

RESOLUTION NO. _____

**A RESOLUTION OF THE RENO CITY COUNCIL
AMENDING RESOLUTION NO. 9168, AMENDING THE
RESOLUTION REGARDING BENEFITS PROVIDED TO
HOURLY UNREPRESENTED EMPLOYEES NOT
COVERED BY AN EMPLOYEE-MANAGEMENT
CONTRACT OR COLLECTIVE BARGAINING
AGREEMENT; TOGETHER WITH OTHER MATTERS
PROPERLY RELATING THERETO.**

WHEREAS, the Reno City Council desires to provide, by resolution, benefits to hourly unrepresented employees of the City of Reno; and

WHEREAS, the Reno City Council desires to codify all benefits entitled to hourly unrepresented employees, amending prior resolutions as necessary; and

WHEREAS, said employees are not eligible for coverage under an employee-management contract or bargaining agreement; and

WHEREAS, the benefits of hourly unrepresented employees are established by Resolution No. 4331 and amended or supplemented by Resolution 9168;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Reno that the hereinafter described benefits be provided, as specified, to those regular hourly unrepresented employees effective the first full pay period in September, 2024.

Section 1 - The City Council hereby finds that the foregoing recitals are true and correct and are incorporated by this reference.

Section 2 - Employees Covered by Hourly Unrepresented Group

Hourly Unrepresented Employee - Any clerical/administrative support, service/maintenance, technical, or trades employee who is an employee of the City of Reno, not covered by a collective bargaining agreement, and not classified as mid-management or management employee.

Grant-Funded Employee - Any clerical/administrative support, service/maintenance, technical, or trades employee, other than a temporary employee, who is hired by the City to fill a position funded half or more by a source other than the City. Employment in a grant-funded position is subject to the continuance of the funding.

Temporary Employee - Any clerical/administrative support, service/maintenance, technical, or trades employee who is hired by the City for the purpose of doing work which is of a seasonal or temporary nature ordinarily not to exceed six (6) months during any calendar year.

Section 3 - Definitions

Regular Employee - Any regularly scheduled employee, other than a temporary employee, who is hired by the City to fill a position funded more than half by the City. For purposes of this resolution, clerical employees of the Municipal Court are included in this resolution.

Full-time Employee - Employee normally scheduled for 31 or more hours per week.

Regular Part-time Employee - Employee normally scheduled for 20-30 hours per week.

Section 4 - Health and Welfare Benefits

a) Any regular or grant-funded employee of the City on a regular work schedule of at least twenty (20) hours per week is eligible for medical, dental and vision coverage and shall have the opportunity to participate in the City's group health insurance program; said group plan will include at least major medical, dental, vision and life insurance coverage. Eligibility begins the first of the month following or coinciding with hire.

b) For each regular and grant-funded full-time employee enrolled in the City's group health and life insurance program, the City shall pay one hundred percent (100%) of the health, dental, vision and life insurance premium for employee-only coverage under the plan of insurance selected. In the group health and wellness insurance plan, the City shall pay one hundred percent (100%) of the premium for the employee only coverage category and fifty five percent (55%) of the premium attributable to dependent coverage for each dependent coverage category. Premiums will begin to be deducted in the pay period the insurance begins. Dependents shall include a legally married spouse, a certified domestic partner, a natural child, step child, adopted child or placed for adoption or under legal guardianship. The child must be under the age of 26 or certified as disabled.

c) For each regular and grant-funded employee working less than forty (40) hours per week enrolled in the City's group health and life insurance program, the City shall pay a percentage of the health, dental and vision insurance premium equivalent to the percentage of FTE the employee works. (The City will pay 75% for the employee only coverage for a .75 FTE employee; 50% for a .50 FTE employee) The employee will be responsible for the premium attributable to dependent coverage for each dependent coverage category. Premiums will begin to be deducted in the pay period the insurance begins.

d) Each employee enrolled in the City's group medical insurance program shall be provided term life insurance under a policy which offers coverage in an amount equal to one (1) time the employee's annual base wage. To be eligible an employee

must be an active Benefited employee who is regularly working at least 20 hours each week or an employee of the Employer who retired under the Employer's retirement program and is covered under the group medical plan.

