STAFF REPORT

Report To: Board of Supervisors  
Meeting Date: July 20, 2023

Staff Contact: Nancy Paulson, City Manager

Agenda Title: For Possible Action: Discussion and possible action on a proposed collective bargaining agreement ("CBA") between Carson City and the Carson City Sheriff's Supervisory Association ("CCSSA") on behalf of Sheriff's Office employees with the rank of Sergeant, to be retroactively effective beginning July 1, 2023, and expiring June 30, 2028, with an estimated fiscal impact of $4,820,143 above the five-year projections included in the Fiscal Year ("FY") 2024 City budget which was previously approved by the Board of Supervisors ("Board"). (Nancy Paulson, npaulson@carson.org)

Staff Summary: Carson City and CCSSA have engaged in extensive labor negotiations for a successor CBA, as the current CBA term expired on June 30, 2023. The proposed CBA is for a five-year term, expiring June 30, 2028. This matter is being considered in accordance with the public hearing process set forth in NRS 288.153.

Agenda Action: Formal Action / Motion  
Time Requested: 10 minutes

Proposed Motion
I move to approve the agreement and to authorize the District Attorney's Office to make any necessary revisions that are clerical and not substantive when finalizing the agreement.

Board's Strategic Goal
Organizational Culture

Previous Action
July 19, 2018 (Items 26C and 26D) – The Board approved the existing CBA, with a term beginning July 1, 2018, and ending June 30, 2023.

Background/Issues & Analysis
In accordance with NRS 288.153, Nancy Paulson, Carson City Manager, will report to the Board the fiscal impact of the proposed CBA.

The proposed successor CBA covers a bargaining unit that currently includes 18 employees. Bargaining representatives for the City and CCSSA have tentatively agreed to the following changes in the successor CBA, for a proposed five-year term, effective July 1, 2023, through June 30, 2028:

Article 1 (Preamble): making minor language changes that are not substantive.

Article 2 (Recognition): clarifying the bargaining unit covered by the CCSSA.

Article 4 (Rights of Management): making minor language changes that are not substantive.
Article 5 (Association Rights): making minor language changes and clarifications, and adding language to clarify administration and procedure for union leave and union requests to use City property.

Article 6 (Compensation and Work Day): providing a 21.2% increase to base pay in FY 2024, creating a step pay table that has a 4% increase between steps, removing Step 1 in FY 2027 and FY 2028, providing a 2% cost of living ("COLA") increase in FY 2025, 2026, 2027 and a 2.5% COLA in FY 2028; removing language that allows the Sheriff to dismiss a probationary employee; removing position reduction language as it is covered under Article 29 (Layoff Policy and Procedure); and matching the position reclassification language to that found in the deputy sheriff contract.

Article 7 (Special Salary Adjustments): changing language that provided for a 5% increase in base pay when carrying responsibilities beyond those required for the class as a whole to a one-step increase, which is 4%.

Article 8 (Physical/Mental Examinations): moving the original language referencing performance reviews to Article 6 and adding new language that addresses how mandatory physical and mental health examinations will be compensated through minimum overtime.

Article 9 (Overtime, Travel Time, and Call-Back): adding new language addressing call-back pay, overtime and travel time to this Article, which originally only addressed call-back pay and adding language that gives employees a minimum of thirty minutes of overtime pay for phone calls that are taken while off duty.

Article 10 (Holidays): adding Juneteenth as an observed holiday.

Article 11 (Annual Leave): increasing the maximum accrual of annual leave from 280 hours per year to 300 hours per year.

Article 12 (Sick Leave): adding 20 hours of wellness leave for employees who use 20 hours or less of family sick and/or sick leave in a calendar year and moving the physical agility incentive to Article 28 (Additional Pay).

Article 13 (Group Health Insurance): amending language to add life insurance to the retiree subsidy and amending language to allow employees who retire to add their spouse to the health insurance plan later, rather than on the date of retirement.

Article 14 (Group Life Insurance): making minor language changes that are not substantive.

