

LABOR AGREEMENT

JULY 1, 2018 – JUNE 30, 2019

CITY OF RENO

AND

RENO ADMINISTRATIVE/PROFESSIONAL GROUP

ADMINISTRATIVE UNIT

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ADMINISTRATIVE UNIT

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PREAMBLE

THIS AGREEMENT is made and entered into this _____ day of December, 2014, at Reno, Nevada, by and between the City of Reno, Nevada, a Municipal corporation, hereinafter referred to as the City, and the Reno Administrative and Professional Group, Administrative Unit, hereinafter referred to as the Association.

- (a) It is the intent and purpose of the parties to set forth herein their entire Agreement covering rates of pay, wages, hours of employment and other conditions of employment; and to provide for prompt and fair settlement of grievances without any interruption of or other interference with the operation of the City of Reno.
- (b) Both parties mutually agree that their objective is to preserve the interest of both parties hereto. Both parties further agree that in the interest of collective bargaining and harmonious relations they will at all times abide by the terms and conditions as hereinafter set forth and agreed upon.

ARTICLE NO. 1. RECOGNITION

- (a) The City hereby recognizes the Reno Professional/Administrative Group as the sole and exclusive bargaining agent for all regular employees of the City who are assigned to one of the classifications listed in Appendix A and fill positions included in the RAPG Administrative Unit.
- (b) The City Manager shall, when it is determined to be in the best interest of the City, establish such additional classifications as may become necessary for the operation of the City.

ARTICLE NO. 2. LEAVE OF ABSENCE

Leave of absence will only be granted if recommended by the Department Head and subsequently approved by the City Manager, and, if required, by the Reno Civil Service Commission.

ARTICLE NO. 3. SALARY ADMINISTRATION

(a) Salary Payment

- (1) Effective July 1, 2018, the salary table shall be increased to reflect a 3% cost of living (COLA).

All regular employees shall be compensated using a biweekly or semi-monthly pay schedule as administered by the City Administration. Any conversion to semi-monthly pay periods shall be done without loss of salary or benefits to the employee. Appropriate salary rates are provided in the salary appendix. It is understood merit increases are not guaranteed for any employee who fails to meet standards and the regulations for salary administration are contained in Article 4, Merit Step Increase. All regular employees shall be compensated in accordance with the salary range for the classification as described in the salary schedule, Appendix B.

(b) Deferred Compensation.

- (1) The City shall contribute One Dollar (\$1.00) for each One Dollar (\$1.00) deferred and invested by the employee in the City approved Deferred Compensation program, up to a maximum City contribution equal to five percent (5.0%) of the employee's biweekly base wage not to exceed a total City contribution of one-half of the limit established by Federal law.

(c) Salary Rate Upon Initial Appointment

- (1) Upon initial appointment, the entrance rate shall be the minimum rate of the range for the classification.
 - (2) The City Manager may authorize an initial appointment above the minimum rate of the range where he/she shall find that such person is reasonably entitled because of his/her experience and ability to a rate above the minimum, or in cases where it is necessary to hire a candidate at a rate above the minimum due to inability to recruit qualified candidates at the minimum rate.
 - (3) No part of section (d) (1) or (2) shall be subject to the provisions of the Grievance-Arbitration Procedure Article of this contract.
- (d) If a leave of absence without pay is granted to an employee, the time actually worked before and after the leave of absence shall be added together and must total one year before said employee is eligible to receive a merit raise.
- (e) In order to carry out the intent of this Article, the City Manager may re-determine and adjust the salary rate of any employee either upwards or downwards after taking into consideration said employee's experience, background, adaptability to

his/her present position, leadership, efficiency, and overall job performance. Said salary shall be within the applicable salary range. No part of this section shall be subject to the provisions of the Grievance-Arbitration Procedure Article of this contract.

- (f) Upon promotion to a position of a higher classification, the new rate shall be the minimum rate of the range of the position to which promoted or a rate within the range agreed to by the employee and department head and approved by the City Manager, whichever is higher. Such rate shall be no less than ten percent (10%) above the employee's current base wage. No part of this section shall be subject to the provisions of the Grievance-Arbitration Procedure Article of this contract.
- (g) Whenever an employee is temporarily promoted, in writing and approved by the City Manager, to a position in a higher classification, such employee shall carry the title and receive the salary for such higher classification only for the duration of such temporary work. The salary shall be no less than five percent (5%) higher than that received at the time of appointment.

(h) Professional Certification

- (1) Effective upon ratification of this agreement an employee who is required by his/her classification specification to maintain a professional registration, license, or certification and has obtained prior verification from his/her department head, or who has a professional registration, license, or certification that is beneficial to the City as determined by the City Manager or designee, shall be reimbursed for the fees required to renew or maintain the certification. Subject to written approval by the department head additional registrations or certifications may be approved annually.

