

**CITY OF SPARKS
MANAGEMENT, PROFESSIONAL AND TECHNICAL EMPLOYEE RESOLUTION
JULY 1, 2015 THROUGH JUNE 30, 2017**

RESOLUTION NO.3279

INTRODUCED BY COUNCIL

A RESOLUTION DENOTING CERTAIN EMPLOYEE POSITIONS AS MANAGEMENT, PROFESSIONAL, AND TECHNICAL; PROVIDING FOR SALARIES FOR EMPLOYEES IN THESE POSITIONS; PROVIDING BENEFITS FOR THESE EMPLOYEES; PROVIDING FOR THE REPEAL OF ALL PRIOR RESOLUTIONS; AND PROVIDING OTHER MATTERS PROPERLY RELATED THERETO.

IT IS RESOLVED by the City Council of the City of Sparks as follows:

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SECTION 1: ADMINISTRATION

ARTICLE A: DESIGNATION OF MANAGEMENT, PROFESSIONAL AND TECHNICAL EMPLOYEES

The Management, Professional, and Technical employees of the City are listed on Appendix A and include Deputy Directors, Division Heads or Managers of respective Departments or Divisions, or employees who fill positions which require specialized and broad knowledge in a given field, or require advanced academic work. Management, Professional and Technical employees will be appointed, except those specifically noted in this resolution.

ARTICLE B: REPEAL OF PRIOR RESOLUTIONS

Unless otherwise provided in this Resolution, all previous Resolutions pertaining to the matter of Management, Professional, and Technical employees' compensation are hereby repealed.

Benefits provided under this Resolution shall not be revised unless notice is given to all covered employees and opportunity is provided to meet and confer with the City Manager, with the right to appeal to the City Council.

ARTICLE C: EFFECTIVE DATE

This Resolution shall be effective as of July 1, 2015, and shall continue in force until June 30, 2017, except as otherwise provided herein, or until a successor resolution has been approved by City Council.

ARTICLE D: GRIEVANCE PROCEDURE

The purpose of the following grievance procedure shall be to settle as quickly as possible disputes concerning the interpretation and application of this City of Sparks Pay Resolution and other City of Sparks policies adopted in the same manner as this City of Sparks Pay Resolution. Classified employees covered by this Resolution who have Civil Service appeal rights must choose between the two processes and shall use only one process for each grievance.

1. **Procedure:** The aggrieved employee shall take up the grievance with the employee's immediate supervisor within five (5) working days of its occurrence. The supervisor shall attempt to adjust the matter at that time. If the grievance is not settled during informal discussions within ten (10) working days of its occurrence and the employee wishes to appeal the matter, within two (2) working days the employee shall re-present it in writing to the supervisor. The supervisor shall respond to the employee or the employee's representative in writing within three (3) working days thereafter.
2. Within five (5) working days of the supervisor's written reply, the employee or the employee's representative may appeal the grievance in writing to the Department Director, accompanied by all correspondence in the matter.
3. The Department Director shall respond to the employee or the employee's representative in writing within three (3) working days thereafter. Within five (5) working days of the Department Director's written reply, the employee or representative may appeal the grievance in writing to the City Manager, accompanied by all correspondence on the matter.
4. The City Manager, after an examination of all relevant evidence and after consultation with the aggrieved employee or representative, will then make a written determination to the employee within fifteen (15) days after the grievance presentation with an information copy to the concerned Department Director.

In the event the City's time frames have not been met in this procedure, the grievance shall be automatically moved to the next step as if the grievance was denied; however, the individual at such step will provide a response to the grievance within ten (10) working days after the missed deadline.

If the employee so wishes, the aggrieved employee may be accompanied by one person of the employee's choosing at any time and at each stage of the grievance procedure subsequent to the informal discussion with the employee's supervisor.

ARTICLE E: SAFETY GRIEVANCE PROCEDURE

1. An employee shall immediately bring the matter to the attention of his or her Supervisor. If the Supervisor does not take immediate steps to remedy the unsafe condition, the employee may file a written safety grievance with the Supervisor.
2. The Supervisor will respond to the grievance within twenty-four (24) hours of the time the written grievance is filed.
3. If the written response of the Supervisor is unsatisfactory, the employee may present the grievance to the Department Director within twenty-four (24) hours. The Department Director will review the alleged unsafe condition and will make the final decision on the grievance within twenty-four (24) hours of receiving the grievance.
4. Copies of the safety grievance and the responses at all levels will be provided to the appropriate Safety Committee.

ARTICLE F: BASIC WORK WEEK

Management, Professional and Technical employees, as defined by Fair Labor Standards Act (FLSA), shall be compensated on a bi-weekly basis and shall not be entitled to night differential pay, overtime pay, and worked holiday pay. Employees covered by this Resolution may work an alternative work schedule, such as four ten (4/10) hour days with the approval of the Department Director.

ARTICLE G: CLASSIFIED (CIVIL SERVICE) POSITIONS

Employees hired under this Resolution are deemed "Appointed". Prior to January 1, 2006 certain positions within the Management, Professional and Technical Resolution were inappropriately designated as covered under the city's Civil Service Regulations as "classified" positions. Employees in a position noted by a prior Resolution as a "classified" position will continue to enjoy a "classified" status until they are removed from their position due to resignation, retirement, transfer, promotion, or demotion. Effective July 1, 2005, position recruitments either vacant or new will be recruited for and filled as "appointed" positions. Any references to "classified" status in this Resolution only refer to the incumbents in "classified" positions prior to approval of this Resolution.

ARTICLE H: DISCIPLINARY PROCEDURES

No post-probationary employee will be disciplined or discharged without just cause. A grievance filed under Section 1, Article D or an appeal filed under the Sparks Civil Service Rules for 'grandfathered' employees identified in Section 1, Article G, waives the other appeal procedure.

