5. COMPENSATION PLAN

5.1. Rates of Pay

A. Each regular position will be assigned to a class and pay grade in the compensation plan. Assignment to a pay grade will be based on the relative level and complexity of the duties, responsibilities, and authority of the job. The City shall determine the salary ranges based on these considerations:

1. Rates paid by the City for comparable work;
2. Internal relationships of other job classes in the same or similar occupation;
3. Rates paid by other employers for comparable work;
4. Other financial commitments of the City; and
5. Funds available to the City for salaries.

The City may adjust the minimum and maximum for each salary range periodically as changes in any of the factors listed above occur or to recruit and retain qualified employees for each job.

B. Positions that are covered by a Collective Bargaining Agreement are paid according to that Agreement.

C. Overtime exempt employees employed for part of a pay period shall be paid in an amount determined by multiplying the monthly rate by the percent of the regular work days actually worked during the pay period. This adjustment may be applied only in the first or final pay period of employment in an exempt position or in the event of an unpaid leave of absence lasting six or more consecutive work days.

5.2. Pay Periods and Pay Days

Employees are paid biweekly on Thursdays. If a payday falls on a holiday, employees are paid on the preceding work day.

Paychecks are normally distributed in each Department; however, employees may be required to appear at the payroll office to receive paychecks when paperwork is not complete or other communication is required with the employee. Mistakes made by the employee on the time sheet which result in a shortage of pay to an employee will be rectified on the next payday after the mistake is corrected by the employee. Paychecks will be released only to the employee unless the employee provides written authorization to release his/her paycheck to a person designated by the employee.

5.3. Salary on Hire

5.3.1. Hiring Rate of Pay

The normal hiring rate is at the lowest step of the pay range for the position's classification. Initial job offers may be made at a higher point only upon authorization by the City Manager. Hiring into positions covered by labor agreements are as specified in the agreement.

5.3.2. Job Offers

Offers for City employment and commitments for salary on hire are made in the job offer letter issued by the City Manager or his/her designee**.**

5.4. Salary on Promotion

A regular employee who is promoted to a new classification within the same department will receive at least a five (5.0%) percent pay increase, not to exceed the top of the range for the new class. In no event shall a promoted employee's salary be less than the starting pay of the salary range for the new job class. Employees promoted to positions covered by labor agreements receive wage rate adjustments as specified in the labor agreement.

A. Salary on transition from temporary to regular employment is not a promotion. When an employee is hired into a regular position, the salary is set following the procedures for a new hire.

B. Reclassification to a class with a higher salary range is a promotion.

5.5. *Salary Increase* Schedule

Employees covered by a Labor agreement are paid annual increases pursuant to the respective Labor Agreement.

5.5.1 Annual Increase

Employees not covered by a labor agreement such as management employees are eligible for an increase on July 1. These increases are recommended by the City Manager and are authorized by the City Council as approved in the City's budget for each fiscal year.

5.5.2 Eligibility for Annual Increase

To receive the annual raise the employee must have had a satisfactory evaluation on his/her last performance evaluation and must be off of probation.
Employees who did not receive the July 1 wage increase due to being a probationary employee will receive a increase equivalent to the July 1 authorized increase upon completion of probation.

5.6 Limited Part-Time/Temporary Worker Compensation

5.6.1 Rates of Pay

Limited part-time and Temporary/Seasonal workers will be paid the rate of pay established for the same work when performed by regular City employees when pay rate is not established on the limited Part-Time and Temporary/Seasonal job classification and pay chart. Students receiving school credit for work may be paid at a different rate established by the City Manager for student interns.

Rates of pay may be adjusted annually with the general salary increases granted to regular employees at the option of the City Manager and as approved in the budget process.

5.6.2 Pay Advancements

Each year after a limited part-time worker has completed at least one full year of continuous employment with the City, Department Heads may advance workers at the same rate as approved for similarly suited full-time workers.

5.6.3 Implementing Pay Increases

To authorize a pay increase for a limited part-time worker, the Department Head will certify that the worker's performance is acceptable and will complete a PAF form requesting the increase.

5.6.4 Leave/Insurance Benefits

Limited part-time and temporary/seasonal workers are not eligible for paid leave, paid holidays, health or life insurance coverage, or any other part of the employee benefit package, except to the extent that may be required by State or Federal law.

5.6.5 Retirement System

Employees will be enrolled in the Public Employees Retirement System (P.E.R.S.) consistent with State regulations. Employees not eligible for enrollment in P.E.R.S. will be enrolled in Social Security.