(i) Bilingual Pay

An employee may be assigned to one of a limited number of designated positions citywide to provide bilingual services for the City subject to approval by the City Manager. The City Manager shall determine where the designated assignments will be most efficient and productive for the City as a whole after recommendation from the department heads. There shall be no more than 15 such assignments citywide, regardless of bargaining unit.

An employee assigned to one of these designated positions and certified at Level I by Truckee Meadows Community College (TMCC) shall receive compensation in the amount of forty dollars (\$40.00) per pay period for the period so assigned.

An employee assigned to one of these designated positions and certified at Level II by Truckee Meadows Community College (TMCC) shall receive compensation in the amount of sixty dollars (\$60.00) per pay period for the period so assigned.

ARTICLE NO. 4. MERIT STEP INCREASE

- (a) Employees hired or promoted into their classification on or before December 1, 2014, and who satisfactorily complete 2080 hours of service, excluding overtime, after initial appointment or promotion to a position, shall be eligible for a merit step increase on July 1, 2015 and yearly thereafter until they reach the top of the range for their position in the attached salary schedule.
- (b)
 - (1) Employees hired or promoted into the RAPG Admin represented unit after December 1, 2014, and who satisfactorily complete 2080 hours of service, after initial appointment or promotion to a position, shall be eligible for a merit step increase and yearly thereafter until they reach step three (3) of the attached salary schedule. Subsequent advancement to step 4 and/or 5 will require the approval of the City Manager. There is no appeal of the City Manager's decision.
 - (2) Employees currently employed, as of December 1, 2014, and represented by the Reno Administrative Professional Group Professional Unit (RAPG PRO) that are promoted into the RAPG Admin unit will be eligible for the five step salary ranges. This does not apply to any employee hired (new City employee or current City employee that is not represented by the RAPG PRO unit) into the RAPG PRO represented unit after December 1, 2014.
- (c) To be eligible for a merit step increase the employee must meet a meritorious level of performance and competence since the last year's evaluation. Employees hired by the City prior to December 1, 2014 shall have a July 1, 2015 anniversary date for the purposes of calculating subsequent increases, The anniversary date of employees hired or promoted after December 1, 2014 shall be the employee's date of hire or promotion.
- (d) If there is a delay in awarding the merit increase that was due to clerical or administrative delay or mistake, the proper adjustment shall be made retroactive to the date it was due.
- (e) In the event that an employee is denied a merit step increase, the employee will be informed of the specific reasons for such denial and may within ten (10) working days of such notification request in writing a review before his/her Department Head or designee to discuss the reason for the denial.
 - (1) The review shall be attended by the employee, the employee's supervisor, and the Department Head or his/her designee, and may include at the employee's discretion, an Association Representative.

- (2) The decision of the Department Head or his/her designee may be appealed to the City Manager or his/her designee for a final decision. The employee has the right to attach a written rebuttal statement to the evaluation, which will be included in the official personnel file.
- (f) If the merit step increase has not been paid and there is no denial of the performance step increase in accordance with (e) above, at any time after two (2) full pay periods following the employee's anniversary date, the Association or the employee may notify the Department of Human Resources in writing, or by e-mail, with a copy to the Department Head, and request award of the merit step increase. Following notification from the Association or the employee, the Department Head shall notify the Department of Human Resources within one (1) full pay period, if the employee's job performance is the basis of the non-award. If there is no response within the specified time period, or if the response indicates the delay is due to administrative oversight, the Human Resources Department shall initiate the applicable merit step increase which will be retroactive to the date that it was originally due.
- (g) Management will not be arbitrary or capricious in the denial of a performance step increase.
- (h) A standard merit step increase shall be one step above the employee's present step in the assigned pay grade as provided in the attached appendix.
- (i) For exceptional performance the City Manager may approve a two (2) step pay increase.
- (j) The decision to grant or deny a step increase is not subject to the grievance procedure.

ARTICLE NO. 5. HOLIDAYS

- (a) Eligible, full-time employees shall be entitled to eight (8) hours off from work on the following holidays during each year:

New Year's Day (January 1)
Martin Luther King's Birthday (Third Monday in January)
President's Day (Third Monday in February)
Memorial Day (Last Monday in May)
Independence Day (July 4)
Labor Day (First Monday in September)
Nevada Day (Last Friday in October)
Veteran's Day (November 11)
Thanksgiving Day (Fourth Thursday in November)
Family Day (Day after Thanksgiving)
Christmas Day (December 25)

and upon any other day that may be declared by the Mayor, the Governor of the State of Nevada, or the President of the United States to be a legal holiday or day of mourning applicable to and intended to be observed by closure of local government public offices.

To be eligible for holiday pay, an employee must be on the active payroll of the City and must have worked his full regularly scheduled workday before and after the holiday, unless excused by the City.