ARTICLE I: LAY-OFF PROCEDURES

Layoffs of employees covered under this Resolution will be completed consistent with the City Charter regarding "Appointed" employees. Layoffs of employees in Appointed Positions will not be subject to the

layoff provisions of Civil Service. Employees covered under the 'grandfathering' provision of Section 1, Article G will retain Civil Service coverage as outlined, including layoff procedures.

SECTION 2: PAY RATES

ARTICLE A: PAY RATES

1. **Pay Rates**
 - a. Base salary maximum rates and individual pay rates for the 2015/2016 Fiscal Year will increase 2% over the June 30, 2015 rate, except as may be adjusted due to reclassification.
 - b. Base salary maximum rates and individual pay rates for the 2016/2017 Fiscal Year will increase 2% over the June 30, 2016 rate, except as may be adjusted due to reclassification.
2. **Pay Periods**: Each two (2) week period shall constitute a pay period. The pay period shall commence on Monday at 12:00 a.m. and end on Sunday at 11:59 p.m. The dates of payment shall be established by the City.
3. **Initial Appointment**: Upon entering an appointive position, an employee shall receive compensation at the minimum of the salary range for the position in which the employee was hired. When economic or unusual employment conditions exist or exceptional qualifications of a candidate for employment indicate that a higher hiring rate would be in the City's best interests, the Human Resources Manager may authorize hiring at a higher step in the salary range upon the request of the Department Director.
4. **Promotions**: When an employee is promoted to a position allocated to a higher pay range, the employee shall receive the minimum pay rate for the new position class or a five percent (5%) salary increase, whichever is higher, not to exceed the maximum of the pay range. The employee will be placed on a 'promoted' probation, and upon successful completion may be eligible for a merit increase.

Upon movement from a level one (I) to a level two (II) within a position, the Employee shall receive a five percent (5%) salary increase in addition to any merit increase that may be granted on the same date. Upon such movement, the employee will maintain an annual performance review schedule and not be put on a probationary status.

5. **Long-Term Acting Promotions**: Should the long-term acting employee be promoted into the position for which they are in a long-term role, the employee will receive no reduction of pay upon promotion, but will retain the ten percent (10%) pay. Employees subject to the ten percent (10%) promotion from long-term acting will not receive a probationary five (5%) increase in pay. In no case shall the employee make less than range minimum.
6. **Demotions**: An employee covered by this Resolution shall be given fifteen (15) days notice before a demotion is effective. The employee shall be entitled to grieve the anticipated demotion in accordance with Section 1, Article D of this Resolution. Any final action concerning the demotion will be stayed pending the outcome of the employee's grievance. Classified employees covered by this Resolution may choose to use the Civil Service appeal process (if applicable), or the grievance process set forth in Section 1, Article D, but may not use both for the same grievance. When an employee is demoted, the pay rate shall be the same percentage from the top of the range within the range of the position in which the employee was demoted.

7. **Reduction of Pay:** A Department Director, with the approval of the City Manager, may reduce an employee from any salary within the salary range, other than the minimum, to any appropriate salary within the salary range, upon failure of the employee to maintain the standard of work set forth for the position of the salary level at which the employee has been placed. In such event, the employee may again be raised by the Department Director, with the approval of the City Manager, to a salary level not higher than that from which the employee was reduced without any time requirement or other consent should, in the opinion of the Department Director, the employee's standard of service be reestablished.
8. **Transfers:** When an employee is transferred to a position in another class allocated to the same salary range, the employee shall continue at employee's then existing salary level. A transfer will not thereafter exempt the employee from future salary increases as provided in future Resolutions for covered employees.
9. **Reclassification of Position:** When a position is reclassified with a significant change in the job duties and is assigned a higher pay range, the employee(s) in that classification shall be placed in the new pay range at a salary not more than five percent (5%) greater than the employee's current salary, which is considered a promotion, or the bottom of the new pay range, whichever is greater.

If the change in salary range is a pay adjustment with no significant change in job duties, the Employee(s) in that position shall be placed in the new pay range at the same step within the range.
10. **Part-Time Employment:** Full-Time positions currently approved within the budget may be filled on a Part-Time basis. Benefits attendant to Part-Time positions (unless otherwise stated in the Group Health Plan Document) shall be determined by the City Manager on an individual basis.
11. **Special Pay Considerations:** In special circumstances, an employee may choose to reduce their individual pay rate, waive payment of longevity, or other pay considerations, these reductions are voluntary, and will require the submission of a written request, effective for the current fiscal year only.
12. **Voluntary Unpaid Time Off:** In special circumstances, and with Department Head and City Manager approval, an employee may choose to take up to four (4) weeks voluntary unpaid time off per fiscal year. During this period, the employee's benefits will remain in force, with all applicable accruals. This unpaid time off is not considered a Leave of Absence as outlined in Section 4, Article H.
13. **Voluntary Reductions in Salary or Benefits:** Should an employee voluntarily make a reduction in pay, benefits, or hours worked as outlined in numbers 11 and 12 above, the City Manager may make non-monetary considerations for the benefit of such employees.

ARTICLE B: MERIT ADVANCEMENTS

1. **Initial Probationary Period:** All original and promotional appointments of persons to vacant positions will be made subject to a probationary period of at least six (6) months, not to exceed one (1) year. At the completion of the probationary period, an employee whose service has been certified as satisfactory by the Department Director shall be deemed a regular employee of the City of Sparks. The employee shall thereupon be eligible for a salary increase.

The Department Director, upon proper documentation setting forth the reasons for doing so, may extend the probationary period of any new employee with a questionable job performance record. An employee shall not receive any pay increases while in probationary status, other than cost of living adjustments and/or position pay rate adjustments authorized by the City Council.

