



**State of Nevada**

**&**

**Nevada Police Union (NPU)**

**UNIT G**

**Collective Bargaining Unit**

**July 1, 2025 – June 30, 2027**

## TABLE OF CONTENTS

PREAMBLE .....	7
ARTICLE 1: UNION RECOGNITION .....	7
ARTICLE 2: MANAGEMENT RIGHTS .....	7
ARTICLE 3: HIRING & APPOINTMENTS .....	8
3.3 PROMOTIONS, TRANSFERS, & DEMOTIONS .....	8
ARTICLE 4: SENIORITY .....	8
ARTICLE 5: LAYOFF & REEMPLOYMENT .....	8
ARTICLE 6: SEPARATION .....	9
6.1 RESIGNATION .....	9
6.2 DISABILITY SEPARATION .....	9
6.3 REINSTATEMENT FROM DISABILITY SEPARATION.....	9
6.4 DISABILITY RETIREMENT .....	9
ARTICLE 7: LINE OF DUTY DEATH .....	9
ARTICLE 8: HOURS OF WORK.....	9
8.2 WORK SCHEDULES .....	10
8.3 MEAL BREAKS FOR DCNR/PARKS, NDPS, & NSHE .....	10
8.4 REST PERIODS FOR DCNR/PARKS, NDPS, & NSHE.....	11
8.5 MEAL BREAKS FOR NDOW .....	11
8.6 REST PERIODS FOR DCNR/PARKS, NDPS, & NSHE.....	11
8.7 DAILY WORK SHIFT CHANGES.....	11
8.8 TEMPORARY SCHEDULE CHANGES .....	11
8.9 PERMANENT SCHEDULE CHANGES .....	12
8.10 EMPLOYEE-REQUESTED SCHEDULE CHANGES.....	12
8.11 TIME REPORTING.....	12
8.12 SHIFT BID PROCESSES.....	13
8.13 SHIFT TRADE .....	13
ARTICLE 9: COMPENSATION.....	13
9.1 SALARY PAYMENT .....	13
9.2 SALARY ADMINISTRATION .....	13
9.3 SALARY RATE UPON INITIAL APPOINTMENT .....	14
9.4 MERIT PAY INCREASE .....	14
9.5 CALLBACK PAY.....	14
9.6 COMPENSATORY TIME .....	14

9.7	DANGEROUS DUTY PAY .....	14
9.8	EDUCATION PAY .....	14
9.9	HOLIDAY PAY .....	15
9.10	OVERTIME .....	16
9.11	SPECIAL ADJUSTMENTS TO PAY .....	16
9.12	STANDBY PAY .....	17
9.13	EQUIPMENT & WEAPONS .....	17
9.14	UNIFORMS .....	18
ARTICLE 10: LEAVE .....		18
10.1	ADMINISTRATIVE LEAVE .....	18
10.2	ANNUAL LEAVE .....	18
10.3	CATASTROPHIC LEAVE .....	19
10.4	CIVIL LEAVE .....	19
10.5	COMPENSATORY TIME .....	19
10.6	HOLIDAYS .....	19
10.7	MILITARY LEAVE .....	20
10.8	SICK LEAVE .....	21
10.9	UNION LEAVE .....	22
10.10	WORK-RELATED INJURY LEAVE (WORKERS' COMPENSATION).....	22
10.11	BENEFITS RELATING TO DOMESTIC VIOLENCE.....	22
10.12	BEREAVEMENT LEAVE.....	23
10.13	FURLOUGH LEAVE .....	23
10.14	LEAVE WITHOUT PAY (LWOP).....	23
10.15	LEAVE OF ABSENCE WITHOUT PAY .....	23
10.16	FAMILY & MEDICAL LEAVE .....	23
ARTICLE 11: WORK PERFORMANCE.....		23
11.8	COACHING AND COUNSELING .....	24
11.9	LETTERS OF INSTRUCTION.....	24
11.10	PERFORMANCE IMPROVEMENT PLAN (PIP).....	24
11.11	PERFORMANCE EVALUATION REVIEW .....	25
ARTICLE 12: RECORDS MANAGEMENT .....		25
12.1	RECORD-KEEPING FOR THE PURPOSES OF DISCIPLINARY ACTION .....	25
12.2	CONFIDENTIALITY.....	26

12.3	PUBLIC RECORDS .....	26
12.4	FILE TYPES .....	26
ARTICLE 13: DISCIPLINE .....		28
13.8	PEACE OFFICERS BILL OF RIGHTS .....	28
13.9	PROGRESSIVE DISCIPLINE .....	29
13.10	ADJUDICATIONS OF ALLEGATIONS .....	33
13.11	PRE-DISCIPLINARY HEARING .....	33
13.12	CONFIDENTIALITY .....	34
13.13	OFF-DUTY CONDUCT .....	34
ARTICLE 14: GRIEVANCE PROCEDURE .....		34
14.2	GENERAL PROVISIONS .....	35
14.3	FILING & PROCESSING A GRIEVANCE .....	35
14.4	INFORMAL RESOLUTION OF A GRIEVANCE .....	37
14.5	WITHDRAWAL OF A GRIEVANCE .....	37
14.6	GRIEVANCE LEVELS .....	37
14.7	WITNESS .....	39
14.8	ARBITRATOR AUTHORITY .....	39
14.9	ATTENDANCE AT MEETINGS .....	39
14.10	SUCCESSOR CLAUSE .....	40
14.11	TIMELINES .....	40
14.12	FAILURE TO MEET TIMELINES .....	40
14.13	GRIEVANCE FILES .....	40
ARTICLE 15: UNION RIGHTS .....		40
15.1	EMPLOYEE RIGHTS .....	40
15.2	ACCESS FOR UNION REPRESENTATIVES .....	41
15.3	UNION STEWARDS .....	42
15.4	INDEMNIFICATION .....	42
15.5	USE OF STATE FACILITIES & EQUIPMENT .....	43
15.6	BULLETIN BOARDS .....	43
15.7	UNION LEAVE TIME AWAY FROM WORK FOR UNION ACTIVITIES .....	44
ARTICLE 16: MEDIATION .....		45
ARTICLE 17: UNION DUES .....		45
17.1	NOTIFICATION TO EMPLOYEES .....	45