- (b) Each employee shall be eligible for eight (8) hours of paid time off as a floating holiday to be taken during the fiscal year. The time during which the employee may take his time off is subject to approval by the Department Head.
- (c) For employees regularly scheduled a Monday-Friday workweek, whenever one of these holidays falls on a Saturday, the preceding Friday will be observed as a holiday, and should it fall on a Sunday, the following Monday will be a holiday. For employees regularly scheduled on an other than Monday-Friday workweek, whenever one of these holidays falls on a non-workday, the previous or subsequent workday shall be observed as the dates observed by the State of Nevada as referred to in Nevada PERS Official Policies.
- (d) Pay for a holiday worked shall be added to the payroll for the period within which the holiday falls. If an employee is required by the Department Head to work a holiday, the employee may flex the equivalent holiday worked hours within the same pay period. This provision shall not apply to emergency situations. Should any provision of this Article be deemed to remove this unit of exempt status per FLSA, then that portion shall be nullified and renegotiated.
- (e) Should any employee be required by order of his Department Head/Division Head to work on any of the above-named holidays, if eligible for holiday pay, in addition to this holiday pay he shall receive one and one-half (1-1/2) times his regular hourly rate of pay for each hour or major fraction worked.
- (f) Pay for a holiday worked will be added to the payroll for the period within which the holiday falls. Within six (6) months of a holiday worked, an employee may take off as an excused absence one day without pay as approved by his Department Head/Division Head.

ARTICLE NO. 6. VACATION

- (a) Full-time, regular employees covered under this contract shall earn vacation benefits at the rate of eight (8) hours per bi-weekly pay period or major portion thereof, except as in subparagraph (e).
- (b) Vacation credits shall accrue for each pay period the employee is in full pay status a major portion of his regularly scheduled bi-weekly hours. Vacation shall be charged on the basis of one hour for each hour or major portion of an hour of vacation taken. Vacation taken during a bi-weekly period shall be charged before vacation earned during that pay period is credited. Holidays as enumerated in this contract occurring within the vacation period shall 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 employee.
- (c) Employees voluntarily separated from the City shall lose all rights for computing prior service upon re-employment by the City. Regular full-time employees who leave the employment of the City shall be compensated for earned but unused vacation at the time of departure from City employment.
- (d) Vacation credit may be accumulated up to a maximum number of hours equal to that number which can be earned in a two (2) year period, plus five (5) days vacation.
- (e) The following schedule shall apply to all employees hired after July 1, 1982.

<u>Years of Continuous Service</u>	<u>Hours of Vacation Earned Per Bi-Weekly Pay Period 40-Hour Workweek</u>
Less than 5 years	five hours
6 - 9 years	six hours
10 - 14 years	seven hours
15+ years	eight hours

- (f) Upon retirement, except for cause, an employee may use the compensated amount of his/her accumulated vacation leave for the Vantage post-retirement account, PERS, or deferred compensation.

- (g) In the event that a bargaining unit employee is denied vacation leave, and if the request for vacation leave was made in a reasonable time prior to the requested time off, and said denial is based on the operational needs of the Department, said employee will not lose vacation time in the event the employee's vacation bank is at the maximum. The determination as to whether the request was made in a timely fashion, and whether the employee shall not lose vacation time will be upon the recommendation of the Department Head and with the approval of the Human Resources Department.

Furthermore, this provision shall not be subject to the grievance procedure of this Agreement.

Vacation Cash Out Provision

Effective July 1, 2006, upon request employees may, during the year and annually within subsequent calendar years, cash out up to 40 hours of accumulated but unused regular vacation leave in increments of 20 hours. To be eligible, employees must file a written request with their Department Head and demonstrate that the employee has taken at least two (2) weeks of paid time off in the previous 12 months with a minimum of five (5) consecutive vacation days or has been denied a leave request made at least 30 days prior to the desired time off and been denied by the Department Head.

ARTICLE NO. 7. SICK LEAVE

- (a) All full-time, regular employees shall be entitled to earn sick leave benefits at the following rate:

<u>Regularly Scheduled Hours Per Week</u>	<u>Sick Leave Earning Rate Bi-weekly Pay Period</u>
40 hours	4.0 hours

Earned sick leave may accumulate and is cumulative from year to year without limitation. Sick leave credits shall accrue for each pay period the employee is in full pay status a major portion of his regularly scheduled bi-weekly hours.

- (b) Sick leave may be granted only as the result of:
 - (1) Illness, medical or dental consultation, or injury of the employee;
 - (2) Illness or injury of the employee's spouse, child, or adopted child, mother or father, requiring the employee's attendance in accordance with the requirements of subsection (f); or

