City of Carson City Agenda Report

Agenda Date Requested: 6-21-12 Date Submitted: 6-12-12 Time Requested: 5 minutes 2017. R.15 To: Carson City Board of Supervisors From: Melanie Bruketta, HR Director Subject Title: (For possible action:) Action to adopt a resolution of the Board of Supervisors of Carson City setting forth the benefits for unclassified employees effective July 1, 2012. Staff Summary: Adoption of this resolution eliminates disability insurance and management leave pay-out but adds a provision for performance pay. Type of Action Requested: (check one) () Ordinance () Resolution () Other (specify) (X)Formal Action/Motion Does this Action Require a Business Impact Statement: (__)Yes (X) No Recommended Board Action: I move to adopt a resolution of the Board of Supervisors of Carson City setting forth the benefits for unclassified employees effective July 1, 2012. Explanation for Recommended Board Action: Adoption of this resolution eliminates disability insurance and the payment of management leave but adds a provision for performance pay. Applicable Statute, Code, Policy, Rule or Regulation: N/A Fiscal Impact: Savings of: \$59,673.00 Explanation of Impact: Performance Pay amounts to: \$107,026.00 (general fund) and \$28,301 (all other funds). Elimination of disability insurance is a savings of \$9,000 and elimination of the management leave pay-out is a savings of \$186,000.

Funding Source: N/A

Alternatives: The Board of Supervisors has the authority to make any changes deemed necessary to the resolution.

Supporting Material: Resolution of the Board of Supervisors of Carson City Setting Forth the Benefits for Unclassified Employees Effective July 1, 2012.

Prepared By:	Melanie Bruketta, HR Di	rector		
Reviewed By:	(City Manager)		Date:_	6/12/12
37	(Finance Director)	so-		6/12/12
	(District Attorney)	n_	Date:_	6/12/12
Board Action Taken:				
Motion(s):	alopt	_1) 2)	VIW)	Aye/Nays
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(Vote F	Recorded By)			

RESOLUTION NUMBER 2012-R-16

RESOLUTION OF THE BOARD OF SUPERVISORS OF CARSON CITY SETTING FORTH THE BENEFITS FOR UNCLASSIFIED EMPLOYEES EFFECTIVE JULY 1, 2012

SECTION I. UNCLASSIFIED EMPLOYEES

Unclassified employees are those employees of the City, who are not hourly, temporary, or not otherwise represented by a bargaining unit. Unclassified employees for the purpose of this resolution are those employees that are appointed by the City Manager under authority of the Board of Supervisors and the employees exempted under the provision of Section 2.330(4) in the Carson City Charter. The City Manager, Chief of Alternative Sentencing, Internal Auditor and the Public Guardian are unclassified employees appointed directly by the Board of Supervisors. All unclassified employees are "At Will" and as such, may be terminated at any time for any reason, or no reason. This resolution does not serve as a contract of employment with Carson City.

SECTION II. MANAGEMENT BENEFITS PLAN

A. HOLIDAYS

The following days shall be observed as legal holidays by all employees:

New Years Day (January 1)

Presidents Day (third Monday in February)

Martin Luther King Day (third Monday in January)

Memorial Day (last Monday in May)

Independence Day (July 4)

Labor Day (first Monday in September)

Nevada Day (last Friday in October ^t)

Veteran's Day (November 11)

Thanksgiving Day (fourth Thursday in November)

Family Day (day after Thanksgiving)

Christmas Day (December 25)

Any other day that the Government of the United States, State of Nevada or Carson City may declare a legal holiday.

When a designated holiday falls on a Saturday, the Friday before will be observed as the holiday and when the designated holiday falls on a Sunday, the Monday after will be observed as the holiday.

B. RETIREMENT

All Unclassified employees shall receive full employer paid retirement while participating in the State of Nevada Public Employees' Retirement System (PERS). The City shall adjust the unclassified employees' salaries in accordance with NRS 286. Carson City will comply with all policies of the Nevada Public Employees' Retirement System (PERS).

C. MEDICAL INSURANCE

The City shall pay 100% of the employee cost for a group medical insurance plan for all unclassified employees. Dependent coverage is offered at a cost to the employee.

D. GROUP LIFE INSURANCE

All unclassified employees shall receive \$35,000 life insurance benefit. The cost of this coverage is included in the group medical insurance plan which is fully paid by the City.