e) The City shall provide a regular benefited employee working at least twenty (20) hours per week covered under this resolution with a long-term disability insurance plan. To become insured you must be a Member, complete the Eligibility Waiting Period and meet the requirement in Active Work Provisions. You are a member if you are:

A regular Benefited employee of the Employer, actively at work at least 20 hours each week (for purposes of the Member definition, actively at work will include regularly scheduled days off, holidays, or vacation days, so long as you are capable of Active Work on those days); and a citizen or resident of the United States or Canada. You are not a Member if you are a temporary or seasonal employee, a full-time member of the armed forces of any country, a leased employee, or an independent contractor.

f) It is understood that plan costs, premiums or funding levels for employee dependent categories are determined by the City.

g) The City agrees to provide, at least annually, an open enrollment period. Such enrollment periods and employee and dependent eligibility shall be in accordance with the policies and rules of the insurance carrier or carriers, including the City for self-funded plans. Prior to this period, the City shall establish the premium rates necessary to fund existing benefits. Employees may make changes in the event of a qualified life event. Changes must be made within 31 days of the event. Qualified life events have a consistency rule whereby the allowed changes must be consistent with the event that triggers the change.

h) Other benefits may be provided to employees at the discretion of the City with advisement of the City's Employee Advisory Insurance Committee. The City's Employee Advisory Insurance Committee (EAIC) is responsible for reviewing the health and wellness insurance program and makes recommendations to increase utilization and maintain an employee focus. It is understood that the EAIC referred to in this Resolution is advisory in nature and that the City is not bound by any of the recommendations of the Committee. The City shall consult with the EAIC before making changes in the group health insurance program.

i) An employee on a leave of absence (not covered under FMLA) from the City may continue to carry City group health and life insurance by making a monthly premium payment. If the employee remains in paid status at least one day in the month of service, premiums will remain the same as if they were active employees. If the employee goes into unpaid status, they may be responsible for the full premium. Employees on administrative leave without pay will be required to maintain normal employee premiums while out by remitting the premium no later than the 15th of the month of coverage.

j) For individuals hired prior to July 1, 2013, a portion of premiums at retirement will be subsidized by the City until age 65 or Medicare eligible. Employee must be eligible to retire, and retire immediately into the Nevada Public Employees Retirement System (PERS). In the instance of a part-time employee, the City will contribute amounts consistent with the applicable subsidy to be prorated based on the relationship between the employee's regular work schedule and the standard work schedule of full-time employees. Subsidies shall be provided as follows:

- 1) 100% of the health and life insurance premiums for regular employees for "Employee Only" coverage for any employee who retires on or after March 1, 1990, and who has thirty (30) or more full-time years of continuous service or twenty-five (25) or more full-time years of continual, regular service with the City of Reno, plus up to five (5) years of additional PERS credit to equal thirty (30) years with the City of Reno. This subsidy will be in place until age 65 or Medicare eligibility. At that time the retiree is responsible for full premium.
- 2) 75% of the health and life insurance premiums for regular employees for "Employee Only" coverage for any employee who retires on or after March 1, 1990, and has 15 but less than 30 years of continuous full-time service with the City of Reno. This subsidy will be in place until age 65 or Medicare eligibility. At that time the retiree is responsible for full premium.
- 3) 50% of the health and life insurance premiums for regular employees for "Employee Only" coverage for any employee who retires on or after March 1, 1990, and has 10 but less than 15 years of continuous regular service with the City of Reno. This subsidy will be in place until age 65 or Medicare eligibility. At that time the retiree is responsible for full premium.

k) If Medicare age eligibility threshold is raised, the revised Medicare eligibility age will be the new threshold. The City reserves the right to alter the plans and benefit schedules available to such retirees in accordance with change implemented under the City's health and life insurance program for active employees.

Section 5 - Deferred Compensation

a) Any regular or grant-funded employee of the City on a regular work schedule of at least twenty (20) hours per week shall be eligible to participate in the City's deferred compensation program. For employees enrolled in the City's deferred compensation program, the City shall contribute one dollar (\$1.00) for each one dollar (\$1.00) deferred and invested by the employee in the deferred compensation program, up to a maximum City contribution equal to five percent (5%) of the employee's biweekly base wage each pay period. Eligibility for the deferred

compensation program is the first of the month following thirty (30) days of employment.