- (3) Illness or injury of the employee's brother, sister, grandmother, grandfather, stepchild, mother-in-law or father-in-law, requiring the employee's attendance in accordance with the requirements of subsection (f).
- (c) An employee may be granted three (3) days' bereavement leave to attend the funeral of his spouse, child, adopted child, stepchild residing with the employee; mother, father, sister, brother, grandmother, grandfather, granddaughter, grandson, mother-in-law, or father-in-law. The employee may be required to provide proof of death. Additional time needed in excess of three (3) days may be granted by the department head. Such time shall be charged against the employee's sick leave.
- (d) Sick leave may be granted due to medical necessity associated with pregnancy, childbirth and recovery.
- (e) 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 periods shall not be counted as sick leave time. Sick leave taken during a bi-weekly pay period shall be charged before sick leave earned that pay period is credited.
- (f) An employee requiring sick leave must provide his Department Head/Division Head with evidence of such need. Thereupon, the Department Head/Division Head shall guarantee his personal knowledge of the need by certifying to the Payroll Clerk the granting of sick leave. To insure such knowledge, he may require the employee to provide a written doctor's statement before sick leave may be granted.
- (g) If an employee does not have adequate accumulated sick leave time, the Department Head/Division Head may grant the use of accumulated vacation time in lieu thereof. In no case, however, will sick leave be granted in lieu of vacation time.
- (h) Upon retirement, except for cause, an employee 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 his/her base hourly rate of pay. The compensated amount is intended for retirement expenses, especially medical expenses and specifically to purchase additional PERS, deferred compensation, or to receive cash.

- (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 his/her total accumulated hours up to a maximum of sixty percent (60%) of 1300 hours, at his/her base hourly rate of pay. The compensated amount is intended for retirement expenses, especially medical expenses and specifically to purchase additional PERS, deferred compensation, or to receive cash.
- (3) Any employee hired after February 13, 2012, having between 450 and 1300 hours in his/her sick leave bank, when retiring from employment, except for cause, shall be cashed out at the rates described in paragraphs (1) and (2) above up to a maximum of \$20,000.00 at his/her hourly rate of pay.
- (4) 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.
- (5) In case of death of the employee prior to retirement, this cash-out benefit will be paid to the employee's estate. In case of on-the-job death of the employee prior to retirement, all accrued hours shall be paid to the employee's estate.
- (6) "Serious health condition" means an illness, an injury, or a physical condition which involves:
 - (a) Inpatient care in a hospital, hospice or residential medical care facility, including any period of incapacity or any subsequent treatment in connection with such inpatient care; or
 - (b) Continuing treatment by or under the supervision of a provider of health care, documented in writing, for one or more periods of:
 - (1) Incapacity of more than three (3) consecutive calendar days, and any subsequent treatment or period of incapacity related to the same condition that also involves continuing treatment.
 - (2) Incapacity because of a chronic serious health condition, or treatment for such incapacity. A chronic serious health condition is one that continues over an extended period of time, requires periodic visits for treatment by or under the direct supervision of a health care provider, and which may cause episodic periods of incapacity.
 - (3) Incapacity which is permanent or long-term because of a condition for which treatment may not be effective, but for which the person is under the continuing supervision of a health care provider.

- (4) Absence to receive multiple treatments by or under the direction of a health care provider for restorative surgery after an accident or other injury.
- (5) Absence to receive multiple treatments by or under the direction of a health care provider for a condition that would likely result in a period of incapacity of more than 3 consecutive calendar days in the absence of medical intervention or treatment.
- (c) During periods of incapacity, the employee's duty station shall be a medical facility or their home.
- (d) Individuals qualifying for light duty assignments shall not be deemed incapacitated.
- (7) The term "serious health condition" does not include:
 - (a) Cosmetic treatments which do not require inpatient care and which do not result in medical complications; or
 - (b) Minor conditions such as the common cold, flu or an earache which do not result in medical complications.
- (8) As used in this section, "incapacity" means the inability to work, attend school or perform other regular daily activities because of a serious health condition, including any treatment or recovery period.

ARTICLE NO. 8. ON-THE-JOB INJURY BENEFITS

(a) Whenever an employee is injured while on duty with the City of Reno, and such injury prevents said employee from performing his normal full-time duties, the City of Reno shall pay full salary to the employee for a period of up to but not exceeding sixty (60) regularly scheduled workdays from the date of injury. During this period, the employee shall not forfeit any accumulated sick leave or vacation leave.

(b) Upon expiration of sixty (60) regularly scheduled workdays subsequent to the on-the-job injury, if the employee is still unable to work he/she may elect to utilize accumulated sick leave, during which period the employee will receive full compensation from the City of Reno.

(c) When accumulated sick leave has expired, if the employee is still unable to work, except for total accumulated vacation time pay, said employee shall receive no additional compensation from the City of Reno.

(d) Provided, however, that it is the intent of the City of Reno to pay the on-the-job injured employee, as outlined in this section, the difference between full daily salary and that provided by workers compensation as salary continuance. Therefore, the employee shall return to the Reno City Clerk all salary continuance payments made by workers compensation covering the period enumerated in paragraphs (a) and (b) of this Article.

(e) Notwithstanding the provisions of paragraphs (a), (b), (c), and (d), when, as a result of an on-the-job injury an employee is confined to a duly licensed hospital, the City will pay full regular salary to the employee during the entire period of said confinement until workers compensation ceases to render insurance payments in connection with said 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.

ARTICLE NO. 9. JURY DUTY

Any employee covered under this contract who is required to serve on any jury shall receive his regular salary during the period of jury service, provided that he/she shall be required to remit his/her compensation for such jury duty to the City Clerk for deposit in the general fund of the City of Reno.

