

**LABOR AGREEMENT**

**July 1, 2024 – June 30, 2026**

**CITY OF RENO**

**AND**

**INTERNATIONAL UNION OF OPERATING ENGINEERS**

**STATIONARY LOCAL #39**

**SUPERVISORY UNIT**

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**SUPERVISORY UNIT**

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1 **PREAMBLE**

2 This CONTRACT, entered into by the CITY OF RENO, hereinafter referred to as the City, and the  
3 INTERNATIONAL UNION OF OPERATING ENGINEERS STATIONARY LOCAL #39, AFL-CIO,  
4 hereinafter referred to as the Union, has as its purpose the promotion of a responsible labor  
5 relations policy between the City and the Union; the establishment of a procedure to orderly and  
6 equitably dispose of grievances and complaints; and to set forth the full and entire understanding  
7 of the parties regarding rates of pay, hours of work, and other conditions of employment.  
8

9 **ARTICLE 1. RECOGNITION AND COVERAGE**

10  
11 **A. RECOGNITION**

- 12  
13 1. The City recognizes the Union as the sole and exclusive bargaining agent for all  
14 regular full-time and regular part-time employees in the Supervisory Unit.  
15  
16 2. The Union recognizes the City Manager or his/her designee(s) as the negotiating  
17 representative(s) for the City and shall negotiate exclusively with him/her or his/her  
18 designee(s), except as otherwise specifically provided in this Contract.  
19

20 **B. COVERAGE OF EMPLOYEES**

- 21  
22 1. The Supervisory Unit consists of all City employees as stated in the listing of  
23 classes set forth in Appendix A of this Contract.  
24  
25 2. This Contract applies only to employees in the above described representation unit.  
26  
27 3. It is understood that the composition of the above described representation unit is  
28 subject to change.  
29

30 **ARTICLE 2. EMPLOYEE RIGHTS**

31  
32 **A. GENERAL PROVISIONS**

- 33  
34 1. Any employee, except for those employees designated as confidential, in a  
35 classification listed in Appendix A of this Contract has the right to the full  
36 benefits and protections of this Contract as may be provided or set forth in this  
37 Contract; except that,  
38  
39 2. Any employee dismissed from City employment while serving an initial  
40 probationary period shall not have the right to appeal such dismissal.  
41

42 **B. UNION MEMBERSHIP**

- 43  
44 1. Any employee, except for those employees designated as confidential, in a  
45 classification listed in Appendix A of this Contract has the right to join or not join  
46 the Union without fear of intimidation, coercion, or reprisal by any party.  
47  
48  
49

1 C. EMPLOYEE FILES  
2

- 3 1. The City shall keep the Central personnel file for each employee in the Human  
4 Resources Department. Departments and divisions may also keep working  
5 personnel files. In addition, supervisors may keep working personnel files.  
6
- 7 2. The City and the Union recognize that employee personnel files shall be  
8 maintained on a confidential basis. Documents in the working personnel files  
9 must be destroyed after 12 months.  
10
- 11 3. Access to personnel files shall be restricted to the employee and those  
12 individuals responsible for the supervision of the employee, or those City  
13 employees in authority with a legitimate need to know.  
14
- 15 4. Upon appropriate request, an employee may inspect their Central personnel file  
16 in the Human Resources Department subject to the following:  
17
- 18 a. Routine inspection of the file(s) may only take place within the calendar month  
19 of the employee's hire date or within sixty (60) days of requesting an appointment  
20 with Human Resources.  
21
- 22 b. Non-routine inspection of the file(s) may take place:  
23
- 24 (1) When an employee has made application for a job, provided that such  
25 inspection must occur within thirty (30) calendar days of the filing of the  
26 employment application, or  
27
- 28 (2) When an employee has an active, written grievance on file. The employee  
29 may have a representative present during such inspection.  
30
- 31 5. Upon appropriate request, an employee may obtain copies of materials in the  
32 central or formal departmental and/or divisional files. The employee shall bear  
33 the cost of duplication.  
34
- 35 6. Pre-employment information, e.g., reference checks and responses, copies of civil  
36 service testing materials, and information provided the City with the specific  
37 request that it remain confidential, shall not be subject to inspection or copying.  
38
- 39 7. Employees shall be notified when a formal, written warning is placed in the  
40 central or formal departmental and/or divisional files.  
41
- 42 8. The employee may present evidence in support of a request that material be  
43 removed from his central, departmental or divisional personnel file if he believes  
44 the material to be inaccurate or misleading. With respect to material contained  
45 in the formal departmental or divisional file, the decision to remove the material  
46 shall be made by the Department Head. With respect to material contained in  
47 the central personnel file, the decision to remove the material shall be made by  
48 the Labor Relations Administrator after considering the evidence presented by  
49 the employee and the recommendation of the Department Head. The provisions  
50 of this paragraph shall not be subject to the grievance/arbitration procedure.

1 D. DISCIPLINARY RECORDS

- 2
- 3 1. Upon Written request from the Union on behalf of the employee to the Human
- 4 Resources Department, records of disciplinary action shall be sealed in the central
- 5 departmental, divisional, and supervisory personnel files, including, but not limited to
- 6 any electronic files when there has been no recurrence of misconduct in accordance
- 7 with the following schedule:
- 8
- 9 a. Written reprimands shall be sealed after one (1) year from the date of issuance
- 10 if there has been no recurrence.
- 11
- 12 b. Suspensions of less than five (5) days shall be sealed after three (3) years from
- 13 the date of issuance if there has been no recurrence.
- 14
- 15 c. Suspensions of five (5) days or more shall be sealed after five (5) years from
- 16 the date of issuance if there has been no recurrence.
- 17
- 18 2. The schedule for sealing disciplinary records shall not apply to discipline for
- 19 misconduct involving moral turpitude, or violations of sexual harassment and/or
- 20 discrimination policies or laws. Sealed disciplinary records may be accessed by
- 21 the City Attorney.
- 22

23 The schedule for sealing disciplinary records shall not apply to discipline for repeated

24 similar misconduct. For example, an employee discipline for sick leave abuse three

25 times within three years shall have their request denied.

26

27 E. EMPLOYEE PARKING

- 28
- 29 1. In the event employees begin to incur expenses for parking in the future, the City
- 30 and the Union agree to meet and confer on this provision of the Agreement to
- 31 discuss the impact of said expenses.
- 32

33 **ARTICLE 3. UNION RIGHTS**

34

35 A. PAYROLL DEDUCTION

36

- 37 1. The City agrees to deduct from the biweekly wages of each Union Member the
- 38 authorized deduction for Union dues and assessments and for Union per capita
- 39 payments.
- 40
- 41 a. Such authorized deduction must be individually and voluntarily executed in
- 42 writing by the employee in a format agreed upon by the City and the Union.
- 43
- 44 (1) Such authorized deduction can be executed at any time during the life of this
- 45 Contract to become effective on the first full pay period after five (5) days
- 46 prior submission to the appropriate City department.
- 47
- 48 (2) Within sixty (60) days of the signing of this agreement, the Union shall notify
- 49 the City by certified mail, and/or electronically, of the amount to be deducted
- 50 for Union dues and assessments and for Union per capita payments, said

1 deductions to become effective the first full pay period following receipt of  
2 the Union's notice. Thereafter, the Union shall provide the City notice by  
3 certified mail, and/or electronically, of the amount to be deducted during  
4 the term of the Agreement with payment to become effective by the first full  
5 pay period following receipt of the Union's notice.  
6

7 (3) The City agrees to continue to honor all such authorized deductions  
8 presently in effect.  
9

10 b. Such authorized deduction shall remain in full force and effect for the duration of  
11 this Contract between the City and the Union unless canceled in writing by the  
12 employee in a format agreed upon by the City and the Union, and subject to  
13 the following:  
14

15 (1) Such cancellation can only be made during an annual fifteen (15) day period  
16 from June 15 through June 30. Notification of such cancellation shall be in  
17 the form of a certified letter to the Union and the City postmarked during that  
18 time period.  
19

20 (2) If the number of cancellations is in an amount sufficient to show that the  
21 Union no longer has the support of a majority of the bargaining unit, then the  
22 City may withdraw recognition from the Union and provide for a  
23 representation election, if warranted, as soon as may be reasonable.  
24

25 (3) If an organization other than the Union is certified as the new bargaining  
26 agent, then all deductions will cease and the certified bargaining agent shall  
27 assume any and all rights and obligations relative to representation.  
28

29 (4) The payment of dues deductions shall not be deemed by the Local  
30 Government Employee/Management Relations Board to show majority  
31 support if a cancellation notice has been properly filed with the City  
32 pursuant to A.1.b.(1) above.  
33

34 c. The employee's earnings must be regularly sufficient after required deductions  
35 are made to cover the amount of appropriate Union deductions. When the  
36 employee's wages are not sufficient to cover the full employee withholding, no  
37 Union deductions will be made.  
38

39 d. If state law is changed to permit agency shops or fair share deductions, the  
40 parties agree to open negotiations with regard to those changes.  
41

42 2. The City agrees to deduct from the biweekly or monthly wages of each Union  
43 member the authorized deduction for a Union authorized insurance and benefit  
44 program, subject to the provisions of paragraph "a" and "b" above, except that  
45 cancellation of such program may be made at any time to take effect on the next  
46 full pay period after five (5) days prior submission to the appropriate City  
47 department.  
48

49 3. The City agrees not to honor any check-off authorizations or dues deduction  
50 authorizations executed by any employee in the aforementioned bargaining unit in

1 favor of any other labor organization or organization representing employees for  
2 purposes of negotiation or providing for wages, hours, and working conditions, and  
3 other fringe benefits for its members.  
4

5 4. The Union agrees to indemnify, defend and hold the City harmless against any  
6 and all claims or suits that may arise out of or by reason of action taken by the  
7 City in reliance upon any authorization cards submitted by the Union to the City.  
8 The Union agrees to refund to the City any amounts paid to it in error on  
9 account of the payroll deduction provisions upon presentation of proper  
10 evidence of error or mistake.  
11

12 5. The City agrees to deduct from the biweekly wages of each employee in the  
13 aforementioned bargaining unit the authorized deduction of such funds as  
14 he/she may specify for the City of Reno Credit Union, U.S. Savings Bonds,  
15 United Way, Operating Engineers Local #3 Credit Union, the authorized Health  
16 Plan or such other purposes as the City may hereafter approve.  
17

## 18 B. UNION COMMUNICATIONS 19

20 1. The Union may use City conference rooms and similar building facilities for  
21 meetings with employees in the unit it represents; may post material on bulletin  
22 boards provided to serve employees in the unit it represents; and may visit work  
23 locations to confer with its members regarding grievances or other business within  
24 the scope of representation or as otherwise provided for in this Contract.  
25

26 a. Use of City meeting facilities requires reasonable advance notice to the  
27 appropriate City official and is subject to prior scheduling.  
28

29 b. The Union shall be entitled to reasonable use of bulletin boards at work  
30 locations where they are established or where they may be located as agreed  
31 upon by the Union and the appropriate Department Head. The Steward of the  
32 area or the Union Business Representative shall have the responsibility to  
33 update and maintain the bulletin boards.  
34

35 c. Duly authorized representatives of the Union shall be permitted to enter offices  
36 to transact business within the scope of representation and to observe  
37 conditions under which employees are employed and carry out their  
38 responsibilities; provided, however, that Union representatives shall, upon  
39 arrival at the facility, notify the person in charge of the areas he wishes to visit.  
40 Access shall not be unreasonably denied. If denied, the reason or reasons for  
41 denial must be stated.  
42

43 2. The Union may include notices with the payroll checks only when approved by  
44 the City Manager or his/her designee.  
45

## 46 C. UNION REPRESENTATION AND RELEASE TIME 47

48 1. The City recognizes and agrees to deal with designated stewards and  
49 representatives of the Union on all matters relating to discipline, grievances and

1 the interpretation, application or enforcement of the express terms of this  
2 Contract.

3  
4 a. The Union may designate four (4) Stewards from the Supervisory Unit to be  
5 assigned as determined by the Union as specified in Appendix B.

6  
7 b. The Union shall furnish the City in writing with the names of all Representatives  
8 and Stewards immediately after their designation.

9  
10 c. All Stewards shall have the right to utilize City e-mail systems, fax machines  
11 and telephones to contact the Union Business Representative pursuant to City  
12 policies.

13  
14 2. At the request of the Union, Steward(s) may be allowed reasonable time off  
15 without loss of pay to represent the Union in meetings with any formal City body  
16 or with representatives of the City for purposes deemed appropriate by the City  
17 and the Union.

18  
19 3. At the request of the Union, Steward(s) shall be allowed sixteen (16) hours City  
20 release time without pay per fiscal year for Steward's training, provided that the City  
21 is given at least thirty (30) days advance written notice.

22  
23 4. Upon the request of an aggrieved employee, a Representative of the Union or the  
24 Steward may investigate the specific grievance, provided that the employee is in the  
25 Steward's assigned area of responsibility and the Steward assists in its  
26 presentation.

27  
28 a. A Steward shall be allowed reasonable time for this purpose during working  
29 hours without loss of pay, subject to prior notification and approval of their  
30 supervisor.

31  
32 b. If the Steward requests to leave the work site, they shall keep to a minimum  
33 the time spent in fulfilling their duties.

34  
35 5. It shall be the responsibility of all Stewards to discuss first with the affected  
36 employee's immediate supervisor any question regarding interpretation or  
37 application of this Contract.

38  
39 6. Any employee who is a real party in interest or who is subpoenaed as a Union  
40 or City witness in matters relating to employee-employer relations shall be  
41 released with pay by the City for reasonable periods of time spent concerning  
42 such matters, provided that:

43  
44 a. The employee(s) have the prior approval of the City Manager or his/her  
45 designee. Such approval will not be unreasonably denied.

46  
47 b. The time released with pay is during the employee's normally scheduled  
48 working hours.