E. SICK LEAVE

All unclassified employees shall accrue ten (10) hours of sick leave each month, with unlimited accrual. Leave may be taken as it is accrued.

Upon death, retirement or resignation, after ten years of satisfactory service, unclassified employees or their beneficiaries shall receive compensation for a maximum of 720 hours of unused sick leave based on a payment of one hour for every three hours accrued, paid at the employee's current hourly rate of pay. Example: 1/3 of 720 hours = 240 hours payable at separation.

F. AMBULANCE

All unclassified employees and their family members who are eligible to participate in the City's insurance benefit plan are automatically enrolled in the CC-CARE+ Ambulance Membership Program. This benefit provides paramedic ambulance service as often as medically necessary with no deductibles, full coverage and no out-of-pocket expenses. This benefit shall exist only so long as the Fire Department offers the program and program benefits are subject to change.

G. ANNUAL LEAVE

All unclassified full-time employees who have worked from 0 to 5 years will accrue ten (10) hours of annual leave per month. Leave may be taken as it is accrued. After five years of continuous employment, an employee shall accrue fourteen (14) hours per month, with a proportional amount for each uncompleted month. A maximum of 300 hours may be carried forward from year to year. Any exception must be pre-approved by the City Manager and in the case of the City Manager, Chief of Alternative Sentencing, Internal Auditor and the Public Guardian, by the Board of Supervisors.

H. MANAGEMENT LEAVE

Unclassified employees shall receive eighty (80) hours of management leave during each fiscal year and a proportional amount for each incomplete year. All unused management leave shall be deleted from the employee's account as of June 30th of each year and no compensation shall be paid for that portion of unused management leave.

I. PAY RANGES

All unclassified employees will be paid within an established pay range; the range may be adjusted minimally by the CPI (All Urban Consumers, U.S. City Average) on July 1st of each year at the direction of the City Manager under the authority of the Board of Supervisors.

J. PERFORMANCE PAY

All unclassified employees may receive an annual merit increase for work performance based upon compliance with job performance criteria and the recommendation of their supervisor or the appointing authority at a maximum of five percent (5%) per year until the employee reaches the top of the pay range for the position. There will be a two percent (2%) pay increase in recognition of an overall "meets expectations" rating; a three and one-half percent (3 ½%) increase in recognition of an overall "above expectations" rating; a five percent (5%) increase in recognition of an overall "outstanding" rating.

K. TEMPORARY DUTY PAY

When a qualified unclassified employee is assigned to a higher rank for a period of ninety (90) days or more, said employee shall receive an additional ten (10%) percent of his/her base wage for the higher rank being filled.

L. EXEMPT EMPLOYEES - FLSA GUIDELINE

Unclassified positions have been reviewed using FLSA guidelines and are exempt from overtime. If an unclassified employee is absent for less than one day with Department Director's approval, the employee shall not be required to use annual, sick or administrative leave for said absence, nor will the employee's salary be adjusted.

M. GENERAL BENEFITS

In addition to the benefits listed above, unclassified employees are eligible for the following general benefits:

- <u>a.</u> Workers Compensation
- Mileage, City Vehicle or Vehicle allowance, as determined by the City Manager and in the case of the City Manager, Internal Auditor, Chief of Alternative Sentencing or Public Guardian, by the Board of Supervisors.
- c. Direct Deposit of payroll checks
- d. Repair or replacement of personal property, if damaged, lost or destroyed, while performing job related duties.
- e. Military Leave
- f. Family Medical Leave Act (FMLA) leave
- g. Bereavement leave
- <u>h.</u> Employee Assistance Program (EAP)
- <u>i.</u> Voluntary participation in Deferred Compensation Plan (457)
- i. Voluntary participation in Flexible Spending Plan (125)

Effective Date: The terms of this resolution shall be effective as of July 1, 2012.

Upon motion by Supervisor Karen Abowd, seconded by Supervisor Molly Walt, the foregoing Resolution was passed and adopted this 21st day of June, 2012, by the following vote:

AYES:

Supervisor Karen Abowd Supervisor Molly Walt Supervisor John McKenna Mayor *Pro Tem* Shelly Aldean

NAYS:

None

ABSENT:

Mayor Robert Crowell

ABSTAIN:

None

HELLY ALDIAN, Mayor Pro Tem

ATTEST:

ALAN GLOVER, Clerk/Recorder