ARTICLE NO. 10. MILITARY LEAVE

Any employee who is an active member of the Nevada National Guard or any reserve component of the United States Armed Forces shall be relieved from his/her duties, upon request, to serve under orders on training duty without loss of his/her regular compensation for a period not to exceed fifteen (15) working days in any one calendar year. Any such absence shall not be deducted from the employee's accumulated vacation. In addition to the foregoing benefit, military leave shall be handled in accordance with the requirements of federal law.

ARTICLE NO. 11. UNIFORM ALLOWANCE

Any employee covered by this contract required to wear a uniform or safety equipment, in the performance of his/her duties shall be provided said uniform and equipment by the City as necessary.

ARTICLE NO. 12. HEALTH AND ACCIDENT INSURANCE

(a) City of Reno Group Insurance

- (1) The City shall make contributions equal to one hundred percent (100%) of the employee-only cost of the health and life insurance premiums for each full-time, probationary employee and each full-time, regular employee to any of the following insurance plans:
 - (a) A group medical and dental indemnity plan, benefits of which shall be provided through a self-insured plan or under a group insurance policy or policies issued by an insurance company or insurance companies selected by the City.
 - (b) Any other prepaid or indemnity group medical and dental plan or plans (including health maintenance organizations) determined appropriate by the City.
- (2) The City shall contribute to the cost of dependent coverage an amount equal to fifty-five percent (55%) of the cost of the indemnity plan coverage for each dependent category for those qualifying employees who decide to be covered by (a)(1) above.
 - (a) This amount shall be used as a credit to the appropriate category of dependent coverage selected by the employee.
 - (b) This credit shall only be available to those employees who qualify and elect to receive dependent coverage.
 - (c) Under no circumstances will the City contribute more to the cost of dependent coverage than the actual cost of that coverage.
 - (d) This credit shall only be available to active employees.
- (3) If the cost of dependent coverage selected by the employee under (a)(2) above exceeds the maximum City contributions, the employee shall pay the additional cost.

- (4) All qualified employees who select coverage under Section (a)(1) above shall be covered by, and the City contributions shall be made for, the plan(s) of his/her choice on the first of the month following thirty (30) calendar days of his/her initial date of hire, provided that the employee enrolls in such coverage in accordance with the provisions of the plan selected.
- (5) Specific medical and dental benefit levels and premium costs are not set forth in this contract for the insurance programs available under this contract.
 - (a) It is understood that plan benefits are determined by the providers and the City. As such, plan benefit levels are not subject to bargaining under this contract.
 - (b) The City assumes no responsibility for replacement of benefits which may be changed.
 - (c) It is understood that plan costs, premiums or funding levels for employee and dependent categories are determined by the providers and not subject to bargaining under this contract. It is understood that the terms "plan costs" and "funding levels" as used in this paragraph do not include reference to the amount the City contributes toward these costs.
 - (d) The City assumes no responsibility for increased plan costs except as provided in Section (a) of this Article.
- (6) The City agrees to provide an open enrollment period at least annually. Such enrollment period 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.
- (7) Each medical insurance or health plan provides for coordination with Medicare coverage and any employee who participates in a plan is subject to the requirements of that plan, including provisions relating to Medicare.
 - (a) The City is not responsible for the replacement of benefits which may be reduced, eliminated or made more expensive as a result of coordination with Medicare.

- (b) City contributions are not payable toward contributions an employee is required to make to the federal government for Medicare coverage.

(b) Leave of Absence. An employee on leave of absence from the City may continue to carry City group insurance by making full premium payment. The selection of a company or agency to carry such group insurance shall be the responsibility of the City Manager and City Attorney with the assistance and consultation of a committee from the RAPG.

(c) Flexible Compensation. Should "flexible compensation" be instituted for any group of City employees, either party may reopen negotiations to consider allowing a similar opportunity for members of the RAPG unit.

(d) Health Insurance Upon Retirement. Effective July 1, 2006, the City agrees to pay one hundred percent (100%) of the health and life insurance premium for the employee-only coverage category for any employee who retires or sixty percent (60%) of the total group health, accident and life insurance premium for the same coverage that an employee had at the time of retirement. To qualify, the employee must be eligible to retire, must immediately go from City of Reno employment into PERS retirement status and must receive retirement benefits under PERS. This benefit shall continue so long as the retiree remains in the City's group health insurance program and until the retiree is eligible for federal benefits under Medicare or other federal programs or reaches age sixty-five (65), whichever occurs first. It is the intent of the parties throughout this Article that if the minimum age for Medicare eligibility is raised above age sixty-five (65), and the individual retiree is affected by that change, then the age sixty-five (65) limit will not apply to that retiree. The City shall have the right to alter the plans and benefit schedules available to such retirees in accordance with changes implemented under the City's health and life insurance program for active employees.