2. Promotional Probationary Period: The employee will be placed on a 'promoted' probation for six (6) months; and upon successful completion may be eligible for a merit increase.
3. Merit Increases: Each employee who has passed probation, who has not reached the maximum in the pay range, shall be eligible for a merit pay increase, contingent upon the employee's level of job performance, with the pay period coinciding with the anniversary date for that position. An employee who may otherwise be eligible for a merit increase, but who was denied such an increase on the anniversary date, shall be eligible for review at the discretion of the Department Director for a merit salary increase at any subsequent time during the next twelve (12) months.

ARTICLE C: BILINGUAL PAY

Bilingual status shall only be for designated positions.. The final decision as to the designation of bilingual status will be made by the Human Resources Manager. Bilingual pay will be at the rate of fifty dollars (\$50.00) per pay period. An employee receiving Bilingual pay is required to perform translation services during normal working hours:

ARTICLE D: ACTING TEMPORARY OR ACTING DIRECTOR COMPENSATION

1. Acting Temporary: Any employee covered by this Resolution may be temporarily assigned by the Department Director to serve in an acting capacity in a position allocated to a higher pay range than that in which the employee is employed. If such temporary assignment is either to fill a position which is vacant or to fill a position during the temporary absence of the employee who holds that position, the employee shall be termed in "Acting Temporary" status.

An employee covered by this Resolution who has been temporarily assigned by the Department Director to serve in an acting capacity shall receive the minimum pay rate for the new position class, or a five percent (5%) salary increase, whichever is higher, for the temporary time only, not to exceed the maximum of the range for the position assigned. The higher rate of pay will be for no less than one day. Upon termination in the Acting Temporary position, the employee shall return to the position and the pay range from which the employee was temporarily assigned.

2. Long-Term Acting Temporary Assignment: If an employee is assigned to long-term acting temporary assignment for thirty (30) or more consecutive calendar days, beginning with the thirty-first (31st) calendar day, the employee shall receive compensation ten percent (10%) greater than the employee's regular salary or the bottom of the acting position's pay range, whichever is greater, not to exceed the maximum of the range for the position assigned. Consecutive calendar days are defined by the assignment, not the employee's attendance. Approved leave days taken during the first thirty (30) consecutive calendar days will not affect the assignment. The ten percent (10%) rate for the long-term acting temporary assignment compensation is paid after the assigned thirty-first (31st) calendar day.
3. Acting Department Head: Any Management employee who is assigned as a Department Head between the incumbent's resignation and the hiring of a new Department Head or during extended absences as approved by the City Manager shall be appointed Acting Department Head and be paid an additional ten percent (10%) over the employee's base salary or the minimum step of the salary range for the Department Head being replaced, whichever is greater, not to exceed the maximum of the range for the position assigned. In such circumstances, the City Manager may apply additional benefits, up to, but not to exceed Executive benefits at his discretion. Should an employee be promoted to the position following a long term acting period, the City Manager may consider a promotional increase equal to the Long Term Acting Pay.

ARTICLE E: EMPLOYEE LONGEVITY PAY

1. **Eligibility:** All Employees who have completed five (5) full years of service with the City, with each year being computed on the 16th day of November, shall be entitled to longevity pay in addition to regular pay and benefits.
2. **Amount of Longevity Pay:** Longevity Pay shall be at the rate of one-half of one percent (0.5%) of base salary multiplied by the number of years of service with the City to a maximum of ten percent (10%) of base pay. The maximum dollar payment shall be three thousand dollars (\$3,000.00).
3. **Computation and Payment of Longevity Pay:** Longevity Pay shall be computed from the longevity date through November 16th of the year being paid. For purposes of computation, a longevity date prior to the 16th of a month shall cause that month to be counted as one month of employment.

Longevity Pay for all eligible employees shall be paid no later than the Wednesday prior to Thanksgiving.

4. **Creditable Service for Longevity Computation:** All periods of classified or appointed full-time and/or full-time temporary employment with the City shall be considered as creditable service for the purpose of computing longevity eligibility. Temporary service will be credited only after the employee has been granted regular status.

Any period in which an employee was, while employed by the City, called into active military service of the United States Armed Forces, involuntarily, will be considered as creditable service for computation of Longevity Pay.

5. **Non-Creditable Service for Longevity Computation:** The following shall be deducted from creditable service time for computation of Longevity Pay:
 - a. Any period that an employee is on unpaid leave of absence.
 - b. Periods of service in the active military of the United States Armed Forces in which the employee enlisted voluntarily for active service, other than periods of war time or national emergency.
6. **Payment of Longevity Pay upon Termination:** An eligible employee shall be paid Longevity Pay upon termination of employment with the City. Payment will be made for each complete month between the preceding December 1st and the termination date as stated in Paragraph 2 of this Article.
7. **Death of Employee:** Upon the death of an employee presently on the employment records of this City, one hundred percent (100%) of Longevity Pay shall be paid to the employee's beneficiaries or estate.

ARTICLE F: CLOTHING AND PERSONAL ITEM ALLOWANCE

1. **Shoe Allowance:** Employees covered by this Resolution who are required to wear safety-toe footwear shall be paid three hundred dollars (\$300.00) per year.
2. **Watches Cell Phones and Eyeglasses:** The City agrees to reimburse employees to a maximum of one hundred and fifty dollars (\$150.00) for each incident for each pair of eyeglass frames and cellular phones; and the actual cost of prescription lenses, and seventy-five (\$75.00) for each watch which is lost, damaged or destroyed while performing job related duties, as certified by the Department Head. If an employee has a city-issued cellular phone, the reimbursement for cellular phone will not apply.

ARTICLE G: AUTO ALLOWANCE

The City Manager is authorized to designate specific employees covered under this resolution to receive an auto allowance. This rate will be reviewed and adjusted by the I.R.S. published increase or decrease in allowable expense, effective the first complete pay period of July each year. The City Manager may, as auto travel requirements change for any position, add or remove designated employees to receive an auto allowance. If the auto allowance designation is removed for an employee, the auto allowance payment will continue for a period of ninety (90) days following the removal of such designation. Employees receiving an auto allowance are not entitled to use of a City vehicle unless authorized in advance by the City Manager.