5.7 Work Out-of-Class

5.7.1 Policy

Employees may occasionally be assigned to perform duties substantially beyond the scope of their normal position or assigned temporarily to assume the duties of a higher level budgeted position for a short period. Such work is considered to be part of the employee's normal duties. Employees who are covered by a labor agreement receive out of class pay as specified in the labor agreement.

5.7.2 Assignments

Employees may be occasionally or temporarily assigned all of the duties and responsibilities of a budgeted, higher level position provided the position is currently vacant or the employee normally filling the position is on extended authorized leave or the employee normally assigned to the position has been temporarily relieved of all regular duties to complete a special project approved by the City Manager or because of temporarily increased workload requirements as determined by the City Manager.

5.7.3 Employee Eligibility

A. Employees must be formally assigned and actually performing the duties of the higher job class.

B. The salary range for the higher paid class must be at least five (5.0%) percent above the range of the employee's current job class. Ten (10%) if the position includes supervisory duties and the employees current position is non supervisory.

C. The provisions of this section shall not be used to authorize additional pay for any of the following:

   1) To provide additional compensation pending action on a request for reclassification of a position or approval of a recommendation to reclassify a position.

2) To reward employees for outstanding service, nor for any purpose other than these stated.

5.7.4 Procedure

A. The authorization for out-of-class pay will include a Personnel Action form signed by the Department Head, will specify the position to be filled, the circumstances which make the assignment necessary, and the starting date of the assignment.

B. A request for out-of-class pay because of workload or reassignment of existing staff must be made in writing using a Personnel Action form before the assignment is made, and specify the circumstances which make the out-of-class assignment necessary, the starting date of the assignment, and the anticipated length of the assignment. The request shall be sent to the City Manager for approval before the assignment begins.

C. Out-of-class work assignments lasting more than twenty (20) consecutive days or more than thirty (30) days in any twelve (12) month period must be approved by the City Manager.

D. The out-of-class rate of pay shall apply only for that time actually worked in the higher level class. Leave time is paid at the employee's normal rate of pay.

E. The consecutive day work period may be interrupted by approved leave of not more than five (5) consecutive working days if the out-of-class work is continued on the first day returned.

5.8 Work Time (Rev August 2014)

5.8.1 Attendance

Employees are expected to be available and ready for work at the beginning of their assigned shifts and at the end of their scheduled rest and meal periods. Preparation for rest and meal periods, as well as the end of the work day, is work time. Rest and meal periods include the time spent going to and from the place where the break is taken.

5.8.2 Work Hours

A. Employees assigned to work a five-day, forty-hour week will typically work eight (8) hours per day for five (5) days in any week and will receive two (2) days off.

B. Employees working a four-day, forty-hour week (designated 4/10) will typically work ten (10) hours per day for four (4) days in any work week and will receive three (3) days off..

5.8.3 Rest Periods

Employees shall be granted two (2) fifteen (15) minute breaks during the course of their shifts. Such breaks shall be scheduled by the supervisor, but not within one (1) hour of the employee's starting time, quitting time, or lunch break. Break periods may not be scheduled or taken consecutively or in conjunction with lunch breaks.

5.8.4 Meal Periods

Non-exempt employees who work more than four (4) consecutive hours in a work day shall have an unpaid lunch break lasting at least one-half (1/2) hour during the course of their shifts. The lunch break shall be scheduled by the supervisor as near to the middle of the employee's work shift as practicable, and not within one (1) hour of the employee's work break or in conjunction with a work break. During any such unpaid lunch break, the employee is free to leave the work site.

Law Enforcement, Dispatchers, Emergency Medical Technicians, and Fire Suppression personnel may be assigned work during meal periods and shall be paid for their meal periods if they are required to work during their meal periods. Other employees in exceptional situations may be required to work during their meal period. In such situations, the employee will be paid for the meal period worked.

5.8.5 Scheduling

Work shall be scheduled in a manner which allows the employees rest periods and meal periods. Rest and meal periods shall be scheduled by Department Heads in a manner that allows maximum public access to City Services. Provided employees receive the rest periods and lunch periods to which they are entitled, schedules and lengths of rest and meal periods may be adjusted from time to time to meet the needs of individual employees and to respond to changes in Department workload.

The City may make assignments to different or additional locations, shifts, or work duties as needed to meet operational needs.

5.9 Time Reporting

5.9.1 Purpose of Time Reporting

Recording of hours worked and/or leave time taken by employees is necessary to provide an accurate basis for preparing paychecks, to assure compliance with Federal and State law, and to maintain an effective and efficient cost accounting system.

5.9.2 Hours Worked

Non-exempt employees will be paid for all hours worked. Hours worked include:

A. Hours before or after the normally assigned shift, or any other irregular hours, even if the employee volunteers his or her time. GUIDELINE: Record hours worked to the nearest quarter (1/4) hour. Periods of six (6) minutes or less are not considered overtime when such work periods are not regularly recurring. However, employees will not be paid for time worked prior to or after the normal assigned shift or during meal breaks unless authorized in advance to do so by the Department Head in writing.