This benefit will not apply to employees hired on or after December 1, 2014. However, any City employee who is promoted/placed into the RAPG Admin represented unit after July 1, 2013, who is not eligible for a retiree medical benefit pursuant to the appropriate Collective Bargaining Agreement or Resolution adopting benefits and/or wages under which they have been employed by the City between July 1, 2013 and the date they are placed in the RAPG Admin Unit, shall not be eligible for a retiree medical benefit under this Article 12.

(e) Life Insurance.

(1) As part of the coverage provided in Section (a) above, each employee enrolled in the City's group health and life insurance programs shall be provided term life insurance under a policy which offers coverage in an amount equivalent to one (1) times the employee's annual base salary. The amount of term life insurance coverage shall be subject to the reduction formula specified in the group term life insurance policy for those employees who retire and continue as part of the City of Reno insurance group.

(2) A supplemental life insurance program shall be offered to employees covered by this contract. An employee selecting this supplemental coverage shall be responsible for paying the full cost of the premium.

(f) LTD Insurance. The City shall provide, at no cost to the employee, a long-term disability insurance plan for unit members, the plan of benefits being the same as that in effect on July 1, 1988 for management and mid-management personnel as defined in the summary plan description.

(g) Physical Examinations. It is recognized that employees under this contract will from time-to-time need to take physical examinations. Such examinations are provided in the Health Insurance plans and the City shall reimburse employees for the co-pay for such physical exams taken once every twenty-four (24) month period. Time taken off duty for such physical examinations may be taken as sick leave time and accounted for as outlined in Article 7.

ARTICLE NO. 13. CHANGE OF RESIDENCE

Any employee who moves or relocates to a new address must notify the City of change of residency and address within ten (10) days of relocation. All employees covered by this agreement shall be strongly encouraged to reside within the corporate limits of the City of Reno.

ARTICLE NO. 14. RETIREMENT

(a) The retirement rate of compensation will be in accordance with NRS 286.

(b) Effective July 1, 2011 Nevada PERS rate increases/decreases shall be split equally between the City and the employee. The Salary Schedule and the salary of each employee shall be considered to be automatically decreased by one-half of any PERS increase and increased by one-half of any PERS rate decrease.

ARTICLE NO. 15. TRAINING COURSES

An employee will be reimbursed for college or university semester or short-course educational training courses pursuant to the following:

(a) To be eligible for reimbursement, the educational training courses must be approved in advance by the Department Head or his/her designee but reimbursement is subject to budgetary requirements and career relevancy.

(b) The training must be directly related to the required skill or education for the employee's current position or an advanced degree in the employee's current field and part of a declared degree program.

(c) Only a full-time, regular employee who has been so employed for at least five (5) years will be eligible for reimbursement. Further eligibility will be determined by his Department Head/Division Head in accordance with the departmental training program as approved by the City Manager.

(d) No employee will be reimbursed for more than two thousand dollars (\$2,000.00) per fiscal year. Reimbursement will not be effected if the cost is assumed by any other institution, scholarship or grant-in-aid.

(e) Reimbursable expenses shall be restricted to tuition, course fees and required textbooks. While educational training courses should normally be taken on the employee's own time, exception may be granted by the City Manager, in which case up to four hours per week may be granted for class attendance, and shall not be deducted from annual leave or be recorded as unexcused absence.

(f) Reimbursement will be effected upon presentation of evidence to substantiate the expense, evidence of a passing grade, or if the educational training course is of a nature such that no grade is given, a certificate of completion and the surrender of all textbooks for placement in the departmental reference library.

ARTICLE NO. 16. WORK SCHEDULE

It is agreed by the City and the RAPG Administrative Unit that persons covered under this contract shall devote as much time to their employment as may be necessary for the efficient operation of the City government. The hours per day and time schedule will be set by the individual, in accordance with Departmental policies and procedures and with the approval of the Department Head. Employees covered by this unit are exempt from overtime compensation eligibility; however, hours may vary from day to day to accommodate required evening or weekend meetings or events, provided such hours may only be flexed within the biweekly pay period that the meeting or event occurred or the pay period immediately thereafter and provided the hours on duty shall not be less than 2080 hours per year. This provision is limited in application and is not intended to allow time off on an hour for hour basis for hours worked over 2080 hours per year. Flex time shall be allowed in increments up to and including 8 hours. This provision shall not apply to emergency situations. Should any provision of this Article be deemed to remove this unit of exempt status per FLSA, then that portion shall be nullified and renegotiated.

ARTICLE NO. 17. GRIEVANCE-ARBITRATION PROCEDURE

(a) Discipline/Discharge

- (1) Disciplinary action or measures may be imposed upon an employee for cause. For the purpose of this Article, a disciplinary action or measure shall be defined as a letter of written reprimand, suspension, or discharge.
- (2) Except as provided below, allegations that a disciplinary action has been imposed for arbitrary or capricious reasons may be processed as a grievance through the grievance procedure set forth below or, where applicable to the employee, appealed to the Civil Service Commission in accordance with their rules and regulations:
 - (a) Letters of written reprimand and suspensions of three (3) days and under shall only be subject to review through the City Manager. Said discipline shall not be subject to arbitration or review of the Civil Service Commission. The decision of the City Manager shall be final and binding.