The City Manager may, with the approval of the Department Director, at the request of an employee covered under this Resolution designate employee to utilize a City vehicle for City business. Employee so designated shall be permitted to take the vehicle home for after hour's meetings or for emergency response. Employees designated to receive this option shall not be entitled to an Auto Allowance.

ARTICLE H: CELL PHONE REIMBURSEMENT

At the employee's request, the Department Head may approve a reimbursement of seventy five (\$75.00) per month for use of a personal cellular phone. If an employee has a City issued cellular phone, the reimbursement for cellular phone will not apply.

SECTION 3: BENEFITS

ARTICLE A: GROUP HEALTH, LIFE AND LONG-TERM DISABILITY INSURANCE

1. **Eligibility:** All employees are eligible for group health insurance (medical, dental, vision, pharmacy, life) and long term disability insurance, and may on the first of the month following employment, be eligible to enroll in the City's group health insurance plan and long term disability insurance, provided however, such employee is not excluded from enrollment by conditions of the Group Health Plan Document.
2. **City and Employee Share of Premium:**
 - a. The City shall pay the entire premium for group health and life insurance for each employee and for the employee's eligible dependents for employees hired on or before June 30, 2006.
 - b. For employees hired on or after July 1, 2006 and before July 1, 2010 the City shall pay the entire premium for group health and life insurance for each employee and seventy five percent (75%) of the actuarially determined premium for the employee's eligible dependents enrolled in the City's plan and employees shall pay twenty five percent (25%) of the monthly group health insurance premium for their eligible dependents.
 - c. For employees hired on or after July 1, 2010 the City shall pay the entire premium for group health and life insurance for each employee and fifty percent (50%) of the actuarially determined premium for the employee's eligible dependents enrolled in the City's plan and employees shall pay fifty percent (50%) of the monthly insurance premium for their eligible dependents.

- d. The City shall pay one hundred percent (100%) of the total premium for the basic long-term disability plan offered by the City. Additional premium for any "buy-up" to the plan is the employee's responsibility.
3. Status While on Leave of Absence: An employee on an unpaid Leave of Absence from the City may continue to carry the City group health insurance and long-term disability policy by making the full premium payment in compliance with applicable federal regulations.
4. Long-Term Disability Insurance Upon Separation from City Service: Employees who separate from City service may be eligible to convert the long-term disability coverage through the insurance company. The individual is responsible for one hundred percent (100%) of the premium cost and shall pay the premium directly to the insurance company.
5. Group Health Care Committee: The purpose of this Committee is to discuss cost containment measures and to recommend to the City Council any benefit changes to the City's self-insured group health and life insurance plan.

The Committee shall be comprised of three (3) voting members and one alternate member from each of the following represented groups:

- Operating Engineers (OE3)
- Sparks Police Protective Association (SPPA)
- International Association of Firefighters (IAFF)

The Committee shall also be comprised of one non-voting member and one alternate member from each of the following represented and non-represented groups to provide input to voting members:

- Operating Engineers Supervisory Unit
- Confidential
- Management Professional/Appointed
- Classified Chief Officers

One (1) retired employee and alternate will serve to provide input on the effect of any changes upon retirees.

The Committee Chairperson and Vice-chairperson will be appointed by the City Manager and will not have a vote on the Committee.

The voting member of each recognized bargaining unit shall have the authority to bind said bargaining unit to any modification in benefits recommended to the City Council subject to ratification of at least two (2) of the voting members (OE3, SPPA, IAFF). Any two (2) of the listed three (3) bargaining units can bind the remaining bargaining units to changes to the City's self-insured group health and life insurance plans. Any modification in benefits agreed to by the City Council on recommendation of the committee shall be binding upon each represented and non-represented group.

ARTICLE B: HEALTH INSURANCE UPON RETIREMENT

1. Eligibility: Employees hired, transferred or promoted into the Management, Professional and Technical Employee Resolution are eligible for sick leave conversion rights outlined in this Resolution at the time of retirement. Upon termination or retirement, an employee may choose to elect conversion of accumulated sick leave or cash out of accumulated sick leave, provided minimum years of service are met.

2. **Conversion of Accumulated Sick Leave:** Employees qualifying for retirement under Nevada PERS with a minimum of twenty (20) years of continuous service with the City of Sparks may elect to convert the employee's accumulated sick leave for the purpose of paying for future coverage under the City's group health insurance plan on a monthly basis in accordance with the following table:

Years of Service	Percentage of Sick Hours Converted
20	65%
21	75%
22	85%
23	90%
24	95%
25 or more	100%

The employee's sick leave conversion account shall be assigned a present value as of the date of retirement equal to the number of hours of accumulated sick leave times the employee's base hourly rate time the conversion percentage, at the time of retirement. The City will account for a retiree's accumulated sick leave and debit said account on a dollar-for-dollar basis.

The City will pay the retiree's group health insurance coverage so long as there is a balance of accumulated sick leave adequate to cover the monthly premium, or if the retiree has made arrangements to pay for the City coverage directly.

When a retired employee becomes eligible for Medicare coverage or other federal programs, the retiree will receive Medicare supplemental coverage so long as there is a balance of accumulated sick leave adequate to cover the monthly premium.

A surviving spouse will continue to receive medical coverage under this benefit so long as there is a balance of accumulated sick leave adequate to cover the monthly premium, or if the spouse has made arrangements to pay for the City coverage directly.

This benefit is nontransferable and does not survive the retiree except as to a surviving spouse as described above.

The fund to which the accumulated sick leave is credited does not accrue interest and does not have cash value. The City pays for the retiree's group health coverage by debiting the monthly cost of such coverage from the retiree's accumulated sick leave balance and paying the actual cost of such coverage out of the appropriate City fund.