1 c. No overtime shall be incurred as a result of an employee's participation in such  
2 matters.  
3

4 7. Within six (6) months prior to the expiration of this contract the Union, subject to  
5 reasonable notice to the City, may request an aggregate total of sixty-four (64)  
6 hours of paid release time for preparation for upcoming contract negotiations.  
7 Said time shall be coordinated through the City's Human Resources Director or  
8 designee for coordination with the various City Departments.  
9

10 8. The Union will be provided an additional one hundred (100) hours of paid  
11 release time for Union business to be used at their discretion. The Union shall  
12 notify the appropriate supervisor to assure there will be no business interruption  
13 due to granting of leave time.  
14

## 15 **ARTICLE 4. MANAGEMENT RIGHTS**

### 16 **A. GENERAL PROVISIONS**

17 1. All rights, functions and responsibilities of the City not specifically modified by this  
18 Contract shall remain the vested functions of the City.  
19

20 2. This Contract is not intended to restrict discussion with the Union regarding  
21 matters within the scope of the City's Management Rights.  
22

### 23 **B. SPECIFIC PROVISIONS**

24 1. The City is entitled to the sole right and authority to operate and direct the  
25 affairs of the City in all its various aspects. Those rights include but are not  
26 limited to the following:  
27

28 a. The right to hire, direct, assign or transfer an employee, but excluding the right to  
29 assign or transfer an employee as a form of discipline.  
30

31 b. The right to reduce in force or lay off any employee because of the lack of work  
32 or lack of funds. In exercising this right, the local government employer shall  
33 comply with all other applicable provisions of the Nevada Revised Statutes, if  
34 any.  
35

36 c. The right to determine:  
37

38 (1) appropriate staffing levels and work performance standards except for  
39 safety considerations;  
40

41 (2) the content of the workday, including without limitation workload factors,  
42 except for safety considerations;  
43

44 (3) the quality and quantity of services to be offered to the public;  
45

46 (4) the means and methods of offering those services; and  
47  
48  
49  
50

1 (5) the safety of the public.

2  
3 d. The right to maintain the efficiency of its governmental operations.

- 4  
5 2. Notwithstanding the provisions of this Contract, the City has the right to take  
6 whatever actions may be necessary to carry out its responsibilities in situations  
7 of emergency such as a riot, military action, natural disaster or civil disorder.  
8

9 **ARTICLE 5. GENERAL PROVISIONS**

10  
11 **A. STRIKES AND LOCKOUTS**

- 12  
13 1. No lockout of employees shall be instituted by the City during the term of this  
14 Contract.  
15  
16 2. The Union agrees that during the term of this Contract neither it nor its officers,  
17 employees or members will engage in, encourage, sanction, support, or suggest  
18 any strikes, work stoppages, boycotts, slowdowns, mass resignations, mass  
19 absenteeism, picketing or any other similar actions which would involve  
20 suspension of, or interference with the normal work of the City.  
21  
22 3. In the event that Union members participate in such activities in violation of this  
23 provision, the Union shall notify those members so engaged to cease and desist  
24 from such activities and shall instruct the members to return to their normal  
25 duties.  
26

27 **B. DISCRIMINATION**

- 28  
29 1. The City will not unlawfully interfere with or discriminate in any way against any  
30 employee by reason of his/her membership in the Union or participation in any  
31 activity approved by this Contract, nor will the City unlawfully discourage  
32 membership in the Union or encourage membership in any other employee  
33 organization.  
34  
35 2. The Union, in turn, recognizes its responsibility as exclusive bargaining agent and  
36 agrees to represent all employees without discrimination, interference, restraint,  
37 or coercion.  
38  
39 3. The provisions of this Contract shall be applied equally to all employees, without  
40 discrimination as to physical or mental disability, age, sex, marital status, religion,  
41 race, color, creed, national origin, or political or Union membership.  
42  
43 4. The City and the Union shall share equally the responsibility for applying this  
44 provision of the Agreement. Allegations of Union membership discrimination are  
45 subject to the grievance procedure; all other allegations of discrimination shall be  
46 excluded from the grievance procedure and shall be heard by the appropriate  
47 City department and/or the appropriate State and/or Federal agency.  
48  
49  
50

1 C. SAVINGS CLAUSE  
2

- 3 1. In the event that any provision of this Contract is or shall be rendered invalid by  
4 applicable legislation or be declared invalid by any court or regulatory agency of  
5 competent jurisdiction, such action shall only invalidate that provision of the  
6 Contract.  
7
- 8 2. It is the express intention of the City and the Union that all other provisions not  
9 rendered invalid shall remain in full force and effect, and that the parties shall enter  
10 into negotiations to bring the invalid section or sections into compliance.  
11

12 D. POLYGRAPH TESTING  
13

- 14 1. The City may request but shall not require an employee to submit to a polygraph  
15 examination. Should the employee agree, the employee shall be informed of the  
16 topic of the examination and provided twenty-four (24) hours' notice of the  
17 examination.  
18

19 **ARTICLE 6. GRIEVANCE AND COMPLAINT PROCEDURE**  
20

21 A. PURPOSE  
22

- 23 1. This grievance and complaint procedure shall be used to process and resolve  
24 grievances and complaints arising under this Contract.  
25
- 26 2. The purposes of this procedure are:  
27
- 28 a. To resolve grievances and complaints at the lowest possible level;  
29
- 30 b. To provide an orderly procedure for reviewing and resolving grievances  
31 and complaints promptly.  
32

33 B. DEFINITIONS  
34

- 35 1. A "grievance" is a dispute by one or a group of employees, or a dispute  
36 between the Union and the City involving the interpretation, application or  
37 enforcement of the express terms of this Contract.  
38
- 39 2. A "complaint" is a statement that a situation is unsatisfactory or  
40 unacceptable.  
41
- 42 3. As used in this procedure the term "party and/or grievant" means an  
43 employee, the Union or the City.  
44
- 45 4. For the purpose of this Article, a business day is defined as Monday through  
46 Friday, exclusive of holidays.  
47  
48  
49  
50

1 C. TIME LIMITS

- 2
- 3 1. Each party involved in a grievance shall act quickly so that the
- 4 grievance/complaint may be resolved promptly.
- 5
- 6 2. Every effort should be made to complete action within the time limits
- 7 contained in the grievance/complaint procedure, but with the written consent
- 8 of both parties the time limitations for any step may be extended.
- 9

10 D. REPRESENTATION

- 11
- 12 1. The grievant may be represented at any of the specified steps of this
- 13 grievance procedure by the Union Representative.
- 14

15 E. APPLICATION

- 16
- 17 1. Grievances as defined above in Section B shall be processed through this
- 18 procedure.
- 19
- 20 2. Complaints that are outside the definition of a grievance may be processed
- 21 through Step 3 but not subject to arbitration.
- 22
- 23 3. Appeals for discipline, excluding written reprimands, shall be processed through
- 24 this procedure. Written reprimands shall be processed through Step 2.
- 25
- 26 4. All complaints involving or concerning payment of compensation shall be filed in
- 27 writing and no adjustments shall be retroactive for more than six (6) months from
- 28 the date of filing.
- 29

30 F. RESPONSE

- 31
- 32 1. At each step of the formal grievance procedure, a copy of the decision shall be
- 33 sent to the Union at the same time as the decision is sent to the grievant.
- 34

35 G. GRIEVANCE PROCEDURE

- 36
- 37 1. Step 1. Within ten (10) business days of knowledge of the occurrence, the
- 38 grievant shall present a written grievance on the prescribed form to the
- 39 Department Head. The Department Head or his designee shall within ten (10)
- 40 business days after receipt of the written grievance, contact the Union to
- 41 schedule a meeting to hear said grievance. Within ten (10) business days
- 42 following the meeting, the Department Head or designee shall issue a written
- 43 decision. Should the Department Head fail to issue a decision pursuant to the
- 44 above guidelines, the Union may proceed to the next step of the grievance
- 45 procedure.
- 46
- 47 2. Step 2. In the event the recommendation of the Department Head is not
- 48 accepted by the Union, within ten (10) business days following receipt of answer
- 49 from Step 1, the Union may submit the grievance to the City Manager. Within ten
- 50 (10) business days following receipt, the City Manager or his designee shall issue

1 a written decision. Should the City Manager fail to issue a decision pursuant to  
2 the above guidelines, the Union may proceed to the next step of the grievance  
3 procedure.  
4

- 5 3. Step 3. Within ten (10) business days of receipt of the City Manager's decision,  
6 the Union may submit the grievance to arbitration. Once the grievance has been  
7 submitted to arbitration, a representative from the Human Resources Department  
8 and the Union shall meet within thirty (30) business days in an effort to resolve  
9 the grievance.  
10

#### 11 H. ARBITRATION 12

- 13 1. If the City Manager's decision is unacceptable to the Union, the City and the Union  
14 may agree upon an arbitrator who is experienced, impartial, disinterested and of  
15 recognized competence.  
16  
17 2. If the parties are unable to agree upon an arbitrator, a request for a list of seven  
18 (7) arbitrators shall be made to the American Arbitration Association by either party  
19 and the parties shall be bound by the rules and procedures of the American  
20 Arbitration Association.  
21  
22 3. The party requesting arbitration shall strike the first name and each party in turn  
23 shall strike a name until one name remains.  
24  
25 4. Costs and expenses of arbitration shall be borne equally by the parties; however,  
26 each party will pay their own expenses in preparation for any arbitration hearing.  
27  
28 5. All hearing(s) held by the arbitrator shall be in closed sessions and no news  
29 releases shall be made concerning progress of the hearing(s).  
30

#### 31 I. DECISION 32

- 33 1. The decision of the arbitrator shall be final and binding.  
34  
35 2. The arbitrator shall have no authority to add to, delete, or alter any provisions of  
36 this Contract, but shall limit his/her decision to the application and interpretation  
37 of its provisions.  
38

#### 39 J. WITNESSES 40

- 41 1. Prior to the arbitration hearing, the Union shall furnish the City with a list of  
42 witnesses it desires to call who would be otherwise working.  
43  
44 2. The parties will be reasonable in the scheduling of time off to accommodate both  
45 the operations of the City and the grievant's fair hearing.  
46  
47 3. The City will assume no overtime liability as a result of a grievant's or witness's  
48 testimony.  
49  
50

1 K. CITY INITIATED GRIEVANCE  
2

- 3 1. In the event that the City initiates a grievance against the Union, it will be  
4 forwarded in writing by the appointing authority to the Union.  
5  
6 2. Within ten (10) business days from the receipt of the grievance, the Union will meet  
7 with the City in an attempt to resolve the grievance.  
8  
9 3. Should the parties not be able to resolve the grievance at this meeting, the  
10 Union will have ten (10) business days from the day of the meeting to respond in  
11 writing.  
12 4. Should no satisfactory agreement be reached, the City may proceed with  
13 arbitration as set forth in Section H above.  
14

15 **ARTICLE 7. DISCIPLINE/DISCHARGE**  
16

17 A. PURPOSE  
18

- 19 1. All discipline shall be for just cause. Further, it is the purpose of this Article to  
20 provide for an equitable and expeditious manner for the resolution of disputes  
21 arising from the imposition of discipline.  
22  
23 2. The Supervisor, Manager and/or Department Head will evaluate each incident  
24 on its own merit and determine the appropriateness of disciplinary action following  
25 City policy on corrective action/progressive discipline. Disciplinary action will be  
26 initiated at the level most appropriate based on evaluation of the merits and the  
27 severity of the incident.  
28

29 B. DEFINITIONS  
30

- 31 1. "Just cause" for any discipline as defined in this Article is subject to appeal and  
32 review under Article 6, Grievance and Complaint Procedure, except as provided  
33 in Section D below.  
34  
35 2. The term discipline as used in this Article shall include discharge, demotion,  
36 suspension and written reprimands.  
37

38 C. GENERAL PROVISIONS  
39

- 40 1. An employee who reasonably believes that an interview or discussion will result  
41 in disciplinary action against him/her shall have the right to request that a Chief  
42 Steward or Union Representative be present during the interview or discussion.  
43 In instances where the employee has requested representation pursuant to the  
44 above, the employee shall be afforded fair opportunity to arrange for such  
45 representation.  
46  
47 2. The City and the Union agree that employee evaluations should not be used in  
48 lieu of disciplinary measures.  
49

3. If the City decides to use a tape recording device, the City shall use two (2) tape recording devices and provide one (1) tape to the employee.

#### D. WRITTEN REPRIMANDS

1. A written letter of reprimand shall only be subject to review through the City Manager or designee and not subject to arbitration.
2. Upon completion of the review, the City Manager or designee may withdraw, modify or affirm the written reprimand.
3. Within thirty (30) calendar days of the final disposition by the City Manager or designee, the affected employee may submit a written statement responding to the reprimand and such statement shall be included in the Central personnel file.
4. Such written responses shall remain in the Central personnel file for as long as the reprimand remains in the file.
5. An employee shall have thirty (30) calendar days from the receipt of a written reprimand to submit a written statement to respond to the written reprimand

#### E. EMPLOYEE OPTION

1. Each regular employee who is covered by Civil Service regulations and who has been disciplined shall, except for written reprimands, have the option of pursuing the grievance-arbitration procedures set out in Article 6 of this Contract or Civil Service remedies where applicable.
  - a. Any employee choosing to pursue the remedy under Civil Service waives his/her right to pursue the remedy under Article 6 and such remedy shall no longer be available to that employee.
  - b. An employee pursuing an appeal under Article 6 waives his/her right to pursue Civil Service remedies. An employee who appeals under Article 6 shall begin at Step 1 within ten (10) work days following the notification of discipline.

#### F. PRE-DISCIPLINARY HEARING

1. Any employee being suspended four (4) or more days, demoted, or discharged shall have the opportunity to respond to the specific charges and present evidence on his/her behalf in a pre-disciplinary hearing before the Department Head or his/her designee prior to implementation of the disciplinary action.
2. The purpose of a pre-disciplinary hearing is for the employee to respond to the specific charges and present evidence on his/her behalf.
3. The employee shall have the right to be represented at this hearing by a Union Representative.

- 1 4. The City will follow legal requirements including *Skelly and Weingarten* for any  
2 applicable disciplinary actions or hearings.  
3

## 4 **ARTICLE 8. HOURS OF WORK AND OVERTIME**

5

### 6 **A. HOURS OF WORK**

7

- 8 1. Regular full-time employees of the City will normally work five (5) days, forty  
9 (40) hours per week, eight (8) hours per day, fifty-two (52) weeks per year,  
10 including authorized absences with pay.  
11
- 12 2. A work day is defined as commencing at the employee's reporting time and  
13 ending at the completion of their shift, inclusive of two (2) rest periods but  
14 exclusive of meal periods (with the exception of Section A (2) d).  
15
- 16 a. Such rest periods shall not be taken within one (1) hour of the employee's  
17 starting time, or quitting time unless otherwise agreed to by the City and the  
18 Union. Employees may, with approval of their Department Head, or his/her  
19 designee, combine one (1) rest period and their lunch, but such time shall not  
20 exceed forty five (45) minutes. The City agrees to reasonably allow this  
21 combination, except when bona fide work reasons require otherwise.  
22
- 23 b. All employees, with the exception of those outlined in Sections A (2)c and  
24 A (2)d below, shall normally be allowed an unpaid lunch period of not less  
25 than thirty (30) minutes but no more than one (1) hour which shall be  
26 scheduled generally in the middle of the work shift. All employees are  
27 encouraged to take their lunch and rest breaks and will not be unreasonably  
28 denied.  
29
- 30 c. Public Safety Dispatch Supervisors, Police Records Supervisor, Senior Code  
31 Enforcement Officer, and Community Services Supervisors (when assigned to the  
32 Reno Police Department) shall normally receive a thirty (30) minute paid lunch  
33 break and two (2), fifteen (15) minute paid breaks. All employees are  
34 encouraged to take their lunch and rest breaks and will not be unreasonably  
35 denied. Lunch and rest breaks not taken shall not be subject to overtime.  
36
- 37 d. The agreed procedure for lunch breaks for employees in the class of Police  
38 Records Supervisor assigned to the City of Reno, Department of Police,  
39 Records and Identification Bureau working the swing and graveyard shifts  
40 shall be as follows:  
41
- 42 (1) Employees in the class noted above working the shifts noted above shall  
43 work an eight (8) hour work day.  
44
- 45 (2) This work day includes two (2) fifteen minute rest breaks.  
46
- 47 (3) The two (2) rest breaks provided for in the current Agreement may, at  
48 the employee's request, be combined into a one-half (1/2) hour lunch  
49 period.  
50

(4) The lunch period shall generally be scheduled in the middle of the affected employee's work day, except as otherwise agreed to by the employee and his/her supervisor.