(b) Any employee choosing to pursue an appeal through the Civil Service Commission waives his/her right to pursue the grievance-arbitration procedure set out below and such remedy shall no longer be available to that employee. An employee pursuing an appeal under the grievance-arbitration procedure of this contract waives his/her right to pursue review before the Civil Service Commission.

(3) If an employee is subjected to any administrative investigation, the employee shall be entitled to up to one (1) representative of his/her choice at any stage of the administrative investigation or hearing.

(b) A grievance is a disagreement between an individual or the RAPG and the City concerning the interpretation, application or enforcement of the express terms of this agreement. Excluded from the grievance-arbitration procedure are those items so referenced as exclusions throughout the body of this contract dealing with performance evaluations, merit salary adjustments, reclassification, salary rates upon initial appointment, promotion, and demotion.

(c) If, after discussion between the individual and his immediate supervisor, a disagreement still exists, the RAPG may proceed as follows:

Step 1. Within ten (10) workdays after the occurrence or the event giving rise to the grievance or after the grievant should have reasonably become aware of the occurrence, present a signed, written grievance on the grievance form, to the Department Head. The Department Head has up to ten (10) workdays to respond.

Step 2. If the Department Head has not responded or RAPG does not concur with the Department Head's proposed solution, RAPG has ten (10) workdays thereafter to submit the grievance to the City Manager.

Step 3. If the City Manager has not responded or the RAPG does not concur with the City Manager's proposed solution, RAPG has ten (10) workdays thereafter to notify the City Manager in writing that it is submitting the grievance to arbitration.

(d) Within ten (10) workdays of receipt by the City of notification of submission to arbitration, an arbitrator shall be selected by mutual agreement. If the parties are unable to agree upon an arbitrator, the moving party shall submit a request to the Federal Mediation and Conciliation Service (FMCS) for a list of seven (7) arbitrators. Costs for the list shall be borne equally by the parties. The RAPG will strike the first name and each party shall alternately strike a name until one name remains.

(e) The arbitrator shall not have authority to modify, amend, alter, add or subtract from any of the provisions of this agreement.

(f) The decision of the arbitrator shall be final and binding on all parties concerned so long as such decision does not cost the City an amount in excess of \$25,000. In the event that the arbitrator's award would cost the City in excess of \$25,000, the arbitrator's decision shall be advisory only to the City Manager, who shall make the final decision.

(g) The parties shall present witnesses and other evidence at Step 1 of the grievance procedure. The parties shall make full disclosure of all evidence then known to them that bears on the grievance at each step of the grievance procedure.

(1) All grievances/complaints involving or concerning payment of compensation shall be filed in writing and no adjustments shall be retroactive for more than sixty (60) days from the date of filing.

(h) The costs of arbitration shall be borne as follows:

(1) The expenses, wages and other compensation of any witness called before the arbitrator shall be borne by the party calling such witness. Other expenses incurred such as professional services, consultation, preparation of briefs and data to be presented to the arbitrator shall be borne separately by the party incurring the expense.

(2) The arbitrator's fees, expenses and the cost of any hearing room shall be borne by the losing party to the arbitration. The arbitrator will be requested to specify the payer of costs.

(3) If a court reporter is requested by either party or the arbitrator, the arbitrator will determine payment of the costs of the reporter and transcripts.

(i) As used in the Article, the term "workday" means the days Monday through Friday inclusive, but does not include any holiday set forth in Article 5(a).

(j) Nothing contained herein shall preclude an employee with or without representation from bringing a problem not covered herein through the chain of command to the Department Head and the City Manager on an informal and oral basis. Employees are encouraged to use the Informal Dispute Resolution Process, which shall not affect any time lines specified within this procedure.

(k) Every effort should be made to complete actions within the time limits contained herein, but with written mutual consent of the RAPG and the City, the time limitations for any step may be extended.

(l) The Executive Board of the RAPG shall be the Grievance Committee, unless otherwise determined by the RAPG. The Association shall have the exclusive right to initiate arbitration. Any member choosing to appeal a grievance to arbitration after having said appeal denied by the Association shall bear all costs on their own.

(m) The “City Manager” or “Department Head” shall mean the City Manager, Department Head or their designee, respectively.

(n) The time limits specified in the preceding sections may be extended by mutual written agreement of both parties.

ARTICLE NO. 18. BUSINESS RELEASE TIME

(a) The negotiating team for the Administrative- Professional Group shall be granted leave from duty with full pay for attendance at negotiating meetings when such meetings take place at a time when the members of the negotiating team are scheduled to be on duty. Such pay shall be for a maximum of seventy five (75) hours for each of the members of the team for a maximum of four (4) members in both units combined. The Group shall advise the City of such paid members prior to the first meeting. If each unit negotiates separately, each unit shall be entitled to a maximum of seventy five (75) paid hours for each of four (4) members.