17.2	UNION DUES DEDUCTIONS.....	46
17.3	STATUS REPORTS.....	46
17.4	REVOCATION.....	46
17.5	INDEMNIFICATION.....	47
ARTICLE 18: TRAINING & PROFESSIONAL DEVELOPMENT .....		47
18.1	GENERAL PROVISIONS .....	47
18.2	SPECIALIZED MANDATORY TRAINING.....	47
18.3	CONTINUING EDUCATION, CERTIFICATION, & LICENSURE.....	48
18.4	EXTERNAL TRAINING & PROFESSIONAL DEVELOPMENT OPPORTUNITIES .....	48
18.5	PROFESSIONAL ASSOCIATION DUES.....	48
18.6	COLLECTIVE BARGAINING AGREEMENT (CBA) TRAINING .....	48
18.7	TUITION REIMBURSEMENT & CAREER DEVELOPMENT.....	49
ARTICLE 19: SAFETY & HEALTH.....		49
19.1	GENERAL PROVISIONS .....	49
19.2	PERSONAL PROTECTIVE EQUIPMENT (PPE).....	50
19.3	SAFETY COMMITTEES.....	50
19.4	ERGONOMIC ASSESSMENTS.....	50
19.5	PHYSICAL STANDARDS – CATEGORY I PEACE OFFICERS.....	51
19.6	WORKPLACE VIOLENCE.....	51
ARTICLE 20: BODY CAMERAS .....		51
ARTICLE 21: ALCOHOL, DRUG, & TOBACCO-FREE WORKPLACE .....		51
21.4	EMPLOYEE ASSISTANCE PROGRAM (EAP) .....	51
21.5	TOBACCO-FREE WORKPLACE.....	51
ARTICLE 22: REASONABLE ACCOMMODATION .....		52
ARTICLE 23: UNLAWFUL DISCRIMINATION.....		52
23.1	UNLAWFUL DISCRIMINATION AND HARASSMENT .....	52
23.2	UNLAWFUL DISCRIMINATION AND HARASSMENT COMPLAINTS.....	52
ARTICLE 24: WORKPLACE ENVIRONMENT .....		52
24.3	APPEARANCE .....	52
24.4	SECONDARY EMPLOYMENT.....	53
ARTICLE 25: LABOR MANAGEMENT COMMITTEES .....		53
25.1	PURPOSE .....	53
25.2	DEPARTMENT OR DIVISION-LEVEL COMMITTEES .....	53
25.3	AD HOC COMMITTEES .....	53

25.4	SAFETY COMMITTEES .....	53
25.5	SCOPE OF AUTHORITY FOR COMMITTEES .....	53
ARTICLE 26:	DISCLOSURE OF IMPROPER GOVERNMENTAL ACTION .....	54
26.4	FRAUD HOTLINE.....	54
ARTICLE 27:	POLITICAL ACTIVITY .....	54
ARTICLE 28:	STRIKES .....	55
ARTICLE 29:	ENTIRE AGREEMENT .....	55
ARTICLE 30:	SAVINGS CLAUSE .....	55
ARTICLE 31:	APPROPRIATIONS .....	56
ARTICLE 32:	DISTRIBUTION OF AGREEMENT .....	56
ARTICLE 33:	TERM OF AGREEMENT .....	56
APPENDIX A	.....	58
APPENDIX B	.....	59
APPENDIX C	.....	59
APPENDIX D	.....	59

## **PREAMBLE**

This collective bargaining agreement (CBA) is entered into on July 1, 2025, between the Nevada Police Union (NPU), herein referred to as the “Union” and the State of Nevada, herein referred to as the “State” or the “Employer”. It is the intent and purpose of this Agreement to promote sound and mutually beneficial working and economic relationships between the parties hereto, to provide an orderly peaceful means of resolving misunderstandings or differences which may arise, and to set forth pursuant to the provisions of NRS 288, the basic and full agreement between the parties concerning rates of pay, wages, hours of work, and other conditions of employment. The Preamble is not subject to grievance under Article 14, Grievance Procedure.

## **ARTICLE 1: UNION RECOGNITION**

- 1.1 In accordance with the provisions of NRS 288, the State has recognized and does recognize the Union as the exclusive bargaining representative of all job classifications determined to be part of “Unit G” and listed in Appendix A, titled “Job Classifications Eligible for Membership in the Nevada Police Union (NPU).”
- 1.2 This Agreement does not cover any statutorily excluded job classification, or any job classifications not listed in Appendix A. The titles of jobs listed in Appendix A are listed for descriptive purposes only and shall not be construed as an agreement between the parties that the job classifications will continue to be used, filled, or maintained by the Employer.
- 1.3 The employer may establish additional job classifications which may be included in Appendix A, and/or may make changes to an existing bargaining unit job classification. Any proposed changes to the job classifications listed in Appendix A will be noticed to the Union within thirty (30) calendar days of the effective date of the change.