3. Employees working a five (5) day, forty (40) hour week shall receive two (2) consecutive days off in the work week unless otherwise approved by the employee and the City or due to a permanent work schedule change. Employees on a 4/10 alternative work schedule will normally receive three (3) consecutive days off.
4. When an employee is ordered by the City to attend training, the time spent in training (classroom training and/or compulsory homework assignments) shall be counted as hours worked. Training which takes place during off-duty hours with voluntary attendance is not counted as hours worked. An employee's work schedule may be changed temporarily, without written notice, to accommodate attendance for training.
5. Employees shall be given at least fifteen (15) working days written notice prior to a permanent change in their assigned hours of work, unless due to an emergency or unless mutually agreed to by the City and the Union.
6. Notwithstanding Section A (1) above, employees of a specific section, unit, division or department may work a modified workweek, subject to approval by the City and the Union.
7. Nothing contained herein shall be construed as limiting or preventing the City from establishing other work shifts when mutually agreed to by the City and the Union.

#### B. OVERTIME AND COMPENSATORY TIME

1. The City Manager, Department Head, or a manager may require an employee to work overtime.
2. Employees will be compensated only for overtime ordered by authorized supervisory and/or management personnel.
3. Employees required to work in excess of forty (40) hours per week shall be compensated for such overtime with pay at one and one-half (1-1/2) times the employee's regular hourly rate for each quarter (1/4) hour or major portion thereof, or, at the request of the employee and approval of the Department Head, by Compensatory Time off on the basis of one and one-half (1-1/2) hours off for each hour of overtime worked for each quarter (1/4) hour or major portion thereof.
  - a. If the department is unable to schedule and grant time off within six (6) months from the date the overtime was performed, cash payment shall be made in lieu of Compensatory Time.
  - b. Management will not be unreasonable in the scheduling of Compensatory Time and will consider the employee's request and the operating demands.

1 c. No employee shall be permitted to accumulate over one hundred twenty (120)  
2 hours of Compensatory Time.

3  
4 4. Absence with pay shall be counted as time worked.

5  
6 5. Part-time employees shall be compensated for overtime at their regular hourly  
7 rate for each hour worked in excess of their normal workday or week; provided,  
8 however, for work performed in excess of forty (40) hours per week, they shall  
9 be compensated as provided in Section B(3) above.

10  
11 6. Employees who work overtime shall promptly and accurately report such time in the  
12 manner prescribed by the City.

13  
14 7. The City agrees to make a reasonable effort to distribute overtime among  
15 employees in the same work unit insofar as circumstances permit.

16  
17 8. The City agrees to make a reasonable effort in assigning overtime work to  
18 employees on a voluntary basis if practical.

19  
20 9. All overtime work will be assigned at the beginning of the workday whenever  
21 reasonable and practical.

22  
23 10. Employees required to work on a holiday shall receive, in addition to straight time  
24 pay for the holiday, overtime compensation pay at one and one-half (1-1/2) times  
25 the employee's regular hourly rate for each quarter (1/4) hour or major portion  
26 thereof.

27  
28 C. STANDBY AND CALL BACK ASSIGNMENTS

29  
30 1. Any employee who is required to remain on standby shall be compensated for  
31 each hour the employee is in standby status at the rate of one-fifth (1/5th) of an  
32 hour's pay at the employee's regular hourly rate.

33  
34 2. An employee assigned to standby shall not be required to remain at home but shall  
35 be issued and will carry a City owned cell phone. In the event the carrying of a  
36 cell phone is impractical or service is unavailable, the employee shall be  
37 responsible for keeping his/her department informed where he/she may be  
38 reached by telephone during said standby time. When assigned to standby, the  
39 employee shall remain in such proximity to work that he/she may reasonably  
40 report for duty within forty-five (45) minutes of notification.

41  
42 3. An employee who is called in to perform work shall be compensated for all  
43 hours worked at the appropriate rate of pay, with a minimum guarantee of two  
44 (2) hours unless the call back merges with the employee's regular shift.

45  
46 4. Any employee called in to work shall be paid travel time to and from the  
47 employee's "called in to work" assignment and the location from which the  
48 employee responds. It is understood that if the employee's work performed abuts  
49 his/her regular work shift or previously scheduled overtime, travel time will not be  
50 paid.

5. All pay earned shall be added to the payroll for the period during which the work was performed, unless the pay is earned concurrently with the close of a pay period and cannot be processed in that pay period.
6. When an off-duty employee receives a telephone call or page at home when no other supervisor or standby supervisor is available, the employee shall receive fifteen minutes of pay at the overtime rate for each ten (10) to twenty (20) minutes of calls received.
7. An employee who has completed a Standby Pay assignment may elect to have the entire amount of their Standby Pay assignment credited to Compensatory Time at the appropriate ratio pursuant to Section C(1).

## ARTICLE 9. SALARIES

### A. SALARY PAYMENT

1. The salary table shall be as reflected in Appendix D.
2. Effective the first full pay period in July 2024, increase wages three percent (3.0%). Effective the first full pay period in July 2025, increase wages three percent (3.0%). In the case that the total PERS contribution rate increase, this COLA section of Article 9. Salaries, Section A. Salary Payment, Subsection 3 wages for July 2025, shall be reopened by either the City or the Association.
3. All employees shall be paid on each biweekly Friday.
4. Those employees whose normal work schedule does not include Fridays may pick up their paychecks on the preceding Thursday after 2:00p.m.
5. As a result of the City's classification and compensation study, the following positions shall be adjusted, effective the first full pay period in July, 2024:

Position	Current Grade	New Grade
Business License Tech Sup	GS25	GS28
Plans Examiner Supervisor	GS30	GS31
Records Management Program Crd	GS24	GS25
Senior Combination Inspector	GS30	GS31
Senior Parking Enforcement Officer	GS24	GS27

### B. SALARY ADMINISTRATION

1. Administration, Confirmation and Probationary Period
  - a. The City Manager or his/her designee shall be responsible for the administration of salaries in accordance with the provisions of this Article.

- 1                   b. An employee shall be eligible for confirmation by the Civil Service Commission  
2                   upon successful completion of a twelve (12) month probationary period.  
3

4                   2. Salary Rate Upon Initial Appointment  
5

- 6                   a. Upon initial appointment, the entrance rate will be the minimum rate of the range  
7                   for the class of the position involved.  
8  
9                   b. In exceptional cases where an applicant for a position may have qualifications  
10                   distinctly above and beyond the minimum qualification requirements for the  
11                   class, or in cases where recruiting efforts have failed to fill a position at the  
12                   minimum rate, the City Manager or his/her designee may authorize entrance at  
13                   a rate above the minimum rate.  
14  
15                   c. In cases of inability to recruit at the minimum, any current employees in positions  
16                   of the same class whose rates are below the rate established as entrance rate,  
17                   shall have their pay adjusted to the rate at which the position was finally filled.  
18

19                   3. Salary Rate Upon Promotion  
20

- 21                   a. Upon promotion to a position of a higher class, the employee's rate shall be the  
22                   minimum rate of the range of the position to which promoted, or that rate within the  
23                   range which is fifteen percent (15%) above the former rate, whichever is higher,  
24                   not to exceed the salary range.  
25  
26                   b. Probationary employees promoted to a position of higher class in the same series  
27                   prior to completion of his/her probationary period will be considered a regular  
28                   employee of the City, and the balance of probationary period of the previous  
29                   classification shall be waived.  
30

31                   4. Salary Rate Upon Demotion  
32

- 33                   a. Upon involuntary demotion, the rate of pay in the lower range shall be set by the  
34                   appointing authority.  
35  
36                   b. Upon demotion for failure to complete a promotional probationary period, the  
37                   employee shall be placed in their former range at their previous rate, but shall be  
38                   increased by any step increases the employee would have received.  
39  
40                   c. Upon demotion at the request of the employee, salary shall be reduced  
41                   corresponding to the rate last held by the employee in the lower range prior to  
42                   his/her promotion from that level, but shall be increased by any step increases the  
43                   employee would have received.  
44

45                   5. Performance Step Increase  
46

- 47                   a. An employee who successfully completes twelve (12) full months of satisfactory  
48                   service, excluding overtime, after initial appointment or promotion to a position,  
49                   shall be eligible for an increase and yearly thereafter, if appropriate, based upon  
50                   the completion of successive twelve (12) month periods, excluding overtime.

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- b. To be eligible for a performance step increase, the employee must meet a meritorious level of performance and competence since the last year's evaluation.
  - c. If the advancement is delayed due to any performance or competence considerations, the effective anniversary date will also be delayed. However, if the delay was due to clerical or administrative delay or mistake, the proper adjustment shall be made retroactive to the date it was due.
    - (1) In the event that an employee is denied a performance step increase, the employee and the Union will be informed in writing of the specific reasons for such denial and may within ten (10) working days of such notification request in writing a review before his/her Department Head, or his/her designee, to discuss the reason for the denial.
    - (2) The review shall be attended by the employee, the employee's Union Representative, the supervisor, and the Department Head or his/her designee.
    - (3) The decision of the Department Head or his/her designee may be appealed to the City Manager or his/her designee for a final decision.
  - d. If the performance step increase has not been paid, and there is no denial of the performance step increase in accordance with Section B(5)(c) above, at any time after two (2) full pay periods following the employee's anniversary date, the Union may notify the Human Resources Department in writing, with a copy to the Department Head, and request award of the performance step increase. Following notification from the Union, the Department Head shall notify of Human Resources Department, within one (1) full pay period, if the employee's job performance is the basis for the non-award. If there is no response within the specified time period, or if the response indicates the delay is due to administrative oversight, the Human Resources Department shall initiate the applicable performance step increase.
  - e. Management will not be arbitrary or capricious in the denial of a performance step increase.
  - f. A standard performance step increase shall be one step above the employee's present step in the assigned pay grade as provided in Appendices D-1 through D-4.
  - g. For exceptional performance, the City Manager may approve a two (2) step increase.
  - h. The decision to deny a step increase is not subject to the grievance procedure.

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50

## 6. Salary Rate of Supervisors

- a. Effective the first full pay period following July 1, 2006, after successful completion of the probationary period, a supervisor shall be paid a base salary rate at least fifteen percent (15%) higher than the regular base salary rate of his/her highest paid subordinate. A subordinate's salary rate for out of class assignment shall not

1 be considered regular base salary. The percentage increase to the salary rate of a  
2 supervisor shall not be calculated based on any salary in excess of the highest step  
3 of the Local 39 Non-Supervisory current contract classification for which the  
4 Supervisor has responsibility. The salary rate adjustment shall not apply to  
5 temporary, temporary overtime, special event, emergency or other such short term  
6 assignments for either the supervisor or the subordinate. For purposes of this  
7 section, temporary assignment shall not exceed 31 calendar days. Effective July  
8 1, 2017, newly promoted or newly hired supervisors shall not be eligible for the  
9 fifteen percent (15%) premium pay above their highest paid subordinate.

- 10  
11 b. In the event that a supervisor, who has been receiving fifteen percent (15%) higher  
12 than his/her highest paid subordinate, will realize a reduction in salary due to the  
13 fact that he/she is no longer supervising that subordinate; then, the supervisor will  
14 retain the salary at his/her current adjusted rate, but have it frozen until such time  
15 that his/her regular salary equals the adjusted salary. While his/her salary rate is  
16 frozen, he/she will receive no across-the-board, cost-of-living, merit or any other  
17 salary increases.  
18

#### 19 C. REQUEST FOR JOB RECLASSIFICATION

20

- 21 1. A department or an employee may submit a written request for a job reclassification  
22 to the Human Resources (HR) Department and with a copy to his/her Department  
23 Head.  
24  
25 2. The City Manager shall make the final decision.  
26  
27 3. There is no appeal of the City Manager's final decision.  
28

#### 29 D. DEFERRED COMPENSATION

30

- 31 1. The City shall contribute one dollar (\$1.00) for each one dollar (\$1.00) deferred  
32 and invested by the employee in the City approved Deferred Compensation  
33 program, up to a maximum City contribution equal to five (5%) of the employee's  
34 biweekly base wage not to exceed a total City contribution per calendar year of  
35 one-half the limit allowed to be deferred by Federal Law.  
36

#### 37 E. SHIFT DIFFERENTIAL

38

- 39 1. Employees required to work between the hours of 6:00 pm and 6:00 am as part of  
40 their regularly scheduled shift to include temporary regularly scheduled shift (for  
41 example, a temporary change in scheduled shift for snow removal) shall be  
42 compensated at the rate of three (\$3.00) per hour for each scheduled hour actually  
43 worked during the period in addition to all other compensation.  
44  
45 2. Community Services Supervisors (when assigned to the Reno Police Department),  
46 Public Safety Dispatch Supervisors, and Police Records Supervisors who work  
47 between the hours of 6:00 p.m. and 6:00 a.m. as part of their regularly scheduled shift  
48 work and who work that same shift on a holiday shall be paid Shift Differential.  
49

1 3. If the employee works overtime between 6:00 p.m. and 6:00 a.m. as part of the  
2 regularly scheduled shift, the employee will be paid overtime on the hourly rate and  
3 will still receive the flat per hour Shift Differential.  
4

5 a. Any employee who works any overtime between the hours of 6:00 p.m. and  
6 6:00 a.m. shall receive Shift Differential for each hour worked between those  
7 hours.  
8

9 b. The provisions of this Article shall not apply to Standby.  
10

#### 11 F. ACTING MANAGER PAY 12

13 1. When an employee is qualified and assigned in writing to an acting manager  
14 position, the employee shall receive a fifteen percent (15.0%) premium for the  
15 period so assigned. To qualify for compensation, the assignment must be in  
16 writing by the Department Head or his/her designee.  
17

#### 18 G. LICENSES AND FEES 19

20 1. After employment, if the City requires or requests that the employee obtain or  
21 maintain a special license, certification, or physical examination, the City shall pay  
22 all fees required for acquisition or renewal upon successful completion and  
23 presentation of a receipt for payment. This provision is subject to prior approval of  
24 the Department Head.  
25

26 a. The employee shall be released from work with pay as necessary for acquisition  
27 or renewal.  
28

29 b. At the sole discretion of the City, an employee may be required to obtain any  
30 physical examination from a physician designated by the City.  
31

32 2. The City may designate a limited number of positions within the Supervisory Unit  
33 which shall require a Commercial Driver's License. All employees required to hold  
34 a Commercial Driver's License have the responsibility to maintain the Commercial  
35 Driver's License and a Medical Card and the City shall pay fees as specified in  
36 Section 1 above.  
37

38 a. Effective the first full pay period following July 1, 2006, such positions will be  
39 eligible for a license premium pay of twenty-five dollars (\$25.00) per pay period.  
40

41 (1) Said license premium pay shall be paid to those employees required, as a  
42 condition of employment, to hold a valid Commercial Driver's License and  
43 Medical Card.  
44

45 b. Eligibility for such positions shall be based upon the following criteria:  
46

47 (1) Priority will be given to employees currently holding a valid Commercial  
48 Driver's License.  
49

1 (2) If there are more employees holding a license than positions available  
2 which require the license, assignment to such positions shall be based  
3 upon seniority within the class as determined by the Civil Service  
4 Department.