- a. The City offers two types of deferred compensation plan: a 401a and a 457b. The 401a may only be enrolled within the first 30 days of employment and the enrollment is irrevocable and unchangeable for the tenure of employment.
- b. The City's match is a pre-tax contribution; therefore to be eligible for the match, an employee must contribute to the deferred compensation plan on a pretax basis.
- c. Employees will be allowed to take a maximum of two active loans at any given time.

Section 6 - Leave Time

I. Vacation Time

- a) All regular and grant-funded full-time employees shall accrue vacation time in accordance with the following schedule:

Years of Continuous Service	Hours of Vacation Earned for Bi-weekly Pay Period based on a 40-hour work week	Maximum hours that can be earned
Less than 5 years	5	300
5 years, less than 10 years	6	352
10 years, less than 15 years	7	404
15 years, less than 20 years	8	456
20 years or more	9	508

- b) Regular part-time employees shall earn vacation leave at a prorated amount based upon their hours worked. For example, an employee with less than 5 years of continuous service and regularly scheduled to work 30 hours per week shall earn 3.75 hours of vacation leave per biweekly pay period.
- c) Vacation credits shall accrue for each pay period the employee is in full pay status a major portion of their regularly scheduled biweekly hours. Vacation shall be charged on the basis of one hour for each full hour or major portion of an hour of vacation taken. Vacation taken during the biweekly period shall be charged before vacation earned during that pay period is credited. Holidays, as enumerated in this section, occurring within the vacation period will not be counted as vacation days.

When vacation may be taken shall be determined in advance by the department head after considering the needs of the service and the wishes and seniority of the employees.

d) An employee separating from City service shall lose all rights for computing prior service upon reemployment by the City. A regular or grant-funded employee who leaves the employment of the City shall be paid a lump sum for any unused accumulated vacation earned through the last day worked.

e) Vacation benefits shall not accrue to temporary employees; nor shall employment time in a temporary position be allowed as credit in computing earned vacation for an individual who subsequently becomes a regular or grant-funded employee.

f) Vacation credit may be accumulated up to a maximum number of hours equal to that number which can be earned in a two one-year periods, plus five (5) days. Vacation accrual in excess of the maximum time allowed by this section shall not be recorded and will be lost within the biweekly period in which accrual occurs.

g) Upon request, an employee may cash out up to sixty (60) hours of Vacation Leave in increments of twenty (20) hours. To be eligible, an employee must file a written request with the Department Head, or their designee.

h) Employees covered by this resolution may cash out up to sixty (60) hours of vacation leave. Up to sixty (60) hours may be cashed out each year. Cash outs must be done in twenty (20) hour increments. This benefit will be limited to those employees having at least 50% of their vacation maximum accrual available.

i) If employees fail to meet the eligibility criteria in (g) or (h) above, upon request employees may cash out up to forty (40) hours of accumulated, but unused, regular vacation leave in increments of twenty (20) hours.

j) Regular employees who leave the employment of the City for any reason shall be compensated for earned Vacation Leave hours accrued, but unused, at the time of such separation from the City's employment.

k) 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 Central Payroll of their desire to enact this provision of this resolution.

II. Holiday

a) All regular and grant-funded full-time employees of the City shall be entitled to a day off from work with pay on the following state or national holidays during each year and upon any other day that may be declared a legal holiday by the mayor, the governor of the state, or the President of the United States:

New Year's Day	January 1 st
Martin Luther King's Birthday	Third Monday in January
President's Day	Third Monday in February
Memorial Day	Last Monday in May
Juneteenth	June 19 th
Independence Day	July 4 th
Labor Day	First Monday in September
Nevada Day	Last Friday in October
Veterans Day	November 11 th
Thanksgiving Day	4 th Thursday in November
Family Day	Day after Thanksgiving
Christmas Day	December 25 th

Regular and grant-funded full-time employees covered by this resolution shall be credited with sixteen (16) hours of additional holiday paid time off (floating holiday) provided they are in an active status with the City between July 1 and December 31 of each year.

Regular and grant-funded full-time employees covered by this resolution hired between January 1 and April 30, shall be credited with eight (8) hours of additional holiday paid time off (floating holiday). Regular and grant-funded full-time employees who are rehired between January 1 and April 30, who received the sixteen (16) hours of additional holiday paid time off previously in the fiscal year shall not be eligible for any additional holiday paid time off. Should these hours remain unused as of June 30th of each year, this floating holiday time shall be lost. No payment shall be made for such unused time.