## **ARTICLE 2: MANAGEMENT RIGHTS**

- 2.1 It is understood and agreed that the Employer possesses the sole right, authority, and responsibility to lawfully operate and to command and direct employees. Nothing in the Article shall modify any other portion of this Agreement or supersede any provisions of NRS 288.150.
- 2.2 The powers, duties, rights, and responsibilities include, but are not limited to, the following pursuant to NRS 288.150:
  - 2.2.1 The right to hire, direct, assign or transfer an employee, but excluding the right to assign or transfer an employee as a form of discipline.
  - 2.2.2 The right to reduce in force or lay off any employee because of lack of work or lack of money.
  - 2.2.3 The right to determine appropriate staffing levels and work performance standards, except for safety considerations.
  - 2.2.4 The right to determine the content of the workday, including without limitation workload factors, except for safety considerations.
  - 2.2.5 The right to determine the quality and quantity of services to be offered to the public and the means of offering those services.
  - 2.2.6 The right to establish, allocate, reallocate, or abolish positions, and determine the skills and abilities necessary to perform the duties of such positions.

- 2.2.7 The right to determine training needs, methods of training, and the employees to be trained.
- 2.2.8 The right to plan, direct, schedule, command, supervise, and control the service operations furnished by employees of the Employer and to ensure appropriate services and the safety of the public.
- 2.2.9 And the right to establish and govern reasonable rules and regulations pertaining to on and off-duty employment and conduct.

## **ARTICLE 3: HIRING & APPOINTMENTS**

- 3.1 The classified service of the State of Nevada is comprised of all positions in the public service now existing and hereafter created which are filled according to merit and fitness from eligible lists prepared upon the basis of examination, which must be open and competitive, except as otherwise provided for by statute.
- 3.2 Candidates for positions in classified service will be evaluated on the basis of experience, character, education, and any other factors relating to their ability to perform the duties of the position.

### **3.3 *PROMOTIONS, TRANSFERS, & DEMOTIONS***

- 3.3.1 The Employer will abide by NRS and NAC 284 when promotion, transferring, or demoting employees covered under this Agreement.

## **ARTICLE 4: SENIORITY**

- 4.1 Seniority shall be based on the Hire Date within each classification. In the event of a tie, promotional date shall be used, followed by the employee ID Number. Seniority shall be considered for the purposes of scheduling, shift bid, or leave as a "tie-breaking" mechanism when Departments or Divisions are approving or disapproving requests, except for emergencies, operational needs, or safety. Both parties understand that a tie breaker may not be applicable to every request.
- 4.2 Departments may assign staff to shifts based on training, experience, and special assignments to ensure best practices and public safety. The Employer has the right to reassign employees to shift assignments as required due to operational need and cross-training.

## **ARTICLE 5: LAYOFF & REEMPLOYMENT**

- 5.1 The Employer and the Union agree to follow the provisions set forth in NAC 284.612 to 284.632, et. seq., regarding layoff and reemployment.
- 5.2 In the event of layoffs or a reduction in force, permanent employees will be laid off according to seniority within the classifications being reduced, starting with the least senior employee.
- 5.3 Employees shall be given the opportunity to transfer in lieu of layoff, to any positions within their current job classification, and more senior than the least senior employee, or to take a voluntary demotion to any vacant positions for which they are qualified within their Department or Division.
- 5.4 For purposes of this Article, seniority of permanent employees shall commence on the date of hire and include any break in service, as defined in NAC 284.598.



- 5.5 Employees who are temporary or probationary employees are not considered permanent employees and shall not have seniority for purposes of layoff and shall be laid off before any permanent employee.

## **ARTICLE 6: SEPARATION**

### **6.1 RESIGNATION**

- 6.1.1 Unless the Employer and the employee agree to a shorter period of time, an employee who wishes to resign from State services will submit a Notice of Transfer or Resignation form to their Department or Division head, or designee, at least fourteen (14) calendar days prior to the effective date of the resignation.

### **6.2 DISABILITY SEPARATION**

- 6.2.1 Pursuant to NAC 284.611, an employee with a disability that causes them to be unable to perform the essential functions of their position may be separated from service when it is determined that every option available under the Employer's Reasonable Accommodation process has been exhausted.

### **6.3 REINSTATEMENT FROM DISABILITY SEPARATION**

- 6.3.1 Employees who have been separated from service due to disability may be eligible for reinstatement if they have recovered from the condition which caused their disability and under which they were separated from service.

### **6.4 DISABILITY RETIREMENT**

- 6.4.1 Employees with five (5) or more years of services and who have been certified by a treating physician that they are unable to perform the essential functions of their positions due to disability may choose to exercise their right to retire from service under the Public Employees' Retirement System of Nevada (PERS) with a Disability Retirement. The PERS Disability Retirement benefit allows employees with a disability to retire without penalty to their projected service retirement date.
- 6.4.2 Employees who choose Disability Retirement must apply to PERS for their benefit before they separate from State service. Applications for Disability Retirement can be obtained at [www.nvpers.org](http://www.nvpers.org).

## **ARTICLE 7: LINE OF DUTY DEATH**

- 7.1 In recognition of the services Category I Peace Officers provide, in the event that a Category I Peace Officer is killed in the line of duty, the State agrees to reimburse the employee's estate for costs up to a maximum of twenty thousand dollars (\$20,000) for memorial services, funeral services, and interment related expenses.
- 7.2 The employee's estate will also receive payment for all accrued Annual Leave, Compensatory Time, and accrued Sick Leave.

## **ARTICLE 8: HOURS OF WORK**

- 8.1 This Article outlines the general administration of hours of work and shall not be construed as an exhaustive representation of the Employer's policies and procedures regarding hours of work for employees. Department or Division- specific policies, Standing Orders (SO's), or Administrative Regulations (AR's) should be consulted when employees need detailed information.

