  
Tom Donaldson, DCEA Attorney

Robert Lee Bonner, Jr.  
Robert Lee Bonner, Jr., Chairman  
Douglas County Commissioners

Dominick Macaluso  
Dominick Macaluso, President  
Douglas County Employees Association

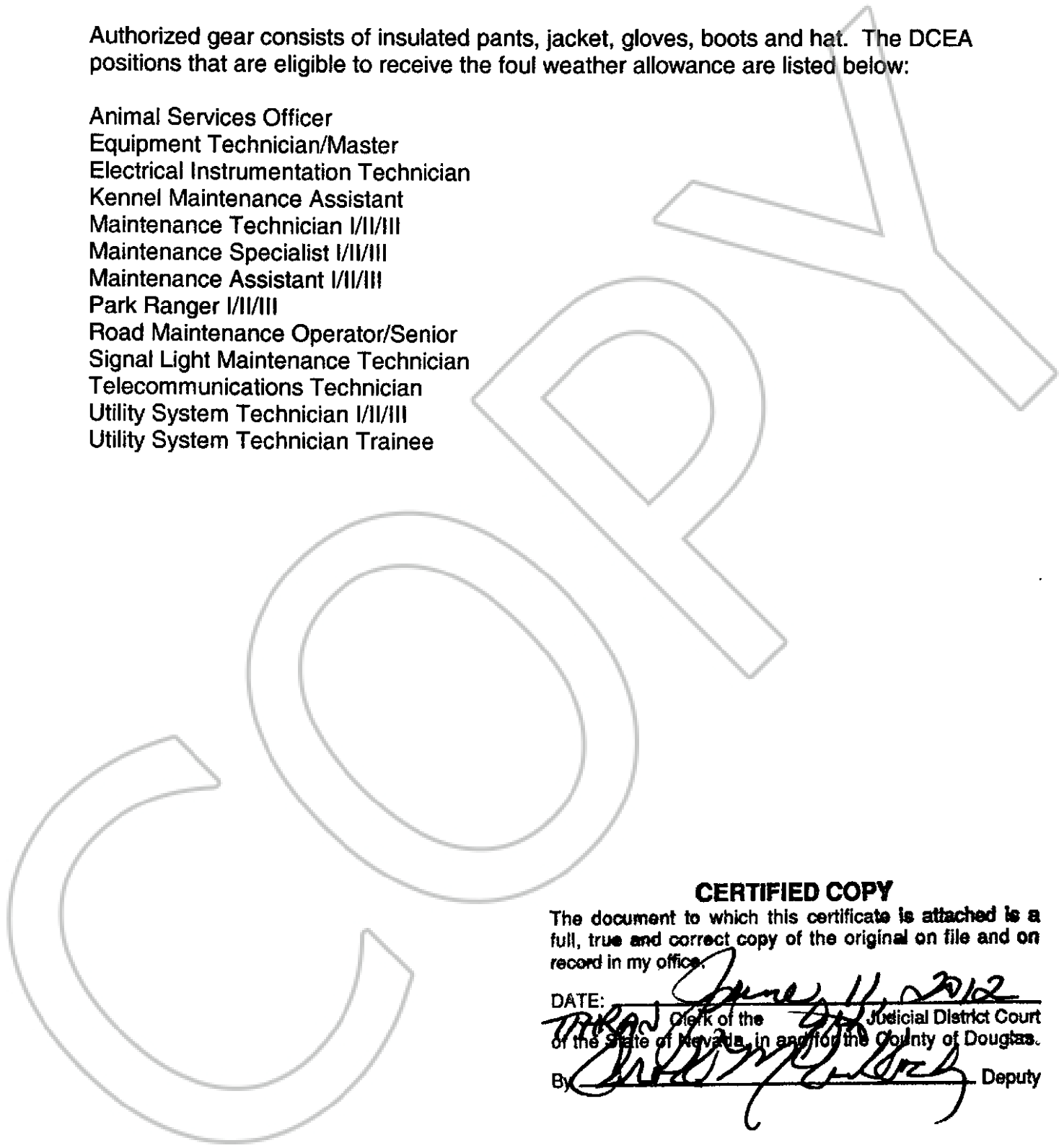
Dated: June 7, 2012

Dated: 5-29-2012

**EXHIBIT "A"**

Authorized gear consists of insulated pants, jacket, gloves, boots and hat. The DCEA positions that are eligible to receive the foul weather allowance are listed below:

- Animal Services Officer
- Equipment Technician/Master
- Electrical Instrumentation Technician
- Kennel Maintenance Assistant
- Maintenance Technician I/II/III
- Maintenance Specialist I/II/III
- Maintenance Assistant I/II/III
- Park Ranger I/II/III
- Road Maintenance Operator/Senior
- Signal Light Maintenance Technician
- Telecommunications Technician
- Utility System Technician I/II/III
- Utility System Technician Trainee



**CERTIFIED COPY**

The document to which this certificate is attached is a full, true and correct copy of the original on file and on record in my office.

DATE: June 11, 2012  
TARA Clerk of the Judicial District Court  
of the State of Nevada, in and for the County of Douglas.  
By: [Signature] Deputy