Regular and grant-funded part-time employees working a regular work schedule of at least twenty (20) hours per week shall be allowed holiday time off from work with pay for the above holidays and the additional holiday to be prorated based on the relationship between employee's regular approved work schedule and the standard work schedule for full-time employees. To be eligible for such holiday pay, an employee must be on the active payroll of the City and must have worked their full regularly scheduled workday before and after the holiday, unless excused by the City. Temporary employees shall not be eligible for holiday pay.

b) For an employee regularly scheduled on a Monday-Friday work week, 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. For an employee regularly scheduled on an other than Monday-Friday workweek, should the holiday fall on their non-workday, the following workday will be observed as that holiday.

c) Should any employee be required by order of their department head to work on any of the above named holidays, if eligible for holiday pay, in addition to this holiday pay, they shall receive one and one-half (1 ½) times their 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 they are regularly scheduled for a normal workday. If the employee is not eligible for holiday pay, the employee shall receive their regular hourly rate of pay for each hour worked.

d) Pay for holiday worked will be added to the payroll for the period within which the holiday falls. Within one year of a holiday worked, an employee may take off as an excused absence one day without pay as approved by their department head.

III. Sick Leave Benefits

a) All full-time regular and grant-funded employees of the City shall earn and be entitled to accumulate without limitation sick leave benefits at the following rate:

Regularly Scheduled Hours per Week	Sick-Leave Earning Rate per Biweekly Pay Period
40 hours	4 hours

Regular and grant-funded full-time employees shall earn and be entitled to accumulate without limitation sick leave benefits in accordance with the above schedule to be prorated based on the relationship between the employee's regular approved work schedule and the standard work schedule for a full-time employee. Sick leave credits shall accrue for each pay period the employee is in full pay status a major portion of their regularly scheduled biweekly hours.

b) Regular part-time employees shall earn sick leave at a prorated amount based upon their hours worked. For example, an employee regularly scheduled to work 30 hours per week shall earn 3 hours of sick leave per bi-weekly pay period.

c) Sick leave may be granted only as a result of:

- 1) illness or injury of the employee;
- 2) attendance for the illness or injury of any relative within the third degree of consanguinity or affinity ("consanguinity" is defined as kinship to include blood relationships, whereas "affinity" is the connection existing in consequence of marriage, e.g.: spouse, parent, child, grandparent; brother, sister, grandchild, adopted child and stepchild that reside with the employee); or 3) death of any relative defined above.

d) Sick leave shall be charged on an hourly basis for each full hour or major portion of an hour of sick leave taken. Holidays occurring during sick leave period shall not be counted as sick leave. Sick leave taken during the biweekly pay period shall be charged before sick leave earned that pay period is credited.

e) Any employee requiring sick leave must provide their department head with evidence of such need and adhere to the departments procedures for sick leave notification. Thereupon, the department head shall guarantee their personal knowledge of the need by certifying to the payroll clerk the granting of sick leave. To ensure such knowledge, they may require the employee to provide a written doctor's statement.

f) If an employee does not have adequate accrued sick leave time, the department head may grant the use of accrued vacation time in lieu thereof. In no case, however, will sick leave time be granted in lieu of vacation time. Eligible employees may also apply for donations through the voluntary leave transfer program or a leave of absence as appropriate.

g) Employees hired after July 1, 2013 may elect, at the end of a fiscal year, to place twenty-five percent (25%) of their accrued, but unused, sick leave into a Reserve Sick Bank. At the next fiscal year and at separation, the City of Reno will make a discretionary contribution into a tax advantage post-employment health savings plan equivalent to the value of the remaining leave in the Reserve Sick Bank at the current base rate of pay. Balances in the Reserve Sick Leave Bank will not be rolled over into the following fiscal year after the discretionary contribution has been made.

h) Upon retirement into the Public Employees' Retirement System of Nevada (PERS), an employee hired prior to July 1, 2013, shall be compensated for accumulated sick leave as follows:

- 1) Effective July 1, 2002, employees having a minimum of 450 to 750 hours shall be compensated at the rate of forty percent (40%) of total accumulated hours up to a maximum of forty percent (40%) of 750 hours at their base hourly rate of pay. The employee may use any available City program that are allowed under Federal Law to be deferred or tax sheltered. In no case will the City pay any tax consequences for the employee.