## **8.2 WORK SCHEDULES**

- 8.2.1 State Employees' official workweek for the purposes of payroll begins on each Monday at 0000 hours and ends at 2359 hours on the following Sunday.
- 8.2.2 NSHE Employees' official workweek for the purposes of payroll begins on Sunday at 0000 hours and ends at 2359 hours on the following Saturday.
- 8.2.3 Regular work schedules for employees covered under this Agreement may consist of one of the following combinations of daily work hours, meal breaks, and rest periods during a workweek:
  - 8.2.3.1 Eight (8) hours per workday, five (5) days per workweek, with two (2) consecutive RDO's.
  - 8.2.3.2 Ten (10) hours per workday, four (4) days per workweek, with three (3) RDO's with a minimum of two (2) consecutive days off.
  - 8.2.3.3 A forty (40) hour per workweek variable and flexible schedule.
  - 8.2.3.4 Twelve (12) hours per workday, four (4) days per workweek with three (3) consecutive RDO's one week, and three (3) days per workweek with four (4) consecutive RDO's in the other week. This includes one (1) eight (8) hour day each eighty (80) hour pay period.
    - 8.2.3.4.1 Twelve-hour shifts may be established based on operational need. Before a twelve-hour shift is established for employees assigned to DPS Patrol, the Employer shall meet and confer with the Union to discuss the operational needs necessitating the establishment of a twelve-hour shift.
    - 8.2.3.4.2 An eighty (80) hour per pay period variable and flexible schedule.
- 8.2.4 Absent exigent circumstances, employees shall have a minimum eight (8) hour break between shifts.
- 8.2.5 Employees covered under this Agreement are responsible for checking their Department or Division scheduling calendars to ensure they report for duty as required.

## **8.3 MEAL BREAKS FOR DCNR/PARKS, NDPS, & NSHE**

- 8.3.1 The Employer and the Union agree to Meal Breaks that vary from and supersede the Meal Break requirements of federal and State law.
- 8.3.2 Meal Breaks for employees working more than five (5) consecutive hours, if entitled, will be a minimum of thirty (30) minutes of paid time and will be scheduled as close the middle of the work shift as possible. Employees working three (3) or more hours longer than their regularly scheduled workday will be allowed an additional thirty (30) minute Meal Break.
- 8.3.3 Employees covered under this Agreement that are currently allowed to take a thirty (30) minute paid Meal Break under Department or Division policy will continue to have a thirty (30) minute paid Meal Break.
- 8.3.4 Employees covered under this Agreement that are currently allowed to take a sixty (60) minute paid Meal Break under Department or Division policy will continue to have a sixty (60) minute paid Meal Break.
- 8.3.5 When an employee's Meal Break is interrupted by work duties, they will be allowed to resume their Meal Break following the interruption, if possible, to complete their allotted Meal Break period.

- 8.3.6 Meal Breaks may not be used for late arrival or early departure from work and Meal Breaks and Rest Periods will not be combined.

#### **8.4 REST PERIODS FOR DCNR/PARKS, NDPS, & NSHE**

- 8.4.1 The Employer and the Union agree to Rest Periods that vary from and supersede the Rest Period requirements of federal and state law.
- 8.4.2 Employees will be allowed one (1) Rest Period of fifteen (15) minutes for each one-half (1/2) shift of three (3) or more hours worked at or near the middle of each one-half (1/2) shift of three (3) or more hours. Rest Periods do not require relief from duty. Rest periods will be paid.
- 8.4.3 Where the nature of the work allows employees to take intermittent Rest Periods equivalent to fifteen (15) minutes for each one-half (1/2) shift of three (3) hours or more, scheduled Rest Periods are not required.
- 8.4.4 Rest Periods may not be used for late arrival or early departure from work and Rest Periods and Meal Breaks will not be combined.

#### **8.5 MEAL BREAKS FOR NDOW**

- 8.5.1 NDOW employees shall be entitled to a minimum of thirty (30) minutes for an unpaid Meal Break during their shift. An employee unable to take their Meal Break due to operational needs will be compensated appropriately.
- 8.5.2 Meal Breaks may not be used for late arrival or early departure from work and Meal Breaks and Rest Periods will not be combined.

#### **8.6 REST PERIODS FOR DCNR/PARKS, NDPS, & NSHE**

- 8.6.1 NDOW employees are generally entitled to two (2) fifteen (15) minute Rest Periods during their shift.
- 8.6.2 Rest Periods may not be used for late arrival or early departure from work and Rest Periods and Meal Breaks will not be combined.

#### **8.7 DAILY WORK SHIFT CHANGES**

- 8.7.1 The Department or Division may adjust an employee's daily start and/or end time(s) if operational necessity dictates such change.

#### **8.8 TEMPORARY SCHEDULE CHANGES**

- 8.8.1 An employee's workweek and/or work schedule may be temporarily changed with prior notice from the Department or Division.
- 8.8.2 A temporary schedule change is defined as a change lasting thirty (30) calendar days or less. Employees will receive three (3) calendar days' notice of any temporary schedule change via memorandum and/or email and/or telephone call and/or text message, unless the employee and the Department or Division have mutually agreed to a shorter notice period. The day that notice is given is not considered part of the notice period. The employee must acknowledge receipt of any notice of a temporary schedule change by informing their supervisor of such acknowledgement within the three (3) calendar day notice period.