The retiree may request an annual summary of the sick leave conversion balance.

3. **Sick Leave Cash-Out Provision:** As an alternative to Sick Leave Conversion, employees, upon retirement, may elect a cash out of this benefit, as follows:

Years of Service	Cash-Out Percentage
10	10%
15	25%
20	65%
21	75%
22	85%
23	90%
24	95%
25 or more	100%

Employee may elect an annual payment of conversion dollars in annual payments that provide equal payout over time.

Maximum annual payment will not exceed twenty five thousand dollars (\$25,000.00). Once election is made, it may not be changed. Upon death of the employee, payments cease.

If the account is valued at less than fifteen thousand dollars (\$15,000.00), and cash out elected, the full amount will be paid upon termination of employment.

If the employee chooses the cash out option, the employee is not eligible to continue on the City's group health insurance plan for themselves and dependents. However, employee may return per NRS on any even year and pays full cost of coverage and annual payments continue as selected.

ARTICLE C: RETIREMENT

The retirement rights of the employee are as provided by the Statutes of the State of Nevada. The City will pay 100% of the employee's retirement contribution to the Retirement System. Eligible compensation and service credit is determined at the sole discretion of PERS:

ARTICLE D: TUITION REIMBURSEMENT

Upon proof of course completion with either a grade of 'C' or better or a certificate of completion for pass/fail courses, the City shall pay one hundred percent (100%) of tuition, lab fees, required textbooks, and ancillary written course materials, not to exceed one thousand five hundred dollars (\$1,500.00) per fiscal year for job related courses which are approved in writing in advance by the Department Director and the Human Resources Manager. Approved certificate programs may also qualify for consideration under this section.

SECTION 4 - LEAVE BENEFITS

ARTICLE A: HOLIDAYS

1. The following holidays are established as legal holidays:

New Year's Day	January 1
Martin Luther King Jr.'s Birthday	3rd Monday in January
Washington's Birthday	3rd Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	1st Monday in September
Nevada Day	Last Friday in October
Veteran's Day	November 11
Thanksgiving Day	Thanksgiving Day
Day after Thanksgiving	Friday after Thanksgiving Day
Christmas Day	December 25

And, any other day that may be declared a holiday by the Mayor or the City of Sparks, or by the Governor of the State of Nevada or any national holiday declared by the President of the United States. Special holidays granted by the President of the United States for Federal Employees under Executive Order 11582 are not City Holidays.

2. Holidays shall be observed as follows:
 - a. If a legal holiday falls on the first day of an employee's scheduled day off, the day preceding work day shall be observed as a holiday.
 - b. If a legal holiday falls on the second or succeeding day of consecutive scheduled days off, the next succeeding work day shall be observed as a holiday.

ARTICLE B: ANNUAL LEAVE

1. Eligibility: For the purpose of determining eligibility for Annual Leave allowance, the term "continuous service" shall be that service commencing with appointment to a position and continuing until termination. For the purpose of determining Annual Leave earned, the term "actual service" shall mean the number of days actually worked on the job; provided, however, that absence from work due to Sick Leave with pay, Annual Leave with pay, or injury or illness incurred in the City service shall be deemed actual service.
2. Qualifying Period: An employee is not entitled to take Annual Leave until the probationary period has been completed.
3. Accrual of Annual Leave:

<u>Years of Continuous Service</u>	<u>Accrual Rate per Bi-Weekly Pay Period</u>
Less than 5 years	4.6 hours
5 years or more	6.5 hours
10 years or more	7.1 hours
15 years or more	7.9 hours
20 years or more	8.4 hours

The maximum hours to be accumulated are five hundred (500) hours.

4. Authorizations: All Annual Leave shall be taken at such times of the year as may be approved by the Department Director.
5. Annual Leave Policy: It is hereby declared to be the policy of the City that employees take their normal Annual Leave each year; provided, however, that for reasons deemed sufficient by the Department Director, an employee may, with the consent of the Department Director, take more or less than the normal Annual Leave one year with a correspondingly longer Annual Leave the following year. City Manager approval is required for all annual leave requests longer than three (3) consecutive weeks.
6. Resignation and/or Retirement: A person about to resign or retire under PERS and who has earned Annual Leave may be granted Annual Leave for the time so earned not to exceed the annual maximum for the employee's position. Such Annual Leave must be taken prior to the effective date of any such resignation or retirement; or in lieu of such Annual Leave, an employee may be granted a lump sum payment for Annual Leave time accrued to employee's credit. All other employees will be granted a lump sum payment for Annual Leave time accrued to employee's credit.
7. Death of Employee: Upon the death of a person presently on the employment records of this City, a lump sum payment for Annual Leave time accrued to the employee's credit will be made to the employee's beneficiaries or estate.

8. Minimum Annual Leave To be Taken: The minimum Annual Leave time which may be taken at any one time by any employee shall be one day.
9. Annual Leave on a Holiday: An employee who is on Annual Leave on a holiday shall not be charged Annual Leave for that holiday.
10. Annual Conversion: An employee may elect to cash out annual leave up to eighty (80) hours per fiscal year. Annual leave conversion must be taken in forty (40) hour increments. The employee must have a minimum of one hundred sixty (160) hours prior to cash out to utilize this benefit.

ARTICLE C: SICK LEAVE

1. Eligibility: For the purposes of determining eligibility for Sick Leave allowance, the term "continuous service" shall be that service commencing with appointment to a position and continuing until termination.

For the purpose of determining Sick Leave earned, the term "actual service" shall mean the number of days actually worked on the job; provided, however, that absence from work due to Sick Leave with pay, Annual Leave with pay, injury or illness incurred in the City service and absence on temporary military duty shall be deemed actual service.