- 2) Effective July 1, 2002, employees having a minimum of 751 to 1300 hours shall be compensated at the rate of sixty percent (60%) of their total accumulated hours up to a maximum of sixty percent (60%) of 1300 hours, at their base hourly rate of pay. The employee may use any available City program that are allowed under Federal Law to be deferred or tax sheltered. In no case will the City pay any tax consequences for the employee.

- 3) 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 a documented serious health condition.

IV. FMLA

- a) The City shall comply with all state and/or federal regulations regarding leave under the Family Medical Leave Act (FMLA) and shall administer the FMLA program according to City policy.

V. Leave of Absence

- a) A leave of absence will only be granted if recommended by the department head and subsequently approved by the City Manager and (when applicable) the Reno Civil Service Commission.
- b) It shall be the responsibility of the City Manager to advise the Commission on all leave matters which may affect the Civil Service status of any classified employee.
- c) A special leave of absence may be granted in accordance with applicable ordinances and the City personnel program to employees with over one (1) year continuous service immediately preceding date of leave; provided, this limitation shall not apply in case of on-the-job injury or urgent necessity; however, substantiating proof must accompany any such request for leave. All regular employees will conform to Civil Service Commission rules governing a leave of absence.
- d) Leave of absence may be granted only for that period of time which is necessary to accomplish the purpose of the request and the employee must report for duty immediately upon expiration of such leave. Failures to report for duty at the expiration of leave, or if a leave has been disapproved or revoked, may be considered cause for separation from the service.

VI. Bereavement Leave

- a) Bereavement Leave - In the event of a death in the immediate family as defined Section III, a regular or grant-funded full-time employee shall be granted up to three (3) consecutive days off with pay to attend the funeral service. If attending services in town, up to three (3) consecutive days may be taken as bereavement leave and shall not be deducted from the employee's sick leave. If attending services out-of-town beyond one hundred (100) miles of Reno, up to five (5) consecutive days may be taken with the understanding that the additional two (2) days shall be charged to sick leave.
- b) Regular and grant-funded part-time employees working a regular work schedule of at least twenty (20) hours per week shall be granted bereavement leave in accordance with the rates established above for full-time employees to be prorated

bases on the relationship between the employee's regular approved work schedule and the standard work schedule for full-time employees.

VII. Military Leave

a) Any employee of the City who is an active member of the Nevada National Guard, or any reserve component of the United States Armed Forces, shall be relieved from their duties, upon request, to serve under orders on training duty without loss of their regular compensation for a period as delineated in Policy 403 Work Time Approval. Any such absence shall not be deducted from the employee's accrued vacation. In addition to this benefit, military leave shall be handled in accordance with the requirements of federal law.

b) The City of Reno complies with the Uniformed Services Employment and Reemployment Rights Act (USERRA). USERRA prohibits discrimination in employment because of an employee's military service. It protects an employee's right to reemployment, maintaining their seniority rights, and entitles employees to some benefits during and after their military service, provided they perform qualifying military service and fulfill their obligations under federal and state law.

The term reemployment used in the context of USERRA applies to employees when they return from a period of qualifying active duty military service, whether an employee remains an employee of the City of Reno on military leave (paid or unpaid) or separates.

VIII. Voting Leave

a) Employees are encouraged to arrange to vote outside of their scheduled work hours. A sufficient time to vote shall be determined in consideration of the distance between the place of such voter's employment and the polling place. If the polling place is two miles or less - one hour will be granted. If the distance is more than two miles but less than 10 miles - two hours will be granted. If the distance is more than 10 miles - three hours will be granted. Application by the employee for voting time shall be made to their supervisor no later than two weeks prior to the requested leave.

IX. Jury Duty

a) Any employee of the City who is required to serve on any jury shall receive the irregular salary during the period of jury service, provided that they shall be required to remit their compensation for such jury duty to the City Clerk for deposit in the general fund of the City of Reno.

b) Individuals subpoenaed as a witness in a non-work related case will be required to utilize their own leave time to attend.

X. Professional and Community Service Leave

a) In order to maintain community relations, all employees covered by this

resolution may join and attend community service clubs, professional associations or engage in voluntary service of their choice. Time for attendance shall be granted up to one hour per week without loss of pay for attendance purposes provided it does not interfere with City operations.