- 8.8.3 An employee scheduled to work during the Daylight Savings time changes will have the option to adjust their shift to ensure a full shift is worked or complete a leave slip for one (1) hour of either Compensatory Time or Annual Leave to accommodate the short day. For the extended day, an employee is required to either adjust their shift, or complete a Compensatory Time or Overtime slip, whichever the employee decides, after working the extra hour.
- 8.8.4 Adjustments in the hours of work of daily work shifts as described in the Subsection above during a workweek do not constitute a temporary schedule change.
- 8.8.5 Adjustments in the hours of work of daily work shifts or a workweek when staffing is required due to major incidents or calls for service do not constitute a temporary schedule change.

## **8.9 PERMANENT SCHEDULE CHANGES**

- 8.9.1 An employee's workweek and work schedule may be permanently changed with prior notice from the Department or Division.
- 8.9.2 An employee will receive twenty-one (21) calendar days' notice via memorandum, email, and/or telephone call, of a permanent schedule change. This notice will include the reason for the schedule change. The day notice is given is not considered part of the notice period. The employee must acknowledge receipt of a permanent schedule change by informing their supervisor of such acknowledgement within the twenty-one (21) calendar day notice period. During that notice period, the employee may request a meeting with their supervisor to discuss potential hardships or family needs that the supervisor may consider relative to a permanent schedule change.
- 8.9.3 Adjustments in the hours of work of daily work shifts during a workweek do not constitute a permanent schedule change.

## **8.10 EMPLOYEE-REQUESTED SCHEDULE CHANGES**

- 8.10.1 An employee may make a "flex request" wherein they ask for a flexible start or end time to their shift on a specific day. The Department or Division may approve or disapprove such request based on operational need.
- 8.10.2 An employee's workweek and work schedule may be changed at their request and with the Department's or Division's approval, provided the Department's or Division's operational needs are met and no Overtime expense is incurred.

## **8.11 TIME REPORTING**

- 8.11.1 Employees shall provide an accurate accounting of the hours worked and leave used during a pay period using the appropriate timekeeping process as determined by the Department or Division. Entries must be made to account for all hours in the pay period and shall include the specific times at which their shift started and ended.
- 8.11.2 Employees working an Overtime assignment will have the choice between paid Overtime and Compensatory Time. All Overtime assignments must be pre-approved unless an unpredictable emergency prevents prior approval and communication. If paid Overtime is unavailable due to budget constraints, employees who have agreed to work for Compensatory Time in lieu of paid Overtime will be offered Overtime assignments. An employee will not be retaliated against or punished for refusing to work for Compensatory Time.

- 8.11.3 "Off-the-clock" work is prohibited and failure to accurately record working time is grounds for discipline.

## **8.12 SHIFT BID PROCESSES**

- 8.12.1 Department or Division-specific shift bid processes are in Appendix B of this Agreement.

## **8.13 SHIFT TRADE**

- 8.13.1 Department or Division-specific shift trade procedures are in Appendix C of this Agreement.

# **ARTICLE 9: COMPENSATION**

All employees this Agreement covers shall have all compensation protection and requirements provided by existing State and Federal law. Nothing in this Agreement shall be construed as limiting existing compensation law and policy governing employees.

## **9.1 SALARY PAYMENT**

- 9.1.1 The compensation schedule for employees in classified State service consists of pay ranges for each salary grade. Within each salary grade are ten (10) steps. Employee pay rates are set within a salary grade at a specific step.
- 9.1.2 Appendix A, "Salary Schedules for Bargaining Unit G" details the salary schedule for employees covered under this Agreement.
- 9.1.3 Effective July 1, 2025, the salary schedule for Bargaining Unit G will reflect an increase of three percent (3%)
- 9.1.4 Effective July 1, 2026, the salary schedule for Bargaining Unit G will reflect an increase of three percent (3%).
- 9.1.5 Employees covered under this Agreement will be eligible for longevity pay. Each fulltime employee who has completed five (5) years of service with the State of Nevada, and who has been covered under this Agreement for the same period of time shall be entitled to longevity pay in addition to regular salary. Said employee's longevity pay shall be at a rate equal to one-half percent (.5%) of the employee's biweekly base hourly rate for each year of service, up to a maximum annual payment of twelve and one-half percent (12.5%) of base hourly rate for employees with twenty-five (25) years of service, with payment to be effected each pay day beginning with the pay period within which the anniversary falls. For calculation of payment under this Article, base hourly rate shall be increased by any additional pays and incentive pays.
- 9.1.6 Upon ratification and effective July 1, 2023, employees covered under this Agreement will be credited with one (1) Personal Leave day equal to their regularly scheduled work shift to be taken during the fiscal year. This Personal Leave day must be taken in full day increments, has no cash value, and cannot be rolled over from one fiscal year to the next. Requests to use this Personal Leave day will be made in accordance with Department/Division specific procedures for requesting Annual Leave.

## **9.2 SALARY ADMINISTRATION**

- 9.2.1 The appropriate Central Pay Center is responsible for the administration of salaries in accordance with State policies and this Agreement. This Article is intended to provide general information regarding compensation. As such, the information herein shall not be construed as an exhaustive representation of the Employer's compensation plan.

### **9.3     *SALARY RATE UPON INITIAL APPOINTMENT***

- 9.3.1     Upon initial appointment, an employee will be placed Step 1 at the appropriate salary grade for their job classification, subject to the provisions of NAC 284.204.