5  
6 (3) If there are insufficient employees available for assignment who currently  
7 hold a Commercial Driver's License, then eligibility for obtaining a license  
8 shall be based upon seniority within the class as determined by the Civil  
9 Service Department.

10  
11 c. Individuals hired into supervisory unit positions subsequent to July 1, 2006,  
12 shall not be eligible for license premium pay as outlined within this Article.  
13

#### 14 H. BENEFIT ELIGIBILITY

##### 15 1. Definition of Continuous Service

16 a. Service commencing the first day of employment in a regular position within the  
17 bargaining unit until voluntary separation.

18 b. Authorized unpaid leaves of absence of more than ten (10) consecutive  
19 working days will be deducted from continuous service.

20 c. Any suspension time not reversed by the City Manager or grievance procedure  
21 will be deducted from continuous service.

22 d. Any absence without authorized leave of three (3) consecutive work days shall  
23 cause an interruption in an employee's service with the City and may lead to  
24 termination.  
25

##### 26 2. Continuous Service

27 a. A continuous service date shall be computed for each employee and will be part  
28 of the service record.

29 b. This date will be adjusted based on continuous service and will be used to  
30 calculate increased entitlement to Vacation Leave and Sick Leave based upon  
31 successive two thousand eighty (2080) hour work periods, excluding overtime.  
32

##### 33 3. Regular Part-Time Employees

34 a. Any employee filling a regular part-time position of at least twenty (20) hours per  
35 week will receive a pro-rata accumulation of all applicable pay, benefits, and  
36 accruals provided to regular full-time employees.

37 b. Such pro-rata contributions shall be based on the employee's regularly  
38 scheduled shift.  
39  
40  
41  
42  
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48

1 c. Should an employee's actual work hours exceed their regularly scheduled shift  
2 for two (2) consecutive pay periods, the pro-rata contributions shall be  
3 retroactively adjusted to the increase in hours.  
4

5 d. If an employee is absent from work, he/she will have charged to the appropriate  
6 leave the pro-rated hours (for example, an employee working twenty (20) hours  
7 per week who is sick one day will be charged four (4) hours Sick Leave).  
8

9 I. BILINGUAL PAY

10 Any employee who has been approved for Bilingual Pay by their Department Head  
11 and who has completed the requisite certification process through the Human  
12 Resources Department shall receive compensation in the amount of three percent  
13 (3.0%) of their biweekly base hourly wage per pay period.  
14

15 Employees who are receiving bilingual pay are expected to respond to requests, during  
16 their normally scheduled hours, from Departments as needs arise for them to perform  
17 bilingual duties.  
18

19 J. CONFINED SPACE PAY

- 20 1. An employee assigned by the Department Head, or his/her designee to be on the  
21 Confined Space Team shall receive an additional fifty dollars (\$50.00) per  
22 biweekly pay period when so assigned. To be eligible for the pay, the employee  
23 must be fully trained in confined space rescue.  
24

25 K. DISPATCH SPECIAL ASSIGNMENT PAY

- 26 1. An employee in dispatch who has qualified and been assigned to a special  
27 assignment, that is formal and written, and of a six (6) month or longer duration  
28 shall be paid an additional 10% when so assigned.  
29

30 L. LONGEVITY

- 31 1. Each full-time employee who has completed five (5) years of continuous service  
32 with the City shall be entitled to longevity pay in addition to their regular salary.  
33  
34 a. Said employee's longevity pay shall be at a rate equal to one-half percent (0.5%)  
35 of the employee's biweekly base hourly rate for each year of continuous service,  
36 up to a maximum annual payment of twelve and one-half percent (12.5%) of base  
37 hourly rate for employees with twenty-five (25) years or more of continuous  
38 service, with payment to be affected each pay day beginning with the pay period  
39 within which the anniversary falls.  
40  
41 b. For example, a full-time employee with 5 years of service would receive two and  
42 one-half percent (2.5%) of longevity pay. A full-time employee with 10 years of  
43 service would receive five percent (5.0%) of longevity pay.  
44  
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50

1 M. PESTICIDE APPLICATOR INCENTIVE

- 2
- 3 1. Effective the first full pay period in July, 2025, when an employee is assigned by a
- 4 Department Head, or their designee, to apply pesticides, that employee shall be
- 5 eligible for an additional two and one-half (2.5%) of their base hourly wage for time
- 6 spent applying pesticides, in quarter-hour increments.
- 7

8 N. CRANE CERTIFICATION INCENTIVE

- 9
- 10 1. Effective the first full pay period in July, 2025, employees in the Maintenance &
- 11 Operations Department who obtain and maintain a crane certification shall receive
- 12 two and one-half percent (2.5%) of their biweekly base hourly rate per pay period.
- 13
- 14 2. To be eligible for Certification Pay under this section, a qualified employee must
- 15 provide a copy of the required certification and such pay shall begin the first full pay
- 16 period following the date the certification is received by Central Payroll.
- 17
- 18 3. No employee shall receive Certification Pay for certifications that have been
- 19 determined to be minimum qualifications of a job classification
- 20

21 O. SENIOR PARKING ENFORCEMENT OFFICER INCENTIVE

- 22
- 23 1. Effective the first full pay period in July, 2025, employees in the Parking
- 24 Enforcement Officer or Senior Parking Enforcement Officer classifications who
- 25 obtain P.C. 832 certification shall receive two and one-half percent (2.5%) of their
- 26 biweekly base hourly rate per pay period.
- 27
- 28 2. To be eligible for Certification Pay under this section, a qualified employee must
- 29 provide a copy of the required certification and such pay shall begin the first full pay
- 30 period following the date the certification is received by Central Payroll.
- 31
- 32 3. No employee shall receive Certification Pay for certifications that have been
- 33 determined to be minimum qualifications of a job classification.
- 34

35 **ARTICLE 10. ALLOWANCES AND REIMBURSEMENT**

36

37 A. UNIFORM ALLOWANCE

- 38
- 39 1. Any employee who is required by virtue of the duty of employment, or by request
- 40 of his/her Department Head, to wear a uniform designated by the City, and which
- 41 is not furnished by the City, shall be paid a Uniform Allowance.
- 42
- 43 2. The Uniform Allowance shall be eight-hundred and forty dollars (\$840.00) per
- 44 year. For Community Service Supervisors (when assigned to the Reno Police
- 45 Department), and Senior Code Enforcement Officers, the Uniform Allowance
- 46 shall be one-thousand and eighty dollars (\$1080.00) per year.
- 47
- 48 3. The Uniform allowance shall be paid in two semi-annual installments equal to one-
- 49 half of the annual allowance with the final payroll during the month of December and
- 50 the month of June each fiscal year. The City will compensate the employee up to

1 five hundred dollars (\$500.00) per fiscal year for damage or loss of uniforms if the  
2 loss or damage occurred while the employee was in performance of his/her duty  
3 and/or through no fault of the employee.  
4

- 5 4. In lieu of the Uniform Allowance provided for in this Section, the City may elect to  
6 furnish either directly or through contract facilities the required uniform or required  
7 replacement uniform items. The City shall provide one (1) uniform for every work  
8 day of the employee's regular work week, plus one (1).  
9
- 10 5. Upon termination from City employment, the Department Head, at his/her  
11 discretion, may require the employee to return to the City any uniform or parts  
12 thereof in his/her possession at the time of termination.  
13  
14

#### 15 B. VEHICLE ALLOWANCE 16

- 17 1. Effective the first full pay period following July 1, 2002, those employees who held  
18 the classification of Public Works Crew Supervisor as of January 1, 2002 and who  
19 were no longer allowed to take home City vehicles as of that date, shall receive  
20 the equivalent of fifteen dollars (\$15.00) biweekly to be paid once per month.  
21 Employees hired as Public Works Crew Supervisors after January 1, 2002 or not  
22 assigned a take home vehicle prior to that date, will not be eligible for this benefit.  
23
- 24 2. Effective the first full pay period following July 1, 2006, the Traffic Signal  
25 Maintenance Supervisor shall receive the same as the Public Works Crew  
26 Supervisors.  
27

#### 28 C. CITY-ISSUED EQUIPMENT 29

- 30 1. Upon termination from City employment, the employee shall return any City-issued  
31 equipment. Failure to return the City-issued equipment may result in the employee  
32 being charged for the equipment from their final paycheck.  
33

### 34 ARTICLE 11. HOLIDAYS 35

#### 36 A. OBSERVANCE 37

- 38 1. Every employee shall be entitled to a day off from work with pay on the following  
39 holidays during each year:  
40
- 41 a. New Year's Day (January 1)
  - 42
  - 43 b. Martin Luther King Jr. Day (Third Monday in January)
  - 44
  - 45 c. Presidents' Day (Third Monday in February)
  - 46
  - 47 d. Memorial Day (Last Monday in May)
  - 48
  - 49 e. Juneteenth National Independence Day (June 19)
  - 50

- f. Independence Day (July 4)
  - g. Labor Day (First Monday in September)
  - h. Nevada Day (Last Friday in October)
  - i. Veteran's Day (November 11)
  - j. Thanksgiving Day (Fourth Thursday in November)
  - k. Day after Thanksgiving (Friday)
  - l. Christmas Day (December 25)
  - m. And upon any other day that may be declared by the Mayor, the Governor of the State of Nevada, or the President of the United States to be a legal holiday or day of mourning applicable to and intended to be observed by closure of local government public offices.
  - n. Two (2) floating holidays to be taken during the fiscal year.
2. To be eligible for Holiday Pay, an employee must be on the active payroll of the City and must have worked his/her full regularly scheduled workday before and after the holiday, unless expressly excused via an approved leave by the Department Head, or his/her Designee.
    - a. An employee's failure to work on their full regularly scheduled workday before and after the holiday, unless expressly excused via an approved leave by the Department Head, or his/her designee, shall be required to use their own, appropriate, leave for the holiday.
  3. For employees regularly scheduled a Monday-Friday workweek, whenever one of these holidays falls on a Saturday, the preceding Friday will be observed as a holiday; and should it fall on a Sunday, the following Monday will be observed as a holiday.
  4. Employees regularly scheduled on an other than Monday-Friday workweek, should the holiday fall on his/her first non-workday, the previous workday will be observed as that holiday, and should the holiday fall on his/her second or third non-workday, the following workday will be observed as that holiday.
  5. Employee's holiday time off shall be equivalent to their required shift schedule for one (1) day.

#### B. HOLIDAY WORKED PAY

1. Should any employee be required by order of his/her Department Head, or his/her designee, to work on any of the above-named holidays, if eligible for Holiday Pay, in addition to this Holiday Worked Pay he/she shall receive one and one-half (1-1/2) times his/her regular hourly rate of pay for each hour or major fraction

worked, up to a maximum number of hours equal to the number of hours he/she is regularly scheduled for a normal workday.

2. Pay for a holiday worked will be added to the payroll for the period within which the holiday falls.

#### C. HOLIDAY BONUS LEAVE

1. An employee may choose to receive Holiday Bonus Leave in lieu of Holiday Worked Pay for any holiday worked.
2. The Holiday Bonus Leave will be accumulated at one and one-half (1-1/2) times the number of hours worked for each hour or major fraction worked.
3. Holiday Bonus Leave must be used within one (1) year of the date earned.

### ARTICLE 12. LEAVES

#### A. VACATION

1. The earned Vacation Leave for all regular full-time employees shall be based upon years of service as a regular full-time employee with the City, and shall be as follows:

Years of Continuous Service	Hours of Vacation Earned Per Biweekly Pay Period
Less than 5 years	4
5 years, but less than 10 years	5
10 years, but less than 15 years	6
15 or more years	8

2. Effective July 1, 2022 the earned Vacation Leave for all regular full-time employees shall be based upon years of service as a regular full-time employee with the City, and shall be as follows:

Years of Continuous Service	Hours of Vacation Earned Per Biweekly Pay Period
Less than 5 years	4.5
5 years, but less than 10 years	5.5
10 years, but less than 15 years	6.5
15 or more years	8.5

3. Effective July 1, 2023, the earned Vacation Leave for all regular full-time employees shall be based upon years of service as a regular full-time employee with the City, and shall be as follows:

Years of Continuous Service	Hours of Vacation Earned Per Biweekly Pay Period
Less than 5 years	5
5 years, but less than 10 years	6
10 years, but less than 15 years	7
15 or more years	9

4. Vacation Leave hours may be maintained in the employee's Vacation Leave bank up to a maximum number of hours equal to five hundred (500) hours.
5. Vacation Leave hours shall accrue for each pay period the employee is in full pay status a major portion of his/her regularly scheduled biweekly hours.
  - a. A "major portion" is defined as full pay status for at least forty-eight (48) hours in an eighty (80) hour pay period.
  - b. Vacation Leave shall be charged based on one-quarter (1/4) hour for each quarter-hour or major portion thereof taken.
  - c. Vacation Leave taken during a biweekly period shall be charged before Vacation Leave earned during that pay period is credited.

Employees may not use Vacation Leave before they have earned such leave.
  - d. Holidays, as enumerated in this Agreement, occurring within the vacation period will not be counted as vacation days.
  - e. Sick Leave will not be granted in lieu of Vacation Leave.
6. When vacations may be taken shall be determined in advance by the Department Head, or his/her designee, after considering the needs of the City and the wishes and seniority of the employees.
7. Regular employees who leave the employment of the City for any reason shall be compensated for earned Vacation Leave hours accrued at the time of separation from the City's employment.
8. Upon request an employee may cash out up to forty (40) hours of accumulated, but unused, regular Vacation Leave in increments of twenty (20) hours. To be eligible, the employee must file a written request with the Department Head.
9. Effective July 1, 2021, City employees who are rehired and have five continuous years of service from their rehire date shall have all years of City service counted for the purpose of vacation accruals only. The employee shall be responsible for notifying Payroll of their desire to enact this provision of this contract.