XI. Paid Time Off

- a) Any regular part-time employee of the City shall earn Paid Time Off (PTO) in lieu of vacation and sick leave. PTO will accrue at the rate .06 hours of PTO for each scheduled hour per pay period.
- b) Effective the first full pay period in August, 2023, regular part-time employees shall no longer be eligible to earn PTO in lieu of vacation and sick leave.
- c) Employees with accrued PTO must use PTO before using any accrued sick or vacation leave.

Section 7 - On-the-Job Injury Benefits

- a) Whenever an employee other than a temporary employee receives an injury while on duty with the City which is determined to be compensable under the City's worker's compensation program, and such injury prevents the employee from performing their normal duties, the City shall pay full normal salary to the employee for a period of up to three hundred twenty (320) cumulative work hours not to exceed a period of twelve (12) consecutive months from date of injury. During this period, the employee shall not forfeit any accrued sick leave.
- b) Upon expiration of the applicable period provided in subsection a) above, if the employee is still unable to work, they may elect to utilize accrued sick leave, during which period the employee shall receive full regular compensation from the City and their sick leave shall be charged at the rate of one hour of sick leave for every two (2) hours sick leave taken for the difference in hours between the workers' compensation payment and their regular salary.
- c) When accrued sick leave has expired, if the employee is still unable to work, except for total accumulated vacation time pay, the employee shall receive no additional compensation from the City. (While receiving disability benefits from the City's workers' compensation program, an employee shall not continue to accrue sick leave and vacation).
- d) It is the intent of the City to pay the on-the-job injured employee (as outlined in this section) the difference between full normal daily salary and that provided by the City's workers' compensation program as salary continuance. Therefore, the employee shall return to the City Clerk all salary continuance payments made by the City's workers' compensation program covering the period enumerated in Subsections a) and b) of this section.

e) Notwithstanding the provisions of subsections a)-d) of this section, when as a result of an on-the-job injury, a regular or grant-funded employee is continually confined to a duly licensed hospital as a result of such injury, the City will pay full regular salary to the employee during the entire period of the confinement until the City's workers' compensation program ceased to render insurance payments in connection with the injury. When the City Council determines that special circumstances warrant the action, the above requirement of continual confinement to a duly licensed hospital may be waived by action of the City Council. During this period, the employee will not forfeit sick leave or vacation benefits but will refund all workers' compensation salary continuance payments to the City.

Section 8 - Training Courses

a) An employee will be reimbursed for educational training courses taken after approval of their department head. The training must be directly related to the required skill or education for the employee's current position. Reimbursement for promotional preparation will only be made as part of a formal succession plan. No employee will be reimbursed for more than \$400 for seminars and training programs unless part of a formal succession planning program.

b) Only a full-time regular or grant-funded employee who has been so employed for at least one year will be eligible for reimbursement of training expenses. Further, eligibility will be determined by their department head in accordance with the departmental training program as approved by the City Manager.

c) Tuition reimbursement may be provided to a regular full-time employee to pursue postsecondary education that would be relevant to their role. No more than \$2,000 per year may be granted.

d) No employee will be reimbursed for more than two thousand dollars (\$2,000) per fiscal year for tuition reimbursement. Reimbursement under this section will not be effected if the cost is assumed by any other institution, scholarship or grant-in-aid.

e) Reimbursement expenses shall be restricted to tuition, course fees and required textbooks. While courses should normally be taken on the employee's own time, exception may be granted by their department, in which case hours away from work must be deducted from earned vacation, compensatory time or be recorded as an unpaid leave of absence.

f) To obtain reimbursement, a course must be taken from a recognized and accredited school.

g) Reimbursement will be effected upon presentation of evidence to substantiate the expense, and evidence of a passing grade of no less than a "C" or better.