### **9.4     *MERIT PAY INCREASE***

- 9.4.1     An employee who successfully completes twelve (12) months of satisfactory service, excluding Overtime, after initial appointment or promotion to a position, will be eligible for a merit pay increase within their salary grade on their pay progression date, and annually thereafter.
- 9.4.2     Merit pay increases are not automatically awarded to employees. Merit pay increases will not exceed the maximum of the range of the salary grade of the employee's job classification.
- 9.4.3     To be eligible for a merit pay increase, the employee must meet a satisfactory level of performance and competence during the twelve (12) month period prior to their performance evaluation.
- 9.4.4     Denial of Merit Pay Increase
  - 9.4.4.1     If an employee receives a performance evaluation stating that their performance and competence is substandard, the Employer may withhold the merit pay increase. If the Employer denies a merit pay increase, the employee and the Union will be noticed in writing of the specific reasons for the denial. The employee may request a review of this denial by the Department or Division head, or designee, within ten (10) calendar days of receipt of the notice of denial. A meeting to discuss the review by the Department or Division head, or designee, will be scheduled within ten (10) calendar days of receipt of the request to review. The employee may request a Union Steward be present at the review meeting. The determination of the Department or Division head, or designee, is final. Denial of step increase is not subject to grievance under Article 14, Grievance Procedure.
- 9.4.5     Delay of Merit Pay Increase
  - 9.4.5.1     The Employer and the Union agree that if there is a delay in a merit pay increase being reflected on the employee's paycheck due to administrative delay or clerical error, the Employer will adjust the employee's paycheck appropriately to reflect retroactive payment of the merit pay increase to the proper effective date.

### **9.5     *CALLBACK PAY***

- 9.5.1     Callback pay will be administered in accordance with NAC 284.214.

### **9.6     *COMPENSATORY TIME***

- 9.6.1     Compensatory Time will be administered in accordance with NAC Chapter 284 and Article 8, Hours of Work of this Agreement.
- 9.6.2     The maximum amount of Compensatory Time accrual is two hundred forty (240) hours.

### **9.7     *DANGEROUS DUTY PAY***

- 9.7.1     Dangerous Duty Pay will be administered in accordance with NAC 284.208.

### **9.8     *EDUCATION PAY***

- 9.8.1 Employees covered under this Agreement who possesses an Associate's Degree are eligible to receive education pay in the amount of five hundred dollars (\$500.00) per fiscal year to be distributed each July.
- 9.8.2 Employees covered under this Agreement who possesses a Bachelor's Degree are eligible to receive education pay in the amount of nine hundred dollars (\$900.00) per fiscal year to be distributed each July; however, employees who are required to possess a Bachelor's Degree as a minimum qualification for their job specification are not eligible for this education pay.
- 9.8.3 Employees covered under this Agreement who are required to possess a Bachelor's Degree as a minimum qualification for their job specification and who possess a Master's Degree are eligible to receive pay in the amount of nine hundred dollars (\$900.00) per fiscal year to be distributed each July.
- 9.8.4 Employees covered under this Agreement shall receive intermediate and advanced POST certification incentives. If an employee receives an intermediate POST certification, that employee is entitled two percent (2%) of their base wage in additional pay incentive. If an employee receives an advanced POST certification, that employee is entitled two percent (2%) of their base wage in additional pay incentive. An employee is eligible for both of these incentives.
- 9.8.5 An employee who wishes to receive education pay must submit proof of possession of that degree to their Department/Division Human Resources Office with their request to receive the pay.
- 9.8.6 An employee may not combine education pay for an Associate's Degree and a Bachelor's Degree.

## **9.9 HOLIDAY PAY**

### **9.9.1 Holiday Pay**

- 9.9.1.1 Full-time employees will be compensated at their regular hourly rate of pay for hours they are scheduled to work on a designated holiday even though they do not work.

### **9.9.2 Holiday Premium Pay**

- 9.9.2.1 In addition to holiday pay, full-time employees who actually work on a designated holiday will be compensated at their regular hourly rate of pay for their regularly scheduled work hours.

### **9.9.3 Holiday Compensation Rules**

- 9.9.3.1 Part-time employees who begin employment before and remain employed after the designated holiday will be compensated in cash or Compensatory Time for the holiday in an amount proportionate to the time they were in pay status during the month prior to the holiday.
- 9.9.3.2 Full-time employees who are employed before the holiday and are in full pay status for eighty (80) non-Overtime or non-standby hours during the pay period, not counting the holiday, or are in pay status for the entire work shift preceding the holiday, will receive compensation for the holiday.
- 9.9.3.3 Employees who resign, are dismissed, or are separated before a holiday will not be compensated for the holidays occurring after the effective date of the resignation, dismissal, or separation.

## **9.10 OVERTIME**

9.10.1 Overtime will be administered in accordance with NRS 284.

## **9.11 SPECIAL ADJUSTMENTS TO PAY**

9.11.1 The maximum Special Adjustment to Pay and/or Special Assignment Pay for any employee is fifteen percent (15%) of their regular hourly rate of pay.

### **9.11.2 Bilingual Pay**

9.11.2.1 An employee who is certified to use bilingual skills or sign language for persons who are deaf will be eligible for additional compensation equivalent to five percent (5%) of their regular hourly base rate of pay for a Special Adjustment to Pay (Bilingual Pay). Employees will be certified by their Department/Division that they are assigned work based upon their bilingual skills and are eligible for premium pay.

### **9.11.3 Critical Incident Response Team**

9.11.3.1 An employee assigned to the Critical Incident Response Team will be eligible to receive an additional pay equivalent to five percent (5%) of their regular hourly base rate of pay for a Special Adjustment to Pay while assigned to the Critical Incident Response Team.

### **9.11.4 Field Training Officer (FTO) Pay**

9.11.4.1 An employee assigned to be an FTO will be eligible to receive additional pay equivalent to five percent (5%) of their regular hourly base rate of pay for a Special Adjustment to Pay (FTO Pay) for the hours spent in FTO.