(b) Employees who participate in committees created or sponsored by the City shall be released from duties to attend meetings or proceedings in connection with such City business. Committee meetings shall be scheduled so as not to interfere with normal work schedules whenever possible. The employee members of such committees will be paid by the City for time spent in meetings or proceedings, but only for straight time hours they would have otherwise worked.

(c) The RAPG President shall not be compensated for more than 180 hours per fiscal year for Group business, with a maximum usage of 45 hours in any calendar month.

(d) The Administrative-Professional Group shall have the privilege to use the City's Xerox copy machine for Group business not to exceed three hundred fifty (350) sheets per month; provided, however, that additional use may be allowed upon approval of the City Manager. The Group shall obtain a copy number to keep track of the number of copies made.

ARTICLE NO. 19. SAVINGS CLAUSE

(a) This agreement is the entire agreement of the parties terminating all prior agreements, arrangements, and practices, and concluding all negotiations during the term of this agreement. The City or the RAPG Administrative Unit may request meetings to discuss their views relative to working rules or proposed changes therein. Such meetings shall be convened prior to the implementation of the rule, regulations, amendment or cancellation.

(b) Should any provision of this agreement be found to be in contravention of any federal or state law, the Reno City Charter or, where applicable, the Rules and Regulations of the Reno Civil Service Commission by a court of competent jurisdiction, such particular provision shall be null and void, but all other provisions of this agreement shall remain in full force and effect.

ARTICLE NO. 20. STRIKES

The RAPG Administrative Unit agrees not to promote, sponsor or engage in any of the following: Strikes against the City; slowdowns or interruptions of operation; concerted stoppage of work; absence from work upon any pretext or excuse, such as illness which is not founded in fact; or any other intentional interruption of the operations of the City regardless of the reason for so doing.

ARTICLE NO. 21. GROUP DUES

Employees of the City of Reno may authorize payroll deductions for the purpose of paying Association dues and assessments. Upon written authorization to the City's Finance Department from an employee, the City agrees to deduct on a bi-weekly basis from the wages of said employee such sums as he may specify for United Fund, City of Reno Credit Union, Association Dues, City of Reno Group Insurance plan, or such other purposes as the City or the Association may hereafter approve.

The City shall activate the withdrawal of dues from new members within thirty (30) days of Finance Central Payroll Division receiving authorization. Association assessment shall be deducted as requested by the Association. Each employee shall have the right to terminate such payroll deductions at any time upon his written request to the City's Finance Department.

The Association and its agents will indemnify, defend and hold the City harmless against any claims made and against any suits instituted against the City on account of any action taken or not taken by the City in good faith under the provisions of this Article. The Association agrees to refund to the City any amounts paid to it in error on account of the payroll deduction provision upon presentation of proper evidence thereof.

The employee's earnings must be regularly sufficient after other legal and required deductions are made to cover the amount of the appropriate Association dues and/or assessments. When a member in good standing of the Association is in non-pay status for an entire pay period, no withholding will be made to cover that pay period from future earnings. In the case of an employee who is in non-pay status, during only part of the pay period, and the wages are not sufficient to cover the full withholding, no deductions shall be made.

ARTICLE NO. 22. EFFECTIVE DATE AND DURATION OF AGREEMENT

This agreement shall be in full force and effect July 1, 2018 through June 30, 2019 and shall be automatically renewed from year to year thereafter, unless amended by mutual agreement of the parties.

This Contract may be reopened during its term to negotiate over the impacts and affects of decreases in City revenues subject to fifteen (15) calendar days notice to the Association. During such reopener negotiations either party may open a maximum of three (3) contract articles.

IN WITNESS WHEREOF, the City and the RAPG Administrative Unit have caused these presents to be duly executed by their authorized representatives this _____ day of:

RENO ADMINISTRATIVE/PROFESSIONAL CITY OF RENO
GROUP - ADMINISTRATIVE UNIT

By _____
Chief Negotiator

By _____
Mayor

WITNESSETH:

ATTEST:

City Clerk

APPROVED AS TO LEGAL FORM:

City Attorney

APPENDIX A

ALPHABETICAL LIST OF CLASSES RENO ADMINISTRATIVE/PROFESSIONAL GROUP ADMINISTRATIVE UNIT

<u>Class Code</u>	<u>Class Title</u>
5216	Accounting Manager
5110	Building Official
5525	Collection Systems Program Manager
5112	Community Resources Manager
5966	Fleet Manager
5722	Golf Manager
5734	Maintenance and Operations Manager
5730	Park Development Manager
5721	Parks Manager
5108	Police Records Manager
5564	Principal Engineer/Engineering Manager
5106	Principal Planner/Planning Manager
5725	Recreation Manager
5729	Resource Development and Cultural Affairs Manager
5566	Streets Program Manager
5565	Traffic Engineer
5720	Youth and Senior Services Manager

APPENDIX B