2. Accrual of Sick Leave: Management, Professional and Technical employees working on a classified, appointed or probationary basis shall earn Sick Leave credits at the rate of five (5) hours per bi-weekly period or major fraction thereof, computed on the basis of calendar days of actual service.

Unrestricted Maximum: Accumulation of Sick Leave accruing to an employee's credit which is not used during the year in which earned may accumulate from year to year without restriction to a maximum amount.

Accrual of Sick Leave shall cease after any period of continuous Sick Leave having duration of six (6) calendar months.

3. Authorized Use of Sick Leave: Sick leave, with pay, can only be granted upon the approval of the Department Director in the case of bona fide illness or injury of an employee or, illness, injury or death of any relative within the third degree of consanguinity or affinity, as outlined on Appendix B.

Sick leave used for bereavement shall be limited to forty (40) hour per incident, except as approved in advance by the City Manager. Such use of bereavement leave is limited to the relatives listed on Appendix B.

4. Certificate of Illness: Evidence in the form of a physician's certificate or certificate of illness shall be furnished as proof of adequacy of the reason for the employee's absence during the time when sick leave was requested. A certificate may be required by the Department Director when there is:
 - a. Absence in excess of three (3) days;
 - b. Whenever there is reason to believe that the Sick Leave privilege is being abused.

5. Forfeiture of Sick Leave: No City employee shall be entitled to Sick Leave while absent from duty on account of disability arising from any conduct which is in violation of federal, state or local statute, written City or departmental policy or direct order of the Department Director.
6. Advancing Sick Leave: Upon application of an employee and approval and justification by the Department Director, an employee may be advanced Sick Leave. Advanced Sick Leave will not exceed sixty (60) working days and will be subject to the following:
 - a. Request for advancement of Sick Leave will be supported by a medical certificate.
 - b. All available accumulated Sick Leave will be exhausted before advancement.
 - c. All available accumulated Annual Leave will be exhausted before advancement.
 - d. All available Personal Leave Days will be exhausted before advancement.
 - e. There is reasonable assurance that the employee will return to duty to earn and repay the advance credits.
 - f. If the employee terminates prior to restoring advanced sick leave, any amounts owing will be deducted from the employee's final paycheck.
 - g. The City Manager will be the final approving authority on such request.
7. Recovery for Damages: If an employee recovers damages for time lost, the employee shall not receive Sick Leave pay under this section for the same time; or having received sick leave prior to the recovery of damages, the employee shall repay the City for any amount paid therefore under this section.
8. Minimum Sick Leave to be Taken: ~~Minimum Sick Leave to be Taken~~: The minimum Sick Leave time which may be taken by the employee shall be one (1) day.
9. Payment for Accumulated Sick Leave: Employees in good standing with a balance more than four hundred (400) hours of sick leave may cash in a portion of the balance over four hundred (400) hours once each year and shall be credited with twenty percent (20%) of the cashed in balance. For example, an employee cashing in one hundred twenty (120) hours receives credit for twenty four (24) hours back ($120 \text{ hours} \times .2 = 24 \text{ hours}$). To be eligible for the cash in privilege, employees must maintain a minimum sick leave balance of four hundred (400) hours and may not cash in more than four hundred (400) hours over their minimum required balance. The maximum cash in pay back shall be eighty (80) hours ($400 \text{ hours} \times .2 = 80 \text{ hours}$), which requires a minimum of eight hundred (800) hours on the books prior to the cash in.

This election must be made by June 1, with payment made to the employee with the second paycheck in July. The dollar amount of this cash-in credit, which will be paid at the employee's base salary as of July 1, will be paid directly to the employee.

Employees may elect to retain more than four hundred (400) hours before cashing in hours, or they may decide to not cash in any hours for one or more years. The cash-in privilege is at the discretion of employees electing this benefit.
10. Return to Work. Any employee certified by a physician to be absent from work for a specified period of time due to illness or injury must present a physician's release if the employee wishes to return prior to the date originally specified by the physician.

ARTICLE D: SICK LEAVE BANK

1. An employee may request in writing that a specified number of hours of accrued annual or sick leave may be transferred from the employee's account to the Sick Leave Bank.
2. The minimum number of hours which may be transferred is eight (8) hours. Any hours transferred from an employee's account to the "bank" may not be returned or restored to that employee. This section, however, does not prevent an employee from receiving leave from the "bank."
3. An employee who is about to exhaust all accrued leave may request, in writing, that a specified number of hours be transferred from the Sick Leave Bank to the employee's own account. The request should include, at a minimum, the employee's name and a description of the need and the expected duration.
4. An employee may not receive leave from the "bank" until all of the employee's sick, annual and personal hours have been exhausted.
5. An employee who receives leave from this "bank" is entitled to pay at the employee's own rate of pay.
6. Upon receipt of a request for leave, the Human Resources Manager shall notify the Committee, made up of two (2) appointees by the City Manager and the Human Resources Manager. The Committee shall meet to review the request. The Committee may approve or deny transfer of a specified number of hours from the "bank" to the account of any employee whom the Committee determines is eligible to receive such leave.

The decision of the Committee concerning the approval of leave usage is final and is not subject to the grievance procedure. The Committee may review the status of any leave granted to an employee and determine whether or not there is a continuing need for the granted leave.

The Committee shall not grant any hours of leave from the "bank" after:

- a. The need ceases to exist; or,
 - b. The employee who is receiving the leave resigns or the employee's employment with the appointing authority is terminated.
7. Any leave that the employee received from the "bank" which was not used or upon resignation or termination of the employee must be returned to the "bank."

ARTICLE E: WORKERS COMPENSATION LEAVE

If an employee is absent due to an industrial injury or occupational disease with the City, the employee shall receive current, full, regular pay or sixty (60) days in any twelve (12) month period, without being charged any sick and/or annual leave. This leave shall be known as workers' compensation leave.