B. Rest periods of fifteen (15) minutes or less.

C. Out-of-town travel is covered by two sets of rules, depending on whether the assignment is for one day or requires an overnight stay. If an employee is given a one-day assignment in another city which does not require an overnight stay, all the time spent traveling between cities is counted as hours worked. However, time spent traveling between the employee's home and the airport or train station (during the employee's departure or return) is not considered to be work time because it is equivalent of travel between work and home. If the employee's out-of-town travel

requires an overnight stay, time spent traveling to another city is counted as hours worked only to the extent that it coincides with the employee's regular workday. Travel that occurs during hours of the day in which the employee normally works is counted as work time, even if it falls on a non-working day for the employee (for example, a Saturday or Sunday). If, on the other hand, the travel occurs during hours that are outside the employee's regular workday, it need not be counted as hours worked unless, of course, the employee actually performs work for the employer while traveling during these regularly unscheduled hours.

D. Hours spent at lectures and training activities conducted by the City, unless attendance is completely voluntary and the employee's job performance is not dependent upon such training.

E. Hours spent in public or charitable work if it is done at the City's request or as part of an employee's regularly scheduled shift.

5.9.3 Position Designations - Overtime Eligibility

All City positions are designated as "exempt" or "non-exempt" according to Fair Labor Standards Act (FLSA) regulations and consideration of common practices for particular fields of work. For cost accounting and billing purposes, the City requires employees in certain positions, regardless of FLSA status, to account for hours worked.

5.9.4 Responsibility for Position Designations

The Personnel Director will examine and evaluate position descriptions and duties for all positions and compare them with the standards established by the FLSA regulations to determine the employee's status as exempt or non-exempt. Departments will notify Personnel when the duties of a position are substantially changed in order to ensure the FLSA designation is accurate.

5.9.5 Responsibility for Time Reporting

All employees are responsible for accurately completing their own biweekly or daily time sheets. Supervisors or Department Heads shall not alter or adjust the hours that an employee reports on his/her time sheet. If an employee's time sheet is inaccurate or appears to be inaccurate, the Department Head will meet with the employee and if it is determined the employee's time sheet is, in fact, inaccurate, the Department Head will direct the employee to correct the time sheet. If an inaccurate time sheet is forwarded for payment by the Department Head due to an error by the employee and the pay to the employee is less than would have been payable due to the error, the adjustment in pay will be made on the employee's next regular paycheck.

A. All non-exempt employees will record all hours worked and all leave time taken, and the type of leave to be charged, whether paid or unpaid, on the time sheet.

B. All exempt employees in positions which require an accounting of hours worked by work order number will enter their hours worked for each project and all leave hours taken on the time sheet.

C. Exempt employees in positions not required to account for hours worked by work order number will record only those hours off for sick leave**,** administrative leave or vacation. (Pursuant to NRS 281.1275, except as permitted by the Federal Family and

Medical Leave Act of 1993, exempt employees need not use paid leave time for absences of less than one day.)

5.10 Overtime

5.10.1 Non-Exempt Employees

Employees covered by Labor Agreements are paid overtime as specified in the Labor Agreement.

A. Overtime Eligibility

1) For overtime purposes, City employees in positions designated as overtime eligible will receive additional compensation, either cash or compensatory time off, in any week during which they work more than forty (40) hours. Employees required to work overtime will not be forced to take time off in the same work week to avoid paying overtime. Consistent with the FLSA regulations, City employees in exempt positions are not eligible for overtime premium pay.

2) Unplanned time paid but not worked like sick leave does not count as hours worked for the purpose of computing overtime hours. However, planned paid time off such as vacation and holiday hours are counted as work hours for purposes of computing overtime.

3) The City Personnel Office will maintain a list of employees in positions eligible for overtime premium.

B. Work Week Defined

The work week for purposes of computing overtime for employees not exempt or covered by alternative provisions, begins each Monday at 00:01 hours and ends at 24:00 hours on the following Sunday to constitute a forty (40) hour week, exclusive of lunch breaks but including rest breaks.

C. Overtime Authorization

All overtime shall be specifically authorized by an employee's supervisor.

D. Form of Compensation for Overtime

1) Compensation for overtime hours worked shall be at the rate of 1.5 times the eligible employee’s regular rate of pay, either in cash or compensatory time off.