Section 9 - Retirement

- a) The retirement system for all eligible employees shall be the Public Employees Retirement System of Nevada (NVPERS). Membership in this system, the appropriate membership fund (i.e. Police/Fire or Regular), and rights thereunder shall be determined by NVPERS in accordance with the applicable provisions of NRS.
- b) The City will pay 100% of all retirement contributions for employees covered under this Resolution.
- c) Future Public Employees Retirement System (PERS) rate increases/decreases on and after July 1, 2016 will be split equally between the City and the employee. The salary table and the salary of each employee shall be considered to be automatically adjusted by one half of any PERS rate increase/decrease.
- d) The City shall issue a lump sum payment to eligible employees on a quarterly basis, through manual payroll reconciliation process, on the final paycheck in October, January, April, and July of each year for non-PERS related wages.
 - 1) These payments shall be equal to the employee's share of any PERS increase splits multiplied by the gross pay for non PERS-compensable items for the time period in which the wages were earned.
 - 2) All applicable tax laws, rules, and regulations will be applied to this lump sum payment as appropriate.

Section 10 - Other Pay

I. Work Schedule and Shift Differential

- a) The standard work schedule for all regular and grant-funded full-time employees shall be two thousand eighty (2,080) hours per year, eighty (80) hours per biweekly pay period. The City Manager is authorized to employ regular and grant-funded employees, as deemed appropriate, on other than a full-time basis. Hours of work for such employees shall be fixed by the department head, subject to approval by the City Manager.
- b) Shift Differential Payments - Regular and grant-funded employees required to work between the hours of 2200 (10:00 p.m.) and 0600 (6:00 a.m.) shall be compensated at the rate of thirty cents (\$.30) [additional] per hour for each scheduled hour actually worked during that period. The provisions of this section shall not apply to standby or any extension of the employee's assigned shift which results in overtime premium pay.

II. Overtime, Standby Time and Compensatory Time Off

a) The City Manager or a department head may from time to time require an employee to work overtime; or to standby at home to be available in the event of an emergency; or when off duty to respond to a call back to work because of an emergency. Regular and grant-funded employees shall be compensated as follows for such work (except overtime for holidays shall be compensated for as provided hereinbefore:

- 1) Overtime Work - When it is not deemed practical to leave a project which is unfinished, or when it is deemed necessary to work additional hours (whether before or after regular hours, or on normal days off) to catch up, prepare for a pending project, or work around staff vacations and sick leave, the department head may schedule overtime work; or an employee on standby may be called to perform overtime work. Regular and grant-funded full-time employees will be compensated for overtime work actually performed in excess of forty (40) paid hours per week at a rate of one and one-half ($1 \frac{1}{2}$) hours pay at the regular hourly rate for each hour, or major portion thereof. If time is lost during the regular workweek due to unpaid absence, then premium pay shall not prevail until forty (40) paid hours are exceeded. Regular and grant-funded part-time employees shall be compensated for overtime at their regular hourly rate for each hour worked in excess of their normal workday or week; provided, however, for work performed in excess of forty (40) paid hours per week, they shall be compensated at the rate on one and one-half ($1 \frac{1}{2}$) hours pay at the regular hourly rate for each hour, or major portion thereof.
- 2) Standby Time - Due to staff limitations, it may be necessary for a department head to schedule employees to be on telephone standby alert to handle overtime work which may arise during other than normal working hours. Employees will be compensated for standby time at the rate of four (4) hours pay at the regular hourly rate for each twenty-four-hour period of standby time, payable in eight-hour increments of one and one-third ($1 \frac{1}{3}$) hours pay; minimum, eight (8) hours of time. Except for instances where work performed abuts the employee's regular shift or previously scheduled overtime, any employee called in to work shall be paid travel time to and from the work site and the location from which the employee responded. Employees on standby called to perform overtime work will be compensated for such overtime work in accordance with paragraph a) 1 of this section.
- 3) Methods of Payment- Overtime premium pay in this section shall be made in cash or compensatory time off in lieu of pay at the request of the employee and with approval of the department head. Compensatory time off shall be paid at the rate of one and one-half ($1 \frac{1}{2}$) hours off for

each hour of overtime worked for each quarter (1/4) hour or major portion thereof.

Compensatory time off must be used within six (6) months of the date the overtime was performed. Management will not be unreasonable in the scheduling of compensatory time and will consider the employee's request and the operating demands. No employee shall be permitted to accumulate over one-hundred-sixty (160) hours of compensatory time.

Compensatory time elected to carry over at the end of the fiscal year shall not exceed forty (40) hours. Unused compensatory time in excess of the maximum allowed carry over amount will be automatically paid out in its entirety on the last pay day of the fiscal year.

Upon written request from the employee, an employee may cash out accumulated but unused compensatory time in increments of at least twenty (20) hours.