Employees who have used all sixty (60) days of workers' compensation leave, or those with an industrial injury or occupational disease with a different employer may elect to receive, current, full, regular pay and benefits from the City instead of replacement benefits pursuant to NRS 616 and 617. In order to receive this payment, one third (1/3) of the cost of the current, full, regular pay must be charged first to an employee's sick leave bank until it is exhausted to a zero (0) balance, and second to an employee's annual leave bank until it is exhausted to a zero (0) balance.

If the employee does not wish to utilize sick leave and annual leave in this manner, the employee must notify Human Resources and shall accept as full compensation the amount received pursuant to NRS Chapters 616 and 617. Once this election is made, it may not be changed.

After all workers' compensation leave, sick leave and annual leave are exhausted, the employee shall accept as full compensation the amount received pursuant to NRS Chapters 616 and 617.

If applicable, the employee shall promptly endorse workers' compensation checks and submit them to Human Resources. In no event shall an employee be allowed to receive workers' compensation as well as compensation from the City.

ARTICLE F: COURT LEAVE

Any employee appearing in any court or before the Grand Jury as a party to an action arising out of City employment or as a witness to either a civil or criminal case for the purpose of giving testimony as to facts or knowledge received in the course of City employment, shall receive full compensation as though actually on the job during such time. The employee shall claim any jury, witness or other fee to which the employee may be entitled by reason of such appearance and forthwith pay the same over to the City to be deposited in the General Fund of the City. In all cases, however, the employee shall retain mileage allowance.

If the employee is on duty and witnesses an event not related to the performance of their duty, but as a bystander witness, they will not be compensated for the court appearance. Additionally, the employee will not be paid court pay for any court appearance as a witness against the City.

In the event an employee is called upon as a witness before the Grand Jury or in any case before a court of law as a direct result of or directly pertaining to City employment, the employee may be entitled to retain from court fees reasonable allowance for expenses incurred.

ARTICLE G: MILITARY LEAVE

Military Leave shall be in compliance with the Uniformed Services Employment & Re-Employment Rights Act of 1994, and the City's Administrative Rule on Military Leave.

Any employee covered by the Resolution who is absent due to mandatory training in the U.S. National Guard or Reserve will serve without loss of City compensation for a period not to exceed fifteen (15) working days in any one calendar year. Any such absence shall not be deemed to be an employee's Annual Leave.

ARTICLE H: LEAVE OF ABSENCE

A Management, Professional or Technical employee, as defined by FLSA, who is absent for a full day is entitled to compensation for sick leave, annual leave, or other paid leave. Any employee who is absent for a full day due to illness or Annual Leave is only entitled to compensation in relation to the amount of accumulated sick leave, annual leave, or other paid leave.

Official Leaves of Absence shall be granted to Classified employees according to the rules of the Civil Service Commission.

Appointed employees may be granted Leave of Absence as authorized by the City Manager, not to exceed one (1) year. Any employee on such leave shall receive no compensation from the City during the period of absence.

The leave of absence shall be deemed to be in the best interest of the city. An employee must have five (5) years of service to be eligible for a leave of absence.

A leave of absence may not be granted to seek employment outside the City, or receive pay from another employer during the leave of absence.

ARTICLE I: PERSONAL LEAVE

Employees covered by this resolution are eligible for three to five (3-5) Personal Leave days. The Personal Leave days shall be available in full with the first full pay period in July of each year and any unused days shall expire on June 30th of each year.

The Personal Leave shall be scheduled using the same process for Annual Leave. The number of Personal Leave days assigned varies by employee and will be assigned by the Department Director and reviewed annually.

PASSED AND ADOPTED this 8th day of June, 2015, by the following vote of the City Council:

AYES: Ratti, Lawson, Smith, Bybee

NAYS: Schmitt

ABSENT: None

APPROVED this 8th day of June, 2015, by:



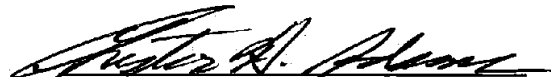
GENO R. MARTINI, MAYOR

ATTEST:

APPROVED AS TO FORM:



TERESA GARDNER
CITY CLERK



CHESTER H. ADAMS
CITY ATTORNEY

APPENDIX A – JOB CLASS AND SALARY RANGES

Position	Effective:	7/13/2015		7/11/2016	
		Min *	Max *	Min *	Max *
Accountant I		\$51,024	\$66,364	\$52,045	\$67,691
Accountant II		\$56,201	\$72,813	\$57,325	\$74,270
Accountant, Senior		\$65,069	\$89,022	\$66,371	\$90,803
Accounting Manager		\$74,977	\$101,625	\$76,477	\$103,657
Administration Division Manager		\$75,359	\$108,350	\$76,866	\$110,517
Administrative Analyst, Senior		\$61,993	\$80,303	\$63,233	\$81,909
Assistant City Clerk/Records Coordinator		\$61,993	\$80,303	\$63,233	\$81,909
Assistant Community Services Director & City Engineer		\$108,881	\$139,283	\$111,058	\$142,069
Assistant Public Works Manager		\$65,069	\$89,022	\$66,371	\$90,803
Budget Administrator		\$65,069	\$89,022	\$66,371	\$90,803
Building Official		\$80,684	\$115,500	\$82,298	\$117,810
Capital Projects Coordinator I		\$74,977	\$101,625	\$76,477	\$103,657
Capital Projects Coordinator II		\$75,359	\$108,350	\$76,866	\$110,517
Capital Projects Manager		\$80,684	\$115,500	\$82,298	\$117,810
City Clerk		\$75,359	\$108,350	\$76,866	\$110,517
City Planner		\$84,737	\$121,334	\$86,431	\$123,761
Civil Engineer		\$51,024	\$80,303	\$52,045	\$81,909
Civil Engineer, Senior		\$75,359	\$108,350	\$76,866	\$110,517
Community Relations Manager		\$74,977	\$101,625	\$76,477	\$103,657
Contracts and Risk Manager		\$74,977	\$101,625	\$76,477	\$103,657
Customer Service Manager		\$65,069	\$89,022	\$66,371	\$90,803
Housing Specialist		\$56,201	\$72,813	\$57,325	\$74,270
Human Resources Analyst I		\$56,201	\$72,813	\$57,325	\$74,270
Human Resources Analyst II		\$61,993	\$80,303	\$63,233	\$81,909
Human Resources Analyst Senior		\$65,069	\$89,022	\$66,371	\$90,803
Human Resource's Manager		\$75,359	\$108,350	\$76,866	\$110,517
Infrastructure Coordinator I		\$74,977	\$101,625	\$76,477	\$103,657
Infrastructure Coordinator II		\$75,359	\$108,350	\$76,866	\$110,517
IT Manager		\$74,977	\$101,625	\$76,477	\$103,657
Laboratory Manager		\$74,977	\$101,625	\$76,477	\$103,657
Laboratory Quality Assurance Officer		\$65,069	\$89,022	\$66,371	\$90,803
Network Administrator		\$65,069	\$89,022	\$66,371	\$90,803
Parks Development and Operations Manager		\$74,977	\$101,625	\$76,477	\$103,657
Planner, Senior		\$74,977	\$101,625	\$76,477	\$103,657
Property Agent		\$65,069	\$89,022	\$66,371	\$90,803
Public Works Manager		\$84,737	\$121,334	\$86,431	\$123,761
Recreation Supervisor		\$65,069	\$89,022	\$66,371	\$90,803
Safety Coordinator		\$56,201	\$72,813	\$57,325	\$74,270
Special Events Supervisor		\$61,993	\$80,303	\$63,233	\$81,909
Systems Analyst I		\$51,024	\$66,364	\$52,045	\$67,691
Systems Analyst II		\$56,201	\$72,813	\$57,325	\$74,270
Systems Analyst, Senior		\$65,069	\$89,022	\$66,371	\$90,803
Systems Analyst, Senior - GIS		\$65,069	\$89,022	\$66,371	\$90,803
TMWRF Maintenance Manager		\$74,977	\$101,625	\$76,477	\$103,657

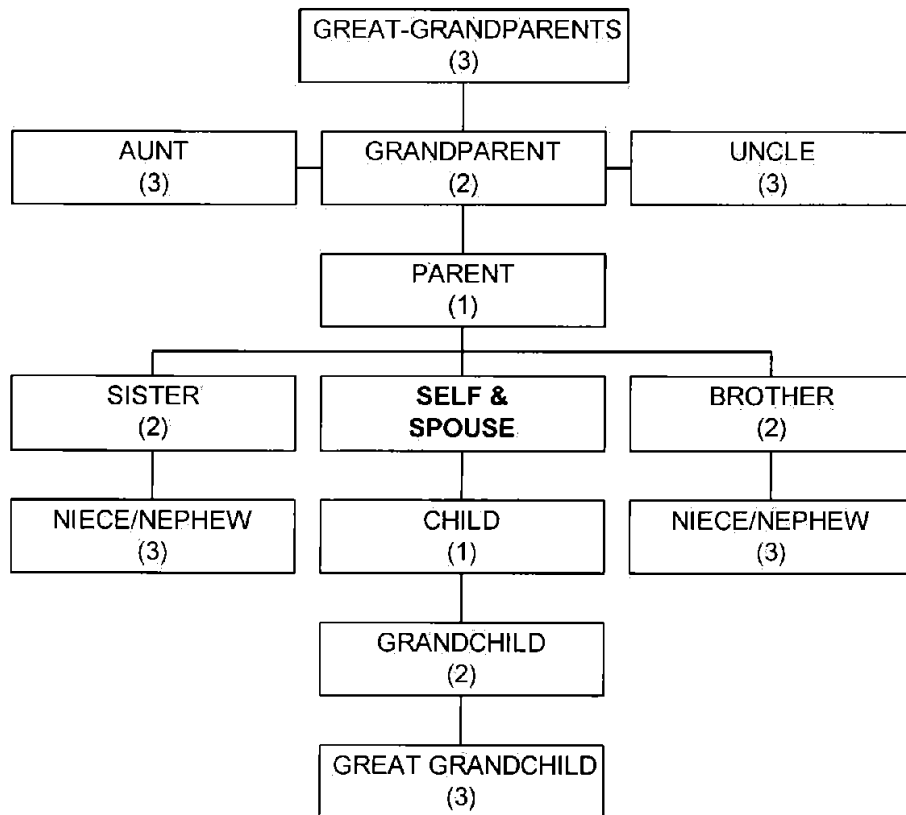
TMWRF Operations Manager	\$74,977	\$101,625	\$76,477	\$103,657
TMWRF Treatment Plant Manager	\$108,881	\$139,283	\$111,058	\$142,069
Transportation Manager	\$80,684	\$115,500	\$82,298	\$117,810
Transportation Services Coordinator I	\$74,977	\$101,625	\$76,477	\$103,657
Transportation Services Coordinator II	\$75,359	\$108,350	\$76,866	\$110,517
Treatment Plant Process Engineer	\$75,359	\$108,350	\$76,866	\$110,517
Treatment Plant Support Services Manager	\$74,977	\$101,625	\$76,477	\$103,657
Utility Manager	\$80,684	\$115,500	\$82,298	\$117,810
Victim Advocate	\$40,820	\$59,596	\$41,636	\$60,788

* Dollar Amounts are rounded.

For exact wage amounts, refer to the City of Sparks' "Position Report by Title"

APPENDIX B - CONSANGUINITY AND AFFINITY CHART

**DEGREES OF
CONSANGUINITY AND AFFINITY**



Note - Spouse includes Domestic Partner.