2) The form of compensation shall be at the option of the employee; provided, however, that no employee shall accrue more than forty (40) hours of unused compensatory time off. Accrual of compensatory time off shall be at the rate of 1.5 hours of compensatory time off for each overtime hour worked. An employee who has accrued the maximum allowed balance of compensatory time off shall be paid cash on his/her next regular paycheck for any excess overtime hours worked.

3) Compensatory time off is intended to be taken as soon as it is mutually convenient following the date on which it was earned.

4) At any time, the City may pay an employee in cash on any regular paycheck for compensatory time off earned and not used.

5.10.2 Administrative Leave - Exempt Employees **(Rev April 2016)**

Policy

Generally, exempt personnel are hired with the understanding that they are responsible for accomplishing the duties outlined for their assigned position or job. The focal point is the job to be done, not the number of hours worked. However:

1) Jobs for overtime exempt employees are usually designed with a 40-hour standard in mind. The necessity to consistently perform work for a substantial amount of hours over forty (40) per work week should be examined (employee's performance, methods and procedures, changes in workload).

2) Exempt employees, including Department Heads, are generally expected to be available to perform their job duties during normal business hours. However, completing the work assigned to an exempt position will, from time to time, require extra work to be performed in other hours or on other days.

3) Recognizing the varying demands placed on an exempt employee's time, and IN RECOGNITION of exempt employees spending substantially more than a typical work week in accomplishing the job, the City allows exempt employees to take limited periods of time off without using accrued vacation or sick leave.

4) Neither flexible work hours nor paid administrative leave constitute additional compensation to exempt employees on an hour-for-hour basis for hours worked in excess of forty (40) hours per week. Accordingly, exempt employees do not "accrue a balance" of compensatory leave hours.

Procedure

1) In lieu of the payment of overtime, exempt "M" class employees will be granted 80 hours of administrative leave each calendar year. Forty (40) hours of administrative will be granted to "M" class employees on January 1 and on July 1 of each calendar year. All eighty (80) hours of administrative leave must be used during the calendar year in which they are granted. Administrative leave will not carry over into the next calendar year and has no cash value at separation.

2) If an "M" class employee has been previously approved to take administrative leave in December of a calendar year and the City then requires the employee to cancel such previously approved administrative leave, the employee may carry over the amount of previously approved administrative leave to the next calendar year; however, the previously approved administrative leave must be used by the employee no later than March 31 of the next calendar year.

3) When a new "M" class employee is hired on a date other than January 1 or July 1 or a year, his/her administrative leave will be granted pro-rate as of the first day of the month at hire or after hire if the employee is not hired on the first day of a month.

5.11 Educational Assistance

Employees covered by Labor Agreements are provided educational assistance as specified in the Labor Agreement.

A. The City, subject to availability of budgeted funds, may provide advance fees and related expenses or reimburse fees and related expenses for seminars or conferences. The City, subject to availability of budgeted funds, may provide reimbursement for certain college and university classes as specified below.

B. The following qualifications must be met for the employee to receive financial assistance:

1) In the judgment of the City Manager, the seminar, conference or college or university class must provide a tangible benefit to the employee in the performance of his or her duties with the City. The employee must justify this benefit to the City in his or her request for fees and related expenses or for reimbursement of fees and related expenses.

2) The seminar, conference or college or university class must be given by a reputable and qualified educational organization or educational institution and all requirements of attendance and completion must be successfully accomplished. If time off work is required, prior approval from the employee's Department Head and the City Manager is required.

3) An employee shall request approval of the course from the Department Head before enrolling in or beginning a seminar, conference or college or university class. Upon approval of the Department Head, the request shall be forwarded the City Manager or his/her designee for approval. Such approval may be conditioned upon meeting commitments for continuing employment and/or job-related conditions. Request form may be found in Appendix "E".

4) If the case of a college or university class, the employee must achieve a grade of B or better in order to receive reimbursement. College or university classes may only be reimbursed to an employee after the employee has successfully passed the class with at least a B grade. Reimbursement for college or university classes shall be limited to the cost of enrollment in a course, laboratory fees, and the cost of required textbooks. Any request for reimbursement for attendance and completion of a college or university class must be submitted no later than thirty (30) days after completion of the class and must establish proof that a grade of B or better was obtained.

5.12 Longevity Pay

Employees covered by Labor Agreements are paid Longevity Pay as specified in the Labor Agreement.

A. Every December, all regular full-time employees shall receive service recognition as follows: Employees with 3-9 years of service will receive $100.00 for each year of service, employees with 10-19 years of service will receive $125.00 for each year of service, employee with 20-over years of service will receive $150.00 for each year of service.

B. Eligibility will be determined by December 31st of each year and paid in December of each year. Such pay is not considered part of base pay for purposes of computing overtime, leave cash-outs, or any other payments.