#### B. LEAVE OF ABSENCE

1. Leaves of absence will only be granted if approved by the Human Resources Department.
2. If the leave of absence is not approved by the Human Resources Department, the employee may appeal to the Reno Civil Service Commission.

#### C. SICK LEAVE

- 1 1. All regular full-time employees shall be entitled to earn and accumulate Sick  
2 Leave without limitation at the following rates:  
3

Regularly Scheduled Hours per Week	Sick Leave Earning Rate Per Biweekly Pay Period
40	4.0 hours

- 4  
5 2. Sick Leave hours shall accrue for each pay period the employee is in full pay  
6 status a major portion of his/her regularly scheduled biweekly hours.  
7  
8 a. A "major portion" is defined as full pay status for at least forty-eight (48) hours  
9 in an eighty (80) hour pay period.  
10  
11 3. Sick Leave shall be an absence from work by reason of illness, injury or death  
12 under the following circumstances:  
13  
14 a. Sick Leave may be granted only as the result of:  
15  
16 (1) Illness or injury of the employee;  
17  
18 (2) Attendance for the illness or injury of any relative within the third degree of  
19 consanguinity or affinity (Consanguinity is defined as kinship to include blood  
20 relationship; whereas affinity is the connection existing in consequence of  
21 marriage) e.g., spouse, parent, child, grandparent, brother or sister; or  
22 grandchild, adopted child or stepchild that resides with the employee; or  
23  
24 (3) Death of any relative defined above.  
25  
26 b. The City shall comply with Federal regulations regarding leave under the Family  
27 Medical Leave Act (FMLA), and shall administer the FMLA program according to  
28 the City's FMLA policy.  
29  
30 c. In the event of a death in the immediate family as defined in Section C3.a.(3) above,  
31 an employee shall be granted days off with pay to attend the funeral or services as  
32 provided below:  
33 (1) If attending services in town, up to three (3) days may be taken as Bereavement  
34 Leave and shall not be deducted from the employee's Sick Leave.  
35  
36 (2) If attending services out-of-town beyond one hundred (100) miles of Reno, up to  
37 five (5) days may be taken with the understanding that the additional two (2)  
38 days will be charged to Sick Leave.  
39  
40 \*Consanguinity or affinity chart is attached as Appendix F.  
41  
42 4. Sick leave shall be charged on the basis of one-quarter (1/4) hour for each quarter-  
43 hour or major portion thereof taken.  
44  
45 a. Holidays occurring during Sick Leave periods shall not be counted as Sick Leave.  
46

1 b. Sick leave taken during a biweekly pay period shall be charged before Sick Leave  
2 earned during that pay period is credited.  
3

4 (1) Employees may not use Sick Leave before they have earned such leave.  
5

6 5. If an employee does not have adequate accrued Sick Leave time, the employee  
7 may request the use of accrued vacation in lieu thereof and such request shall not be  
8 unreasonably denied.  
9

10 6. An employee requiring Sick Leave must provide his/her Department Head, or his/her  
11 designee, with evidence of such need.  
12

13 a. Thereupon, the Department Head shall guarantee his personal knowledge of the  
14 need by certifying to the payroll clerk the granting of Sick Leave.  
15

16 b. To ensure such knowledge, he/she may reasonably require the employee to  
17 provide written doctor's statement before Sick Leave may be granted, provided  
18 the department has notified the employee in advance of such a requirement.  
19 As used in this section, "in advance" means:  
20

21 (1) standing notification that all future requests for Sick Leave shall require a  
22 doctor's statement certifying the need;  
23

24 (2) notification concurrent with the employee's request for Sick Leave; or  
25

26 (3) notification following the employee's request for Sick Leave but prior to the  
27 employee's return to duty provided the employee is still in a Sick Leave  
28 status.  
29

30 c. Additional documentation may be required of the employee for the use of Sick  
31 Leave.  
32

33 7. Upon retirement, an employee hired prior to June 20, 1977, shall be  
34 compensated for accrued Sick Leave at the rate of one (1) hour's pay at his/her  
35 regular hourly rate for every two (2) hours of Sick Leave accrued up to one  
36 thousand three hundred (1,300) hours. To be eligible for this benefit, an employee  
37 may not use more than sixty (60) hours of Sick Leave each year in the last two  
38 (2) years of service, except in the case of a documented serious health condition.  
39

40 8. Upon retirement, an employee hired after June 20, 1977, shall be compensated  
41 for accumulated but unused Sick Leave as follows:  
42

43 a. An employee having a minimum of four hundred fifty (450) to seven hundred  
44 fifty (750) hours shall be compensated at the rate of forty percent (40%) of total  
45 accumulated hours up to a maximum of forty percent (40%) of seven hundred  
46 fifty (750) hours at his/her base hourly rate of pay. The amount of  
47 compensation shall be paid in cash or used to purchase additional PERS, or  
48 may be placed in a deferred compensation account.  
49

- b. An employee having a minimum of seven hundred fifty-one (751) to one thousand three hundred (1,300) hours shall be compensated at the rate of sixty percent (60%) of his/her total accumulated hours up to a maximum of sixty percent (60%) of one thousand three hundred (1,300) hours, at his/her base hourly rate of pay. The amount of compensation shall be paid in cash or used to purchase additional PERS, or may be placed in a deferred compensation account (within the law).
  - c. To be eligible for this benefit, an employee must not use more than one hundred sixty (160) hours of Sick Leave during the last twenty-four (24) months of service, except in the case of an approved leave provided by the Family Medical Leave Act (FMLA).
  - d. An employee is only eligible for one Sick Leave payoff program upon separation of employment or retirement.
9. In the event of on-the-job death of an employee all accumulated Sick Leave shall be paid to the employee's estate at one hundred percent (100%) of the employee's Sick Leave bank at the employee's last base hourly rate.

#### D. BONUS LEAVE

1. Effective July 1, 2006, for all employees covered by bonus Sick Leave, bonus Sick Leave hours shall be converted to regular Sick Leave. Bonus Sick Leave shall sunset.

#### E. JURY DUTY AND WITNESS APPEARANCE

1. Any employee required by legal process to serve on any jury or to appear for jury selection shall receive his/her regular salary as though he/she were actually on the job during this time, provided that he/she remits such jury fees (excluding mileage and meal reimbursement, if any) to the City Clerk for deposit into the General Fund of the City.
  - a. Any employee appearing on jury duty during scheduled days off shall retain any witness fees but will not receive regular salary.
  - b. Any employee appearing for jury service shall have the jury service time counted as time worked on that work day.
  - c. Employees receiving summons for jury service shall immediately notify their Department Head, or his/her designee, to make the necessary scheduling changes.
  - d. If the employee is released from jury service and four (4) or more hours are remaining on the employee's scheduled work shift, he/she shall report back to his/her department to resume work for the remainder of his/her regular shift.

- 1 2. Witness Appearance: An employee ordered by legal process to appear as a  
2 witness in court, or at another judicial or administrative tribunal, shall be subject  
3 to the following regulations:  
4
- 5 a. If called as a witness during regular work hours for any proceeding which arises  
6 out of the employee's work duties performed on behalf of the City of Reno, the  
7 employee shall receive his/her regular salary for all hours involved in responding  
8 to and being available for the witness service, and for all time spent in actual  
9 testimony.  
10
- 11 b. If called as a witness during regular work hours for any criminal proceeding or  
12 for any civil proceeding wherein the employee is testifying on behalf of the City  
13 of Reno, the employee shall receive his/her regular salary for all hours involved  
14 in responding to and being available for the witness service, and for all time  
15 spent in actual testimony.  
16
- 17 c. If called as a witness in any other civil proceeding, the employee may utilize paid  
18 or unpaid leave subject to the terms of this Agreement, or under other City or  
19 departmental policy.  
20
- 21 d. Any employee who is assigned "court standby" not during their regular duty hours  
22 who may be called to respond to court in order to testify shall receive one (1)  
23 hour Standby Pay for the appropriate A.M. or P.M. hours, or two (2) hours for  
24 the entire day if the subpoena or standby is for both A.M. and P.M. In no case  
25 will stand-by pay exceed one (1) hour for A.M. or one (1) hour for P.M. for the  
26 same day. Upon arriving on duty when called up from Standby for court on their  
27 day off, an employee will be compensated in accordance with the overtime  
28 section of this contract. Overtime will only be paid for hours actually worked.  
29 Should two or more court stand-by notices or subpoenas be issued for the  
30 concurrent time period, an employee will only be paid once for the concurrent  
31 time.  
32
- 33 3. With respect to both Jury Duty and Witness Appearances, it is agreed that the  
34 department and the employee shall cooperate to utilize flexible hours, temporary  
35 shift changes and other techniques to facilitate the employee's appearance and  
36 minimize the employee's inconvenience.  
37

#### 38 F. MILITARY LEAVE 39

- 40 1. Any employee who is an active member of the United States Army Reserve, the United  
41 States Naval Reserve, the United States Marine Corps Reserve, the United States  
42 Coast Guard Reserve, the United States Air Force Reserve or the National Guard must  
43 be relieved from the employee's duties, upon the employee's request, to serve under  
44 orders without loss of the employee's regular compensation for a period of not more  
45 than fifteen (15) working days in any one calendar year. No such absence may be a  
46 part of the employee's Vacation Leave provided for by law.  
47
- 48 2. In addition to the foregoing benefit, Military Leave shall be handled in accordance  
49 with the requirements of applicable Nevada and Federal law.  
50

1 G. ON-THE-JOB INJURY LEAVE  
2

- 3 1. Whenever an employee receives injury or illness while on duty with the City, which is  
4 determined by the worker's compensation provider to be compensable, and the  
5 condition prevents the employee from performing his/her normal full-time duties, the  
6 City shall pay full salary to the employee for a period of up to three hundred twenty  
7 (320) cumulative work hours not to exceed a period of twelve (12) consecutive months  
8 from date of injury.  
9
- 10 a. During this period, the employee shall not forfeit any accrued Sick Leave.  
11
- 12 b. Upon expiration of the applicable period provided for in Section G(1), after the  
13 compensable injury, if the employee is still unable to work, he/she may elect  
14 to utilize accrued Sick Leave, during which period the employee shall receive  
15 full compensation from the City, At the rate of two (2) hours of Workers'  
16 Compensation pay for every one (1) hour of sick leave taken.  
17
- 18 c. Holidays occurring during an industrial leave will not be counted as part of the  
19 applicable period provided in Section G(1) above.  
20
- 21 d. To be entitled to the benefits of this Article, the employee shall return to the Reno  
22 City Clerk all workers' compensation salary continuation payments covering the  
23 applicable period(s) provided in Section G(1) above.  
24
- 25 2. When accrued Sick Leave has expired, if the employee is still unable to work,  
26 except for total accumulated Vacation Leave pay, the employee shall receive no  
27 additional compensation from the City.  
28
- 29 3. When receiving workers' compensation benefits, an employee shall not accrue  
30 Sick Leave and Vacation Leave.  
31
- 32 4. If the employee is continually confined to a duly licensed hospital, as a result of the  
33 compensable injury, the City will pay full regular salary to the employee during the  
34 entire period of the confinement until the Workers' Compensation payments cease  
35 in connection with this injury.  
36
- 37 a. If there are special circumstances that warrant the action, the above requirements  
38 of continual confinement to a duly licensed hospital may be waived by action of  
39 the City Council.  
40
- 41 b. During this period, the employee will not forfeit Sick Leave or Vacation Leave  
42 benefits, but will refund all workers' compensation payments to the City.  
43
- 44 5. Whenever medically and administratively feasible the City will provide light duty  
45 work.  
46
- 47 a. The City may send, at the City's expense, an injured worker to a physician of  
48 its choosing to ascertain whether light duty work is physically harmful to the  
49 employee.  
50

- 1           6. The employee has the right to seek, at the employee's expense, a second opinion  
2           if the employee disagrees with the findings of the physician with which the City  
3           contracted to evaluate whether light duty work is physically harmful to said  
4           employee.  
5

#### 6           H. FAMILY MEDICAL LEAVE ACT 7

- 8           1. Family Medical Leave Act shall be administered equally for all employees as  
9           required by Federal Law. The City agrees to allow employees to use Sick Leave  
10          for the birth, adoption or placement of a child or children when the employee's  
11          application for FMLA is approved.  
12

#### 13          I. CATASTROPHIC LEAVE DONATION 14

- 15          1. All employees will be allowed to donate vacation to fellow employees in  
16          accordance with the City Voluntary Leave Donation procedure. Employees may  
17          also donate up to eighty (80) hours of Sick Leave as long as that donation leaves  
18          five hundred twenty (520) hours of Sick Leave in the donating employee's bank.  
19          Employees may donate up to eighty (80) hours of leave per calendar year.  
20          Employees receiving donations of Catastrophic Leave may use that leave in  
21          accordance with the City Sick Leave policy.  
22

### 23       **ARTICLE 13. HEALTH AND WELFARE** 24

#### 25          A. CITY OF RENO GROUP INSURANCE 26

- 27          1. The City shall make contributions equal to one hundred percent (100%) of the  
28          employee only cost of the health and life insurance premiums for each full-time  
29          probationary employee, and full-time regular employee and for each qualified  
30          part-time employee on a pro rata basis (pursuant to Article 9, Section I (3)) to any  
31          of the following insurance plans:  
32  
33          a. A group medical and dental indemnity plan, the benefits of which shall be  
34          provided through a self-insured plan or under a group insurance policy or policies  
35          issued by an insurance company or insurance companies selected by the City.  
36  
37          b. Any other prepaid or indemnity group medical and dental plan or plans  
38          (including health maintenance organizations) determined appropriate by the  
39          City.  
40  
41          2. Each employee enrolled in the City's group health and life insurance program shall,  
42          as part of the coverage provided in Section A(1) above, be provided term life  
43          insurance under a policy which offers coverage in an amount equivalent to one (1)  
44          times the employee's annual base salary. The amount of the term life insurance  
45          coverage shall revert to ten thousand dollars (\$10,000) for those employees who  
46          retire and continue as part of the City of Reno insurance group, regardless of the  
47          type of retirement. The term life insurance coverage for retirees shall be subject  
48          to the reduction formula specified in the group term life insurance policy.  
49

- 1 3. The City shall contribute to the cost of dependent coverage an amount equal to fifty  
2 percent (50%) of the cost of the indemnity plan coverage for each dependent  
3 category, for those qualifying employees who decide to be covered by Section A(1)  
4 above.  
5  
6 a. This amount shall be used as a credit to the appropriate category of dependent  
7 coverage selected by the employee.  
8  
9 b. This credit shall only be available to those employees who qualify and elect to  
10 receive dependent coverage.  
11  
12 c. Under no circumstances will the City contribute more to the cost of dependent  
13 coverage than the actual cost of that coverage.  
14  
15 4. If the cost of dependent coverage selected by the employee under Section A(3)  
16 above exceeds the maximum City contributions, the employee shall pay the  
17 additional cost.  
18  
19 5. All qualified employees who elect coverage under Section A(1) above, shall be  
20 covered by, and the City contributions shall be made for, the plan(s) of his/her choice  
21 on the first of the month following thirty (30) calendar days of his/her initial date of  
22 hire.  
23  
24 6. Specific medical and dental benefit levels and premium costs are not set forth in this  
25 Agreement for the insurance programs available under this Contract.  
26  
27 a. It is understood that plan benefits are determined by the providers and the City. As  
28 such, plan benefit levels are not subject to bargaining under this Agreement.  
29  
30 b. The City assumes no responsibility for replacement of benefits which may be  
31 changed.  
32  
33 c. It is understood that plan costs, premiums or funding levels for employee and  
34 dependent categories are determined by the providers and not subject to  
35 bargaining under this Agreement.  
36  
37 d. The City assumes no responsibility for increased plan costs except as provided in  
38 Section A(1) of this Article.  
39  
40 7. The City agrees to provide an open enrollment period at least annually. Such  
41 enrollment period and employee and dependent eligibility shall be in accordance with  
42 the policies and rules of the insurance carrier or carriers including the City for self-  
43 funded plans.  
44  
45 8. Each medical insurance or health plan provides for coordination with Medicare  
46 coverage and any employee who participates in a plan is subject to the requirements  
47 of that plan, including provisions relating to Medicare.  
48  
49 a. The City is not responsible for the replacement of benefits which may be reduced,  
50 eliminated or made more expensive as a result of coordination with Medicare.