### **9.11.5 Honor Guard Duty**

9.11.5.1 An employee assigned to Honor Guard Duty in the Department of Public Safety and University Police will receive additional pay equivalent to five percent (5%) of their regular hourly base rate of pay for a Special Adjustment to Pay for all hours performing the duty.

### **9.11.6 Instructor Pay**

9.11.6.1 An employee assigned to be an instructor will be eligible to receive additional pay equivalent to five percent (5%) of their regular hourly base rate of pay for a Special Adjustment to Pay for the hours spent as an instructor.

### **9.11.7 K-9 Pay**

9.11.7.1 Employees assigned to K-9 duty will receive additional pay equivalent to ten percent (10%) of their regular hourly base rate of pay for a Special Adjustment to Pay (K-9 Pay).

### **9.11.8 Motors Pay**

9.11.8.1 An employee who is assigned to motorcycle duty will receive a Special Adjustment to Pay (Motors Pay) equivalent to ten percent (10%) of their regular hourly rate of pay.

### **9.11.9 Public Information Officer Duty**

9.11.9.1 An employee assigned to act as a Public Information Officer in the Department of Public Safety will receive additional pay equivalent to five percent (5%) of their regular hourly base rate of pay for a Special Adjustment to Pay (PIO Pay).



#### 9.11.10 Task Force Special Assignments

- 9.11.10.1 An employee assigned to a specified Task Force will receive additional pay equivalent to five percent (5%) of their regular hourly base rate of pay for a Special Adjustment to Pay (Special Assignment Pay) for the hours spent working on their assigned Task Force. Eligible Task Force Special Assignments will be listed in Appendix D of this Agreement. Special Assignments to Task Forces are at the discretion of the Department/Division and can be revoked at any time.

#### **9.12 STANDBY PAY**

- 9.12.1 An Overtime-eligible employee is considered to be on standby status in accordance with NAC 284.218.

#### **9.13 EQUIPMENT & WEAPONS**

##### 9.13.1 General Provisions

- 9.13.1.1 The Department or Division will supply a list of approved types of weapons an employee can carry while on duty. An employee may choose to carry any weapon from this list while on duty so long as they maintain the appropriate training, certifications, and qualifications for that weapon.
- 9.13.1.2 The Department or Division Armorer will be responsible for maintenance and repair of State issued weapons and will stock replacement weapons and ammunition for use when weapons become unserviceable.
- 9.13.1.3 Employees who choose to use a personal weapon as their duty weapon are responsible for maintenance of that weapon, as well as ensuring that weapon meets the appropriate standards for use and maintenance as proscribed by Department or Division policy. Additionally, employees who choose to use their personal weapon must maintain the appropriate training, certifications, and qualifications for that weapon.
- 9.13.1.4 A State-issued weapon that is damaged or destroyed as a result of a duty related incident will be replaced by the Department or Division. If the incident giving rise to the need for a replacement weapon is a result of negligence, the employee may be subject to disciplinary action.
- 9.13.1.5 An employee retiring from the State service may elect to purchase their State-issued duty firearm.
- 9.13.1.6 The Employer will provide body armor for employees covered under this Agreement.
- 9.13.1.7 Employees who are required to wear body armor will have the choice of wearing a standard vest or a load bearing vest.
- 9.13.1.8 The Employer shall provide any updated equipment policies to the Union for feedback prior to implementation.
- 9.13.1.9 Employees who wish to purchase upgraded body armor may be eligible for reimbursement up to the cost equivalent to the Employer-provided body armor, per the life of the body armor as detailed by the manufacturer.

##### 9.13.2 Equipment Replacement

- 9.13.2.1 The Employer will replace Employer-provided equipment on a regular schedule as defined in Department or Division policy and procedure, or as determined by the Employer, as needed due to normal wear and tear in the course and scope of the employee's duties.

- 9.13.2.2 Reimbursement for employee personal equipment may be granted by the Department or Division if said equipment is damaged during the normal course and scope of duty.
- 9.13.2.3 Employees must submit a report detailing how the personal equipment was damaged to their Department or Division for approval or disapproval within three (3) business days of the date the incident occurred.

## **9.14 UNIFORMS**

### **9.14.1 General Provisions**

- 9.14.1.1 Employees covered under this Agreement are required to wear uniforms.
- 9.14.1.2 The Employer will determine and provide all uniform pieces and gear or provide a Uniform Allowance, if applicable, for employees to purchase uniform pieces and gear from authorized vendors.

### **9.14.2 Uniform Replacement**

- 9.14.2.1 The Employer will provide for the replacement of uniform items on a regular schedule as defined in Department or Division policy and procedure, or as needed due to normal wear and tear in the course and scope of the employee's duties.

### **9.14.3 Uniform & Equipment Allowance**

- 9.14.3.1 Effective July 1, 2025, employees in the Department of Public Safety will receive a Uniform & Equipment Allowance of one thousand four hundred dollars (\$1,400.00) per fiscal year, to be distributed in four equal payments during the fiscal year.
- 9.14.3.2 Effective July 1, 2023, all employees covered under this Agreement will be eligible to receive a footwear allowance of two hundred fifty dollars (\$250.00) per biennium.

## **ARTICLE 10: LEAVE**

### **10.1 ADMINISTRATIVE LEAVE**

- 10.1.1 The Employer has the right to place an employee on paid Administrative Leave in accordance with NAC 284.589.
- 10.1.2 An employee on paid Administrative Leave is required to be available to their supervisor during their leave.