Article 15 (Association Dues and Payroll Deduction Privileges): making minor language changes that are not substantive.

Article 16 (Employee Grievance Procedures): modifying the language to reflect similar language found in the deputy sheriff contract.

Article 18 (Training/Education): modifying the Article’s title for clarity; adding a reference to City’s Educational Assistance policy; and modifying language to reflect the language found in the deputy sheriff contract allowing the Sheriff to grant up to 40 hours of annual or administrative leave each fiscal year.

Article 19 (Promotions): adding language allowing employees to obtain their exam scores, aggregate scores and ranking, if applicable, following the completion of a promotion process.

Article 20 (Standby): removing on-call language, which is then added to Article 28 (Additional Pay) and increasing standby pay from $1.50/hour to 15% base rate of pay.

Article 22 (Shift Differential): making minor language changes and clarifications.
Article 23 (Safety): making minor language changes that are not substantive.

Article 24 (Disciplinary Actions): making minor language changes that are not substantive.

Article 25 (Duty to Defend): making minor language changes to better reflect State law.

Article 26 (Retirement): removing the requirement that employees 70 years of age or older receive Board approval to remain employed and making minor language changes that are not substantive.

Article 27 (Uniform Allowance): changing the uniform allowance from $1,250/year (starting July 1, 2007), with a $50 increase every year, to $1,700/year with no more increases for the length of the contract and adding language regarding uniforms and body armor for new employees.

Article 28 (Additional Pay): adding incentive pays for various assignments and modifying the existing motors incentive; inserting on-call pay term originally set forth in Article 20 and changing the on-call pay to reflect that an employee who is not on-call for a week will receive the 15% set forth in Article 20 (Standby) rather than $1.50; amending language to allow employees to receive both the education incentive and the Peace Officer Standards & Training certificate incentive; providing an additional stipend for a Sergeant assigned a K9; amending longevity pay language to split longevity pay into two payments a year rather than one payment beginning in FY 2024; and inserting a 17.5% cap on total incentive pay.

Article 29 (Layoff Policy and Procedure): making minor language changes that are not substantive.

Article 30 (Court Time): making minor language changes to better reflect the current practice of the Sheriff's Office.

Article 32 (Military Leave): making minor language changes that are not substantive.

Article 34 (Savings Clause): making minor language changes that are not substantive.

Article 35 (Absence of Sheriff): making minor language changes that are not substantive.

Article 36 (Adoption and Duration of Agreement): making the CBA’s term effective from July 1, 2023, through June 30, 2028; and making minor language changes that are not substantive.

Applicable Statute, Code, Policy, Rule or Regulation
NRS Chapter 288

Financial Information
Is there a fiscal impact? Yes

If yes, account name/number: General Fund, Sheriff's Office 101201X – 500XXX (All Salaries and Benefits), Grant Fund 2752005-500XXX (All Salaries and Benefits), Worker's Comp Fund 5800714 – 500XXX (All Salaries and Benefits)

Is it currently budgeted? No

Explanation of Fiscal Impact: If approved, the fiscal impacts of the new CBA are estimated to be $21,265,755 for the five-year contract, which is estimated to be $4,820,143 above the five-year projections included in the FY 2024 City budget. The impact on the FY 2024 budget is estimated to be $734,909 more than what was approved for the FY 2024 City budget. Calculations were performed during negotiations and assume all
employees are placed in the negotiated positions and move through the step table accordingly for all five years. City staff expects there will be salary savings due to turnover within the five-year period.

**Alternatives**
Do not approve the proposed CBA and instruct staff to continue negotiations.

**Attachments:**
1 - Proposed Sgt CBA - Redline.pdf
2 - Proposed Sgt CBA - Final Clean Copy.pdf
3 - Proposed Sgt CBA Fiscal Impact.pdf

**Board Action Taken:**
Motion: ____________________
1) ____________________
2) ____________________

Aye/Nay

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(Vote Recorded By)