1  
2 b. City contributions are not payable toward contributions an employee is required to  
3 make to the Federal government for Medicare coverage.  
4

5 9. The City agrees to pay one hundred percent (100%) of the health and life insurance  
6 premium for the employee only coverage category for any employee who retires, and  
7 who has thirty (30) or more full-time years of continuous, regular service with the City  
8 of Reno or twenty-five (25) or more full-time years of continuous, regular service with  
9 the City of Reno, plus up to five (5) years of additional PERS credit for a total of thirty  
10 (30) years PERS credit. To qualify, the employee must be eligible to retire, must  
11 immediately go from City of Reno employment into PERS retirement status and must  
12 receive retirement benefits under PERS. This benefit shall continue so long as the  
13 retiree remains in the City's group health insurance program and until the retiree is  
14 eligible for Federal benefits under Medicare or other Federal programs or reaches  
15 age sixty-five (65), whichever occurs first. The City reserves the right to alter the plans  
16 and benefit schedules available to such retirees in accordance with changes  
17 implemented under the City's health and life insurance program for active employees.  
18 This benefit will not apply to employees hired on or after July 1, 2013.  
19

20 10. The City agrees to pay seventy five percent (75%) of the health and life  
21 insurance premium for the employee only coverage category for any employee who  
22 retires, and who has fifteen (15), but less than thirty (30) full-time years of  
23 continuous, regular service with the City of Reno or fifteen (15) or more full-time  
24 years of continuous, regular service with the City of Reno, plus up to five (5) years  
25 of additional PERS credit for a total of twenty (20) years PERS credit. To qualify, the  
26 employee must be eligible to retire, must immediately go from City of Reno  
27 employment into retirement status and must receive retirement benefits under  
28 PERS. This benefit shall continue so long as the retiree remains in the City's group  
29 health insurance program and until the retiree is eligible for Federal benefits under  
30 Medicare or other Federal programs or reaches age sixty-five (65), whichever  
31 occurs first. The City reserves the right to alter the plans and benefit schedules  
32 available to such retirees in accordance with changes implemented under the  
33 City's health and life insurance program for active employees. This benefit will not  
34 apply to employees hired on or after July 1, 2013.  
35

36 11. The City agrees to pay fifty percent (50%) of the health and life insurance  
37 premium for the employee only coverage category for any employee who retires  
38 and who has ten (10), but less than fifteen (15) full-time years of continuous, regular  
39 service with the City of Reno. To qualify, the employee must be eligible to retire,  
40 must immediately go from City of Reno employment into retirement status and must  
41 receive retirement benefits under PERS. This benefit shall continue so long as the  
42 retiree remains in the City's group health insurance program and until the retiree  
43 is eligible for Federal benefits under Medicare or other Federal programs or  
44 reaches age sixty-five (65), whichever occurs first. The City reserves the right to  
45 alter the plans and benefit schedules available to such retirees in accordance with  
46 changes implemented under the City's health and life insurance program for active  
47 employees. This benefit will not apply to employees hired on or after July 1, 2013.  
48

49 12. The retiree medical benefits described in Subsections 9, 10, and 11 will not apply  
50 to employees hired after July 1, 2013.

- 1  
2  
3  
4  
5  
6  
7  
8  
9  
10
13. Effective July 1, 2024, employees hired on or after July 1, 2013 may elect to play twenty-five percent (25.0%) of their accrued but unused, sick leave into a Reserved Sick Bank between November 1, 2024 and November 30, 2024, and between May 1 and May 31 of each following year. Prior to the end of the fiscal year, the City of Reno will make a discretionary contribution into a Retiree Health Savings (RHS) account equivalent to the value of the remaining leave in the Reserved Sick Bank at the current base rate of pay. Balances in the Reserved Sick Leave Bank will be zeroed out after the discretionary contribution has been made.

11  
12

**B. LONG-TERM DISABILITY INSURANCE**

13  
14  
15  
16

The City shall provide long-term disability insurance to employees covered under this Agreement in accordance with the terms of the long-term disability policy in effect between the City and the long-term disability carrier.

17  
18

**ARTICLE 14. RETIREMENT**

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33
1. The retirement system for all regular employees shall be the Public Employees' Retirement System of Nevada (PERS) in accordance with applicable provisions of the Nevada Revised Statutes (NRS).
- a. Future PERS rate increases/decreases on and after July 1, 2011 shall be split equally between the City and the employee. The Salary Table in Appendix E and the salary of each employee shall be considered to be automatically decreased by one-half (1/2) of any PERS rate increase and increased by one-half (1/2) of any PERS rate decrease.
2. The parties recognize that an employee may not be mandatorily retired because of attaining a particular age. It is agreed, however, that continued employment in City service is contingent upon satisfactory performance of his/her assigned duties.

34  
35

**ARTICLE 15. SAFETY AND HEALTH**

36  
37

**A. OBJECTIVE**

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43
1. The City and the Union will cooperate in the continuing objective of eliminating accidents and health hazards.
2. The City shall continue to make reasonable provisions for the safety and health of its employees during the hours of their employment.

44  
45

**B. SAFETY COMMITTEE**

- 46  
47  
48  
49
1. One (1) employee representative of the bargaining unit will serve as a member of the City's Executive Safety Committee. The employee representative will be selected by the Union.

2. The employee member's attendance at the City's Executive Safety Committee meetings shall be without loss of pay, provided that there will be no overtime payment for time spent in such meetings.

#### C. PROTECTIVE GEAR AND EQUIPMENT

1. When it is determined by the City that specific protective devices, wearing apparel, and other equipment necessary to protect an employee from injury or exposure is reasonable and prudent, the City shall furnish such devices, apparel and/or equipment, which may include, but shall not be limited to, coveralls, safety boots, safety glasses and rain gear.
2. In lieu of furnishing safety glasses, the City may elect to reimburse covered employees up to one hundred and fifty dollars (\$150.00) per purchase as governed by the replacement provisions below. In order to be eligible for reimbursement as provided in this paragraph, the employee must submit proof of purchase with his/her claim.
3. In lieu of furnishing boots, the City may elect to reimburse covered employees up to four hundred dollars (\$400.00) per purchase as governed by the replacement provisions below. In order to be eligible for reimbursement as provided in this paragraph, the employee must submit proof of purchase with his/her claim. Replacements for laces, insoles, orthotics, soles, leather treatment, toe dips, and toe caps shall be deducted from the limit above.
4. When replacement of any item provided pursuant to this section is required due to normal wear, such replacement shall be at the City's expense. When replacement of any item is required as a result of an employee's negligence or misconduct, such replacement shall be at the employee's expense.

### ARTICLE 16. CAREER DEVELOPMENT

#### A. TRAINING COURSES

1. An employee will be reimbursed for educational training courses pursuant to the following conditions:
  - a. The training must be directly related to the employee's career development plan as approved by the Department Head.
  - b. Only a regular full-time employee who has been so employed for at least one (1) year will be eligible for reimbursement.
  - c. Reimbursement must be approved by his/her Department Head prior to starting educational training courses and shall be for required and elective courses needed to complete a declared Associate's, Bachelor's or Master's Degree; or for specialized training.

- d. No employee will be reimbursed for more than two thousand dollars (\$2,000.00) per fiscal year, however, reimbursement will not be effected if the cost is assumed by any other institution, scholarship or grant-in-aid.
  - e. No employee shall be reimbursed for more than four hundred dollars (\$400.00) for seminars.
  - f. Reimbursement will not be effected if the cost is assumed by any other institution, scholarship or grant-in-aid.
  - g. Reimbursable expenses shall be restricted to tuition, course fees and required textbooks.
  - h. A course must be taken from a recognized and accredited school or NENA or APCO for specialized training.
  - i. Employees must present evidence of passing grade as certified by the accredited institution, and must the surrender all textbooks for placement in the departmental reference library.
2. While courses should normally be taken on the employee's own time, exception may be granted by his/her Department Head, in which case hours away from work must be deducted from earned Vacation Leave, Compensatory Time or be recorded as an unpaid leave of absence. Subject to the Department Head's approval up to four (4) hours per week away from work to take courses may be granted without deduction from regular pay.
  3. For purposes of this Article, approval or determination by the Department Head is not subject to the grievance procedure.

## B. TRAINING PROGRAMS

1. The City and the Union agree, when feasible, and when the number of employees warrant, to cooperate in City in-house training programs.
2. The City may contract with the Union to provide training programs.

## C. CAREER DEVELOPMENT/SUPERVISOR TEAMWORK DEVELOPMENT FUND

1. Each supervisor will be allowed a reimbursement up to two hundred dollars (\$200.00) per fiscal year for supplies, products, or non-cash awards used in promoting the team environment in which they directly supervise. Reimbursement is subject to the Department Head's approval, and must be approved in advance.

## D. EDUCATION PAY

1. Education Pay shall be paid in accordance with the following:
  - a. A full-time employee who has obtained an Associate's Degree or higher from an accredited college or university shall receive half a percent (0.5%) of their biweekly

1 base hourly rate per pay period.  
2  
3

4 b. A full time employee who has obtained a Bachelor's Degree from an accredited  
5 college or university shall receive one percent (1.0%) of their biweekly base hourly  
6 rate per pay period.  
7

8 c. A full time employee who has obtained a Master's Degree from an accredited  
9 college or university shall receive two percent (2.0%) of their biweekly base hourly  
10 rate per pay period.  
11

12 d. No employee shall receive Education Pay for a degree that has been determined  
13 to be a minimum qualification of their job classification.  
14

15 e. A full-time employee who has obtained a NENA or APCO certificate shall  
16 receive one percent (1.0%) of their biweekly base hourly rate per pay period.  
17

18 f. No employee shall receive compensation under more than one of the degree  
19 incentive Sections D(a) through D(d) above; however, an employee who  
20 receives the NENA or APCO in Section D(e) above shall be eligible to  
21 compound that incentive with either the Associate's or Bachelor's degree  
22 incentive.  
23

24 g. An employee requesting Education Pay shall be required to provide proof of  
25 the degree and such pay shall begin the first full pay period following the date  
26 the certification or degree is received in Central payroll.  
27

28 E. SENIOR ENVIRONMENTAL CONTROL OFFICER CERTIFICATION PAY:  
29

30 1. Employees in the Senior Environmental Control Officer job classification, shall be  
31 eligible for Certification Pay as specified in Appendix D.  
32

33 2. No employee shall receive Certification pay for certifications that have been  
34 determined to be minimum qualifications of a job classification.  
35

36 F. SENIOR CODE COMPLIANCE OFFICER CERTIFICATION PAY  
37

38 1. The Senior Code Compliance Officer classification shall be eligible for  
39 Certification Pay as specified in Appendix D.  
40

41 2. No employee shall receive more than ten percent (10%) of his/her base pay under  
42 this section.  
43

44 3. No employee shall receive Certification Pay for certifications that have been  
45 determined to be minimum qualifications of a job classification.  
46

47 G. INSPECTOR CERTIFICATION PAY  
48

49 1. Employees in Inspector job classifications within the Local 39, Supervisory Unit,  
50 shall be eligible for Certification pay as specified in Appendix D.

2. No employee shall receive more than ten percent (10%) of his/her base pay under this section.
3. No employee shall receive Certification Pay for certifications that have been determined to be minimum qualifications of a job classification.

## **ARTICLE 17. LABOR/MANAGEMENT COMMITTEE**

1. A Labor/Management Committee consisting of three (3) Supervisory Bargaining Unit members, seven (7) Rank and File Bargaining Unit members, four (4) representatives designated by the City Manager, the Human Resources Director or his/her designee, and the Union Business Representative shall hold meetings as may be agreed upon by the Committee. This Committee shall meet at least two (2) times per year, once in the first half of the calendar year and second in the latter half of the calendar year. Minutes of the meeting shall be made available to the members of the Committee and the Union.
2. The Union and the City agree to furnish to the other in writing the names of the representatives, their titles and areas of responsibility, and the co-chairpersons immediately after their designation. The City and the Union agree to present in writing to each other on January 1 of each year of this agreement an updated list of the representatives and co-chairpersons.
3. The meetings will be held for the purpose of:
  - a. Discussing the administration of this Contract.
  - b. Exchanging general information of interest to the parties.
  - c. Giving the representatives the opportunity to share the views and concerns of represented employees and their management.
4. The meetings shall be conducted alternately by two (2) co-chairpersons, with one (1) co-chairperson designated by the Union and one (1) co-chairperson designated by the City. The co-chairpersons shall be responsible for conducting all advance notifications and preparing and distributing advance meeting agendas to all concerned parties. It shall be the responsibility of the alternate co-chairperson for documentation of the minutes.
5. It shall be the responsibility of the Union representatives to personally notify their Department Head or his/her designee of the dates and times of such meetings.
6. Attendance at such meeting shall be without loss of pay, provided that no employee shall be eligible for any overtime payment for time spent in any meetings authorized by the provisions of this Article.
7. No discussion or consideration of any item before the Labor/Management Committee shall be deemed as a limitation on the City's rights, the Union's rights or any other specific contractual language.