- b) Temporary employees shall be paid for hours worked on standby time or in excess of forty (40) hours per week in accordance with the requirements of state and federal law.
- c) Nothing in this section shall require payment for overtime hours not worked.
- d) All overtime must have previous authorization of the department head if compensation is to be effected.
- e) Overtime and standby time pay will be added to the payroll for the period during which the work is performed.

III. Educational Incentive Pay

- a) Educational incentive pay shall be paid in accordance with the following:
 - 1) 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 base hourly rate per pay period.
 - 2) A full-time employee who has obtained a Bachelor's Degree from an accredited college or university shall receive one and a half percent (1.5%) of their biweekly base hourly rate per pay period
 - 3) A full-time employee who has obtained a Masters' Degree from an accredited college or university shall receive two percent (2.0%) of their biweekly base hourly rate per pay period
 - 4) No employee shall receive compensation under more than one of the subsections 1, 2, and 3 above.

- 5) To be eligible for the incentive pay, an employee must provide a copy of the degree or transcripts evidencing completion of the degree and such pay shall begin the first full pay period following the date of receipt by central payroll.

IV. Uniform Allowance

- a) Any employee covered by this resolution who is required by their department head to wear a uniform shall be furnished said uniform by the City at no cost to the employee.

V. Bilingual Pay

- a) Any employee who has been approved for Bilingual Pay by their Department Head and who has completed the requisite certification process through the Human Resources Department shall receive compensation in the amount of three percent (3.0%) of their biweekly base hourly wage per pay period.
- b) Employees who are receiving bilingual pay are expected to respond to requests, during their normally scheduled hours, from Departments as needs arise for them to perform bilingual duties.

VI. Out of Class Pay

- a) Any assignment to a classification higher than an employee's regular classification shall not exceed a six (6) month period unless mutually agreed on by the employee and the City.
 - 1) To qualify under this section, the assignment must be in writing by the Department Head or their designee after they determine the assignment is necessary and appropriate. Incidental assignments or duties are not intended to qualify for compensation.
 - 2) The Employee shall be paid five percent (5%) above their present rate of pay.

VII. Longevity Pay

- a) Each full-time employee who has completed five (5) years of continuous regular service with the City shall be entitled to longevity pay in addition to regular salary.
- b) Said employee's longevity pay shall be at a rate equal to one-half percent (.5%) of the employee's biweekly base hourly rate for each year of continuous

service, up to a maximum annual payment of twelve and one-half percent (12.5%) of base hourly rate for employees with twenty-five (25) years or more of continuous service, with payment to be affected each pay day beginning with the pay period within which the anniversary falls.

Section 11 - Legal Defense

The City of Reno will provide legal or public relations support for employees when negative or false comments, threats, or accusations are made by members of the public, political organizations, or other entities stemming from their work for the City of Reno. The objective is to provide employees support against attacks, harassment, or disparagement that relate, to some significant degree, to the employee's work for the City of Reno. When a City of Reno employee is targeted in such a way, through no fault of their own, the type and extent of support will be determined on a case-by-case basis by the City Manager or designee. If it is determined that support would be better administered by a third-party entity, the City Manager or designee may authorize expenditures not to exceed \$99,999.99 (aggregate) per fiscal year, with any expenditures above that amount requiring specific approval by the Reno City Council.

Section 12 - Effectuation

The Mayor, City Manager, members, officers, employees and agents of the City are hereby authorized and directed, jointly and severally, to do any and all things and to execute, deliver and record all documents as may be required and otherwise to give effect to, carry out and comply with the terms and intent of this Resolution, and to take all necessary and appropriate actions to effectuate the intent of this Resolution.

Section 13 - Immediate Effect

This resolution should take effect immediately upon its passage.

Upon motion by Councilmember _____, and seconded by Councilmember _____, the foregoing Resolution was passed and adopted this _____ day of _____, 2024, by the following vote of the Council:

AYES:			
NAYS:			
ABSTAIN:		ABSENT:	

APPROVED this _____ day of _____, 2024.

HILLARY SCHIEVE
MAYOR OF THE CITY OF RENO

ATTEST:

MIKKI HUNTSMAN
CITY CLERK AND
CLERK OF THE CITY COUNCIL
OF THE CITY OF RENO,
NEVADA