1  
2 **ARTICLE 18. MISCELLANEOUS**

3  
4 **A. LAYOFF**

- 5  
6 1. Should it become necessary in any department to lay off any employee, the parties  
7 hereby agree that employee(s) will be laid off in accordance with the following  
8 guidelines:  
9  
10 2. Layoff Procedure  
11  
12 3. The order of layoffs is as follows:  
13  
14 a. Temporary employees;  
15  
16 b. Probationary employees;  
17  
18 c. Part-time employees;  
19  
20  
21 d. Full-time employees in reverse order of their seniority. The employee with the  
22 least classification seniority shall be released first. In the case of a tie, within  
23 classification seniority, the employee with the least City employment shall be  
24 released first.  
25  
26 4. Any employee laid off shall have his/her name placed on the layoff register for that  
27 classification pursuant to Section C below.  
28

29 **B. BUMPING AND RECALL RIGHTS**

- 30  
31 a. An employee who is laid off shall have the right to bump to another classification  
32 that the employee previously held within the bargaining unit, and/or within the  
33 Job Series Progression within the bargaining unit as indicated in Appendix B,  
34 where they have sufficient seniority and that is in the same or lower grade as  
35 the employee's current grade.  
36  
37 b. Bumping shall be into the position occupied by the least senior employee in  
38 the classification. That least senior employee will then be added to the list of  
39 employees included in the layoff and may exercise all the rights contained in  
40 this Article.  
41  
42 c. An employee who bumps to another previously held classification shall carry  
43 their current classification seniority to the new job.  
44  
45 d. An employee who elects to bump into another classification previously held  
46 retains the right to be on the layoff register for the classification from which they  
47 were laid off.  
48

- e. Any employee who is recalled to a job with the same or more scheduled work hours they held prior to the layoff shall forfeit any future right to be recalled to that same classification if they decline the recall offer.
- f. An employee who was laid off may accept an offer of a part-time position with fewer scheduled work hours in that same classification without forfeiting their right to be recalled to their prior scheduled work hours in that same classification.
- g. Any employee who is recalled, or bumped into a prior classification, shall obtain any required certifications within six (6) months of reinstatement. Employees may not bump outside bargaining units represented by Local 39.
- h. When a reduction in force is contemplated, the City agrees to meet and confer with the Union on the impact including consideration of PERS buyout, continuation of employee medical plans and other possible incentives to early separation.

#### C. RECALL

1. The names of employees who are laid off shall be placed on a departmental layoff register for the job classification held at the time of layoff.
  - a. Names shall be placed on this layoff register in the inverse order of their layoff, that is, the last person laid off shall be the number one person on the layoff register.
  - b. The name of the employee shall remain on that list for a period not to exceed three (3) years.
2. Persons on the layoff register shall have preference for recall over all others to the job classification and department from which laid off.
  - a. Persons whose names are placed on a layoff register shall be recalled according to his/her City-wide seniority in the affected job classification, the most senior person the first to be offered an opportunity to return.
  - b. An individual who has been recalled pursuant to the above, who fails to respond or refuses to accept the job, shall have his name removed from the layoff register.
3. The names of persons on the layoff register shall also be placed on the top of the City-wide promotion or open eligible list for the job classification in which they were employed at the time of lay off. Department managers shall retain discretion to select and make appointments as provided under the Civil Service Rules and Regulations. The City and the Union agree to meet to discuss any proposed changes to the Civil Service Rules and Regulations which serve to expand the department manager's right to select and make appointments.

1 4. During the time an individual is on a departmental layoff register, the City will notify  
2 that individual of vacancies which may occur in positions which have been  
3 authorized for hire.  
4

5 5. When the City Manager authorizes the filling of a regular position in the Civil  
6 Service where the vacancy is not reserved for individuals with recall rights, and so  
7 long as names on departmental layoff registers are still active, said vacancy shall  
8 be filled by selection from an eligibility list established using a City-wide  
9 competitive examination; except that:

10  
11 a. If the City-wide competitive examination fails to produce an eligibility list  
12 containing three (3) qualified names, the certification may include names taken  
13 from an open competitive eligibility list. The City may, at its discretion, provide  
14 for simultaneous open and City-wide examinations.  
15

16  
17 b. For purpose of this section, "City-wide competitive examination" shall mean that  
18 the competition is restricted to active employees of the City and individuals  
19 whose names appear on departmental layoff registers.  
20

21 6. If a job classification is modified subsequent to the time the employee is laid off, the  
22 employee's rights of return as specified within this Article shall extend to the  
23 successor classification.  
24

25 7. If an individual is hired to a job classification other than the job classification from  
26 which he was laid off, he shall have the right to return to the department and job  
27 classification he held prior to being laid off should it subsequently become  
28 available, provided that his name is still on the departmental layoff register.  
29

30 Further, if an individual is offered a job in a different job classification, the individual  
31 shall have the right to refuse the offer without affecting his standing on the  
32 departmental layoff register.  
33

34 8. Individuals eligible for recall shall be given fourteen (14) calendar days' notice of  
35 recall. Notice of recall shall be sent to the individual by certified mail with a copy to  
36 the Union. The individual must notify the Department Head of his intention to return  
37 within five workdays after receiving notice of recall. The City shall be deemed to  
38 have fulfilled its obligations by mailing the recall notice by certified mail, return  
39 receipt requested, to the mailing address last provided by the individual. It shall be  
40 the obligation and responsibility of the individual to provide the City with his latest  
41 mailing address.  
42

43 D. The following provisions shall apply upon recall or return to active City service  
44 immediately following a layoff:  
45

46 1. Time spent in the laid off status shall be deducted from the employee's continuous  
47 service date, but shall not be considered as a break in continuous service.  
48

49 2. Upon recall or return to the job classification held at the time of layoff, the  
50 employee shall be placed on the pay schedule within the grade assigned to the  
job classification at the same step that he/she held at the time of his/her layoff.

1  
2 a. In the event the employee returns to a job classification other than the job  
3 classification held at the time of his/her layoff, the employee shall be placed on  
4 the pay schedule within the grade assigned to the job classification at that step  
5 which corresponds to the step held at the time of his layoff. (For example, if the  
6 employee was at Step 5 at the time of his layoff, he shall be placed at Step 5  
7 upon his return.)  
8

9 3. Except where the bank ceased to exist because the City Manager approved cash  
10 out, the employee shall receive full credit for vacation, sick and sick bonus hours  
11 accumulated but unused at the time of his layoff.  
12

13 E. In lieu of the grievance-arbitration procedures specified in Article 6 of this labor  
14 agreement, the parties agree to the following appeal process:  
15

16 1. Upon signing of this agreement, a four person panel will be established to hear  
17 appeals that arise regarding the administration of the Layoff provisions of this  
18 Article. This panel shall be comprised of four members, with the City selecting two  
19 members and the Union selecting two members.  
20

21 2. Within five (5) calendar days of receipt of notification of pending layoff, an  
22 individual may appeal his layoff if he believes the layoff was taken out of the order  
23 specified above where said error directly resulted in his/her layoff. The appeal must  
24 be filed in writing with the Department of Human Resources. The appeal must state  
25 the employee's exact reasons therefore and must include copies of any  
26 substantiating documentation.

27 a. Within five (5) calendar days from the receipt of the appeal, the panel  
28 established under 1. above shall convene to examine the relevant evidence  
29 and take testimony.  
30

31 b. Within five (5) calendar days of that meeting, the panel shall render its decision  
32 and reasons therefore in writing. A copy of this decision shall be provided to the  
33 employee and the Union.  
34

35 c. If the majority of the panel is unable to reach consensus, the standing members  
36 of the panel shall jointly select a fifth (5th) member who, after review of the  
37 evidence, shall issue decision breaking the tie.  
38

39 (1) If the panel is unable to mutually agree upon the selection of a fifth (5th)  
40 member, the Human Resources Director and the Union Representative  
41 shall meet to jointly select and appoint the fifth (5th) member.  
42

43 d. The decision of the panel shall be final and binding on the parties.  
44

## 45 **ARTICLE 19. SENIORITY**

46

47 A. A list of employees arranged in order of departmental seniority by years of service and  
48 classification shall be maintained and made available for examination by employees,  
49 provided the seniority list be revised and updated as necessary. A copy of the same  
50 shall be given to the Union.

1  
2 B. Seniority shall be the primary consideration, along with departmental needs, in  
3 granting employee preferences relative to holidays worked, holidays off, vacation  
4 leave time, shift assignments and days off.  
5

6 1. Seniority will be observed for employees wanting to work holidays on their regular  
7 scheduled work day, should the department require working on a holiday. If said  
8 employee declines to work, then the next regularly scheduled senior employee  
9 will be given the opportunity, and so on. If no employee requests to work the  
10 holiday, then management has the right of assignment, starting with the least  
11 senioremployee.  
12

13 2. A holiday schedule requesting employee sign up will be posted 45 days prior to a  
14 holiday, for staffing levels to be met.  
15

## 16 **ARTICLE 20. EFFECTIVE DATE AND DURATION**

### 17 **A. EFFECTIVE DATE AND DURATION**

18  
19  
20 1. This Agreement shall be in full force and effect July 1, 2024, and shall continue in  
21 force until June 30, 2026.  
22

23 2. Any side letters dated prior to July 1, 2020, and not included in an Appendix or  
24 incorporated in this Agreement are null and void. This Agreement supersedes any  
25 previous agreements between the City of Reno, its employees, and the Union.  
26 The parties will not be bound by any past understandings, customs, or practices.  
27 The parties agree that the relations between them will be governed by the terms  
28 of this Agreement, including any written amendments executed by the parties  
29 subsequent to the effective date of this Agreement.  
30

31 3. In the event that prior to the expiration of this Agreement, the City claims a "fiscal  
32 emergency" as defined below, the parties shall then meet and confer in good faith  
33 for the purpose of determining means of alleviating revenue shortfalls for the next  
34 fiscal year beginning July 1. Only Article 9, Salaries, shall be opened, unless  
35 mutually agreed upon by both parties.  
36

37 4. The City shall identify the fund(s), the affected department(s) and the names and  
38 classifications of all affected employees within the identified(s).  
39

40 a. A "fiscal emergency" exists when as a result of decreasing revenues, one of the  
41 following events occur:  
42

43 (1) A severe financial emergency of the City is determined by the Nevada  
44 Department of Taxation in accordance with NRS 354.685; or  
45

46 (2) The consolidation tax revenue and ad valorem receipts received by the City  
47 decline by more than eleven percent (11%) from the fiscal year in the month  
48 ending April 30, compared to the prior fiscal in the month ending April 30,  
49 and no additional funds have been received to make up less than the eleven  
50 percent (11%) decline.

1  
2  
3  
4  
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6  
7  
8  
9

b. A "fiscal emergency" shall not exist or be claimed by the City, if the following exists:

- (1) The City has any reserve fund balances, including any "stabilization reserve" with the exception of minimum reserve funds required by law and those that meet the definition of "restricted assets" as defined by GASB 34. The City agrees to provide the Union with any and all information in regards to all reserve funds.

IN WITNESS WHEREOF, the City and the Union have caused these presents to be duly executed by their authorized representatives this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

X

\_\_\_\_\_  
Mayor

X

\_\_\_\_\_  
City Clerk

**Negotiations Committee Attest:**

\_\_\_\_\_  
**Bart Florence, Business Manager**

\_\_\_\_\_  
**Jeff Gladieux, President**

\_\_\_\_\_  
**Charlie Solt, Director of Public Employees**

\_\_\_\_\_  
**Scott Lupo, Business Representative**

\_\_\_\_\_  
**Mary Bieth, Member/Negotiator**

\_\_\_\_\_  
**Dave Stewart, Member/Negotiator**

\_\_\_\_\_  
**Sara Skroch, Member/Negotiator**

WITNESSETH:       APPROVED AS TO LEGAL FORM

X

---

DEPUTY CITY ATTORNEY

## **APPENDIX A**

### **ALPHABETICAL LIST OF CLASSES LOCAL 39 SUPERVISORY**

<b><u>GRADE</u></b>	<b><u>CLASS</u></b>
GS 25	Business License Technician Supervisor
GS 27	Community Services Supervisor
GS 25	Evidence Technician Supervisor
GS 23	Golf Services Coordinator
GS 30	Inspection Services Supervisor
GS 25	Management Assistant
GS 27	Permit Services Supervisor
GS 30	Plans Examiner Supervisor
GS 24	Police Records Supervisor
GS 24	Police Services Supervisor
GS 28	Public Safety Dispatch Supervisor
GS 28	Public Works Crew Supervisor
GS 24	Records Management Program Coordinator
GS 23	Recreation Program Coordinator
GS 26	Safety and Training Specialist
GS 29	Senior Code Compliance Officer
GS 30	Senior Combination Inspector
GS 26	Senior Engineering Technician II
GS 26	Survey Party Chief
GS 29	Traffic Signal Maintenance Supervisor
GS 24	Tree Maintenance Crew Supervisor

## **APPENDIX B**

### **Job Series Progression**

Community Services Supervisor  
Community Services Officer  
Parking Enforcement Officer  
Evidence Technician Supervisor  
Evidence Technician

Management Assistant  
Administrative Secretary  
Secretary/Program Assistant  
Office Assistant II  
Office Assistant I

Permit Services Supervisor  
Development Permit Technician

Plans Examiner Supervisor/Senior Combination Inspector  
Plans Examiner  
Combination Inspector  
Building Inspector II  
Building Inspector I

Police Records Supervisor  
Police Assistant II  
Police Assistant I

Police Services Supervisor  
Police Services Specialist

Public Safety Dispatch Supervisor  
Public Safety Dispatcher  
Public Safety Dispatch Trainee  
Public Safety Call Taker

Public Works Crew Supervisor  
Maintenance Worker III/Equipment Operator II/Parking Meter Technician  
Maintenance Worker II  
Maintenance Worker I

Senior Code Enforcement Officer  
Code Enforcement Officer II  
Code Enforcement Officer I

### **Job Series Progression (Continued)**

Traffic Signal Maintenance Supervisor  
Public Works Crew Supervisor  
Traffic Signal Technician  
Traffic Signal Mechanic

Tree Maintenance Supervisor  
Senior Tree Maintenance Worker  
Tree Maintenance Worker

Accounting Technician/Purchasing Technician  
Accounting Assistant

Public Works Construction Inspector  
Senior Engineering Technician II  
Senior Engineering Technician I  
Engineering Assistant

Environmental Control Officer  
Environmental Control Technician

Public Works Crew Supervisor  
Senior Equipment Mechanic  
Equipment Mechanic  
Equipment Service Worker

Equipment Service Writer  
Equipment Parts Technician

Information Systems Technician II  
Information Systems Technician I

Senior Irrigation Systems Technician  
Irrigation Systems Technician

Senior Parks Maintenance Worker  
Parks Maintenance Worker II  
Parks Maintenance Worker I

Senior Water Reclamation Plant Operator  
Water Reclamation Plant Operator

Maintenance Technician Public Works/Parks

## **APPENDIX B CONTINUED**

### **Supervisors Not Listed**

#### Supervisors Not Listed

Police Services Supervisor  
Records Management Program Coordinator  
Recreation Program Coordinator  
Safety and Training Specialist  
Survey Party Chief

#### Non-Supervisory Not Listed

Application Support Technician  
Business License Compliance Officer  
Civil Service Technician  
Communications Technician  
Equipment/Supply Technician  
GIS Technician  
Land Development Plans Examiner  
Logistics Officer  
Park Ranger  
Property Program Technician  
Records Technician  
Recreation Program Assistant  
Reprographics Technician  
Senior Groundskeeper  
Senior Recreation Leader (Full-Time)

## **APPENDIX C**

### **SUPERVISORY STEWARD REPRESENTATION AREAS**

The Supervisory Unit is divided into four (4) Representation Areas. Each Representation Area will have a Stewards.

1. City Hall, City Hall Annex, Police Department Building, Municipal Court.
2. Public Safety Dispatch.
3. Public Works Corporation Yard.
4. Parks, Recreation, City Hall Garage and Police Communications Shop.

## **APPENDIX D**

Job Title	2.5% Each, Max 10%
<b>Plans Examiner Supervisor Plans Examiner</b>	Residential Building Inspector ICC (B1) Residential Plumbing Inspector ICC (P1) Residential Mechanical Inspector ICC (M1) Residential Electrical Inspector ICC (E1) Commercial Building Inspector ICC (B2) Commercial Plumbing Inspector ICC (P2) Commercial Mechanical Inspector ICC (M2) Commercial Electrical Inspector ICC (E2)
<b>Development Permit Technician Permit Services Supervisor</b>	Building Plans Examiner ICC (B3) Residential Building Inspector ICC (B1) Residential Plumbing Inspector ICC (P1) Residential Mechanical Inspector ICC (M1) Residential Electrical Inspector ICC (E1) Residential Plans Examiner ICC (P3) Residential Energy Inspector ICC (79) Zoning Inspector ICC (75) Property Maintenance and Housing Inspector ICC (64)
<b>Residential Plans Examiner</b>	Residential Building Inspector ICC (B1) Residential Plumbing Inspector ICC (P1) Residential Mechanical Inspector ICC (M1) Residential Electrical Inspector ICC (E1) Commercial Building Inspector ICC (B2) Commercial Plumbing Inspector ICC (P2) Commercial Mechanical Inspector ICC (M2) Commercial Electrical Inspector ICC (E2) Building Plans Examiner ICC (B3)
<b>Senior Combination Inspector Combination Inspector</b>	Accessibility Inspector ICC (21) Commercial Energy Inspector ICC (77) Building Plans Examiner ICC (B3) Fire Inspector 1 ICC (66) Commercial Energy Plans Examiner ICC (78) Certified Building Official ICC (CBO) Completion of a recognized journeyman program in one of the following trades: Carpentry/Framing, HVAC/Mechanical/Sheet Metal, Plumbing/Pipefitting, Electrical
<b>Building Inspector II</b>	Accessibility Inspector ICC (21) Commercial Energy Inspector ICC (77) Building Plans Examiner ICC (B3) Residential Plans Examiner ICC (R3) Fire Inspector 1 ICC (66) Residential Energy Inspector ICC (79)

Job Title	2.5% Each, Max 10%
<b>Building Inspector I</b>	Commercial Building Inspector ICC (B2) Commercial Plumbing Inspector ICC (P2) Commercial Mechanical Inspector ICC (M2) Commercial Electrical Inspector ICC (E2) Residential Energy Inspector ICC (79) Accessibility Inspector ICC (21)
<b>Senior Code Officer Code Enforcement Officer II</b>	Code Enforcement Administrator ICC/AACE Residential Building Inspector ICC (B1) Permit Technician ICC (14) P.C. 832 – Peace Officer Training Commercial Building Inspector ICC (B2) Fire Inspector 1 ICC (66)
<b>Code Enforcement Officer I</b>	Code Enforcement Administrator ICC/AACE Residential Building Inspector ICC (B1) Permit Technician ICC (14) P.C. 832 – Peace Officer Training Commercial Building Inspector ICC (B2) Fire Inspector 1 ICC (66) CACE Certified Code Enforcement Officer ICC/AACE Zoning Inspector ICC (75)

**APPENDIX E**

**Local 39 Supervisory Unit Schedule**

**Local 39 Supervisory Unit**  
**Salary Schedule Effective July 12, 2024 - Exhibit E-2**  
**WAGE INCREASE OF 3%**

		*****STEP*****								
Classification	Grade	1	2	3	4	5	6	7	8	
Golf Services Coordinator	<b>GS23</b>	30.25	31.74	33.35	35.02	36.74	38.60	40.50	42.54	Hourly
Recreation Program Coordinator		2,420.01	2,539.54	2,668.15	2,801.29	2,938.88	3,088.25	3,240.24	3,403.10	Bi-Weekly
Therapeutic Recreation Coordinator		62,920.29	66,028.15	69,371.78	72,833.43	76,410.83	80,294.42	84,246.32	88,480.70	Annual
Police Records Supervisor	<b>GS24</b>	31.74	33.35	35.02	36.74	38.60	40.50	42.54	44.69	Hourly
Police Services Supervisor		2,539.54	2,668.15	2,801.29	2,938.88	3,088.25	3,240.24	3,403.10	3,575.06	Bi-Weekly
Tree Maintenance Crew Supervisor		66,028.15	69,371.78	72,833.43	76,410.83	80,294.42	84,246.32	88,480.70	92,951.66	Annual
Evidence Technician Supervisor	<b>GS25</b>	33.35	35.02	36.74	38.60	40.50	42.54	44.69	46.91	Hourly
Management Assistant		2,668.15	2,801.29	2,938.88	3,088.25	3,240.24	3,403.10	3,575.06	3,752.92	Bi-Weekly
Records Mgmt Program Coordinator		69,371.78	72,833.43	76,410.83	80,294.42	84,246.32	88,480.70	92,951.66	97,575.82	Annual
Safety & Training Specialist	<b>GS26</b>	35.02	36.74	38.60	40.50	42.54	44.69	46.91	49.26	Hourly
Senior Engineering Technician II		2,801.29	2,938.88	3,088.25	3,240.24	3,403.10	3,575.06	3,752.92	3,941.17	Bi-Weekly
Survey Party Chief		72,833.43	76,410.83	80,294.42	84,246.32	88,480.70	92,951.66	97,575.82	102,470.47	Annual
Training & Development Specialist										
Community Services Supervisor	<b>GS27</b>	36.74	38.60	40.50	42.54	44.69	46.91	49.26	51.72	Hourly
		2,938.88	3,088.25	3,240.24	3,403.10	3,575.06	3,752.92	3,941.17	4,137.40	Bi-Weekly
		76,410.83	80,294.42	84,246.32	88,480.70	92,951.66	97,575.82	102,470.47	107,572.47	Annual
Business License Tech Supervisor	<b>GS28</b>	38.60	40.50	42.54	44.69	46.91	49.26	51.72	54.31	Hourly
Public Safety Dispatch Supervisor		3,088.25	3,240.24	3,403.10	3,575.06	3,752.92	3,941.17	4,137.40	4,345.08	Bi-Weekly
Public Works Crew Supervisor		80,294.42	84,246.32	88,480.70	92,951.66	97,575.82	102,470.47	107,572.47	112,971.96	Annual
Senior Code Compliance Officer	<b>GS29</b>	40.50	42.54	44.69	46.91	49.26	51.72	54.31	57.02	Hourly
Traffic Signal Maintenance Supervisor		3,240.24	3,403.10	3,575.06	3,752.92	3,941.17	4,137.40	4,345.08	4,561.53	Bi-Weekly
		84,246.32	88,480.70	92,951.66	97,575.82	102,470.47	107,572.47	112,971.96	118,599.76	Annual
Inspection Services Supervisor	<b>GS30</b>	42.54	44.69	46.91	49.26	51.72	54.31	57.02	59.87	Hourly
Permit Services Supervisor		3,403.10	3,575.06	3,752.92	3,941.17	4,137.40	4,345.08	4,561.53	4,789.61	Bi-Weekly
Plans Examiner Supervisor		88,480.70	92,951.66	97,575.82	102,470.47	107,572.47	112,971.96	118,599.76	124,529.74	Annual
Plans Examiner Supervisor	<b>GS31</b>	44.69	46.91	49.26	51.72	54.31	57.02	59.87	62.86	Hourly
Senior Combination Inspector		3,575.06	3,752.92	3,941.17	4,137.40	4,345.08	4,561.53	4,789.61	5,029.09	Bi-Weekly
		92,951.66	97,575.82	102,470.47	107,572.47	112,971.96	118,599.76	124,529.74	130,756.23	Annual

**Local 39 Supervisory Unit**  
**Salary Schedule Effective July 11, 2025 - Exhibit E-2**  
**WAGE INCREASE OF 3%**

		*****STEP*****								
Classification	Grade	1	2	3	4	5	6	7	8	
Golf Services Coordinator	<b>GS23</b>	31.16	32.70	34.35	36.07	37.84	39.76	41.72	43.81	Hourly
Recreation Program Coordinator		2,492.61	2,615.73	2,748.19	2,885.32	3,027.04	3,180.89	3,337.45	3,505.20	Bi-Weekly
Therapeutic Recreation Coordinator		64,807.90	68,008.99	71,452.93	75,018.43	78,703.15	82,703.25	86,773.70	91,135.12	Annual
Police Records Supervisor	<b>GS24</b>	32.70	34.35	36.07	37.84	39.76	41.72	43.81	46.03	Hourly
Police Services Supervisor		2,615.73	2,748.19	2,885.32	3,027.04	3,180.89	3,337.45	3,505.20	3,682.32	Bi-Weekly
Tree Maintenance Crew Supervisor		68,008.99	71,452.93	75,018.43	78,703.15	82,703.25	86,773.70	91,135.12	95,740.21	Annual
Evidence Technician Supervisor	<b>GS25</b>	34.35	36.07	37.84	39.76	41.72	43.81	46.03	48.32	Hourly
Management Assistant		2,748.19	2,885.32	3,027.04	3,180.89	3,337.45	3,505.20	3,682.32	3,865.50	Bi-Weekly
Records Mgmt Program Coordinator		71,452.93	75,018.43	78,703.15	82,703.25	86,773.70	91,135.12	95,740.21	100,503.09	Annual
Safety & Training Specialist	<b>GS26</b>	36.07	37.84	39.76	41.72	43.81	46.03	48.32	50.74	Hourly
Senior Engineering Technician II		2,885.32	3,027.04	3,180.89	3,337.45	3,505.20	3,682.32	3,865.50	4,059.41	Bi-Weekly
Survey Party Chief		75,018.43	78,703.15	82,703.25	86,773.70	91,135.12	95,740.21	100,503.09	105,544.58	Annual
Training & Development Specialist										
Community Services Supervisor	<b>GS27</b>	37.84	39.76	41.72	43.81	46.03	48.32	50.74	53.27	Hourly
		3,027.04	3,180.89	3,337.45	3,505.20	3,682.32	3,865.50	4,059.41	4,261.52	Bi-Weekly
		78,703.15	82,703.25	86,773.70	91,135.12	95,740.21	100,503.09	105,544.58	110,799.64	Annual
Business License Tech Supervisor	<b>GS28</b>	39.76	41.72	43.81	46.03	48.32	50.74	53.27	55.94	Hourly
Public Safety Dispatch Supervisor		3,180.89	3,337.45	3,505.20	3,682.32	3,865.50	4,059.41	4,261.52	4,475.43	Bi-Weekly
Public Works Crew Supervisor		82,703.25	86,773.70	91,135.12	95,740.21	100,503.09	105,544.58	110,799.64	116,361.12	Annual
Senior Code Compliance Officer	<b>GS29</b>	41.72	43.81	46.03	48.32	50.74	53.27	55.94	58.73	Hourly
Traffic Signal Maintenance Supervisor		3,337.45	3,505.20	3,682.32	3,865.50	4,059.41	4,261.52	4,475.43	4,698.40	Bi-Weekly
		86,773.70	91,135.12	95,740.21	100,503.09	105,544.58	110,799.64	116,361.12	122,158.37	Annual
Inspection Services Supervisor	<b>GS30</b>	43.81	46.03	48.32	50.74	53.27	55.94	58.73	61.67	Hourly
Permit Services Supervisor		3,505.20	3,682.32	3,865.50	4,059.41	4,261.52	4,475.43	4,698.40	4,933.32	Bi-Weekly
Plans Examiner Supervisor		91,135.12	95,740.21	100,503.09	105,544.58	110,799.64	116,361.12	122,158.37	128,266.29	Annual
Plans Examiner Supervisor	<b>GS31</b>	46.03	48.32	50.74	53.27	55.94	58.73	61.67	64.75	Hourly
Senior Combination Inspector		3,682.32	3,865.50	4,059.41	4,261.52	4,475.43	4,698.40	4,933.32	5,179.98	Bi-Weekly
		95,740.21	#####	105,544.58	110,799.64	116,361.12	122,158.37	128,266.29	134,679.61	Annual

## APPENDIX F

### Degree of Consanguinity and Affinity

							7 GGGGG Grandparent
						6 GGGGG Grandparent	
					5 GGGG Grandparent		GGGGG Aunt/Uncle
				4 GGG Grandparent		GGGG Aunt/Uncle	
			3 GG Grandparent		GGG Aunt/Uncle		Child of GGGG Aunt/Uncle
		2 Great Grandparent		GG Aunt/Uncle		Child of GGG Aunt/Uncle	
	1 Grandparent		Great Aunt/Uncle		Child of GG Aunt/Uncle		Grandchild of GGG Aunt/Uncle
	Parent		Aunt/Uncle		Child of Great Aunt/Uncle	Grandchild of GG Aunt/Uncle	
Deceased		Brother Sister		Cousin		Second Cousin	Third Cousin
	Child		Niece Nephew		Child of Cousin		Child of Second Cousin
		Grandchild		Grand Niece Grand Nephew		Grandchild of Cousin	Grandchild of Second Cousin
			Great Grandchild		Great Grand Niece Nephew		Great Grandchild of Cousin
				GG Grandchild		GG Grand Niece Nephew	GG Grandchild of Cousin
					GGG Grandchild		GGG Grand Niece Nephew
						GGGG Grandchild	GGGG Grand Niece Nephew
							GGGGG Grandchild