### **10.2 ANNUAL LEAVE**

- 10.2.1 Employees will retain and carry forward any eligible and unused Annual Leave accrued prior to the effective date of this Agreement. Carry forward of eligible and unused accrued leave is subject to a maximum of four hundred eighty (480) hours of banked Annual Leave.
- 10.2.2 Employees will be eligible to use Annual Leave after completion of six (6) months of continuous full-time service.

#### **10.2.2.1 Accrual**

- 10.2.2.1.1 For each calendar month of full-time continuous service, a regular full-time employee is entitled to accrue Annual Leave as follows:

- 10.2.2.1.1.1 0 to 10 years - 1¼ days per month
- 10.2.2.1.1.2 10 years to 15 years - 1½ days per month
- 10.2.2.1.1.3 15 years to 20 years - 1¾ days per month
- 10.2.2.1.1.4 20 years or more - 2¼ days per month

### 10.2.3 Annual Leave Usage

- 10.2.3.1 Employees must submit Annual Leave requests in writing using the approved method dictated by their Department or Division. The Department or Division has the authority to approve or disapprove Annual Leave requests if business or operational needs dictate such action.

### 10.2.4 Annual Leave Cash Out

- 10.2.4.1 Employees covered under this Agreement shall have the opportunity to cash out Annual Leave twice per fiscal year, once in November and once in May, up to forty (40) hours per instance, so long as after cash out they have remaining balance that is greater or equal to two hundred (200) hours of banked Annual Leave.
- 10.2.4.2 Upon separation from State service, excluding dismissal for just cause, an employee will be compensated in a lump sum payment for any accrued but unused Annual Leave hours earned through the last day worked, provided the employee has six (6) months of continuous full-time service.
- 10.2.4.3 Upon the death of an employee in State service, the employee's estate will be compensated in a lump sum payment for any accrued but unused Annual Leave hours in the employee's Annual Leave bank.

## 10.3 CATASTROPHIC LEAVE

- 10.3.1 An employee may qualify for Catastrophic Leave if they or a member of their immediate family is affected by a serious illness, accident, or motor vehicle crash which is life-threatening or which requires a lengthy convalescence, or there is a death of an immediate family member.
- 10.3.2 In addition to the above requirements, an employee must have exhausted all of their accrued Compensatory Time, Sick Leave, and Annual Leave. The employee must receive approval from their Appointing Authority, or the Appointing Authority designee, or the State's Committee on Catastrophic Leave to be eligible for donations of leave. The maximum number of hours of Catastrophic Leave an employee can be approved to use in a calendar year is one thousand forty (1,040) hours.
- 10.3.3 An employee may donate to their specific employing Departmental or Divisional Catastrophic Leave account for use by a specific employee in any branch of State service who is approved to receive Catastrophic Leave.
- 10.3.4 Employees are permitted to donate up to a maximum of one hundred twenty (120) hours of Annual Leave and/or Sick Leave each calendar year; however, the donating employee's Sick Leave balance cannot fall below two hundred forty (240) hours as a result of leave donation.

## 10.4 CIVIL LEAVE

- 10.4.1 Civil Leave shall be used and administered pursuant to NAC 284.584 to 284.587.

## 10.5 COMPENSATORY TIME

- 10.5.1 As defined in Article 9, Compensation.

## 10.6 HOLIDAYS

- 10.6.1 Employees will be provided the following paid non-working holidays per year:  
New Year's Day - January 1

Martin Luther King, Jr.'s Birthday - Third Monday in January  
Presidents' Day - Third Monday in February  
Memorial Day - Last Monday in May  
Juneteenth - [Observed Day]  
Independence Day - July 4  
Labor Day - First Monday in September  
Nevada Day Observed - Last Friday in October  
Veterans' Day - November 11  
Thanksgiving Day - Fourth Thursday in November  
Family Day - The Friday immediately following the fourth Thursday in November  
Christmas Day - December 25

#### 10.6.2 Holiday Observance Days

- 10.6.2.1 For full-time employees with a Monday through Friday work schedule, when a designated holiday falls on a Saturday, the preceding Friday will be observed as the holiday. When a designated holiday falls on a Sunday, the succeeding Monday will be observed as the holiday.
- 10.6.2.2 For full-time employees who do not have a Monday through Friday work schedule, when a designated holiday falls on their scheduled workday, that day will be considered the holiday. When a designated holiday falls on the employee's RDO, the Department or Division will treat the employee's workday immediately before or immediately after as the holiday.
- 10.6.2.3 An employee may request an alternate day off as their holiday if the requested day off falls within the same pay period as the holiday. The Department or Division may approve or disapprove the request.
- 10.6.2.4 The holiday for graveyard shift employees whose work schedule begins on one calendar day and ends on the next will be determined by the Department or Division. The holiday will start either at the beginning of the scheduled graveyard shift that begins on the calendar day designated as the holiday, or the beginning of the shift that precedes the calendar day designated as the holiday.
- 10.6.2.5 The holiday for graveyard shift employees will be the same for all graveyard shift employees in a facility.

### **10.7 MILITARY LEAVE**

- 10.7.1 Employees who are assigned a work shift or work schedule that does not regularly include working on Saturday or Sunday, excluding Overtime, will be entitled to paid Military Leave, not to exceed the hours equivalent to fifteen (15) business days during each twelve (12) month period.
- 10.7.2 Employees who are assigned a work shift or work schedule that regularly includes working on Saturday or Sunday will be entitled to paid Military Leave, not to exceed the hours equivalent to twenty-four (24) business days during each twelve (12) month period.
- 10.7.3 The twelve (12) month period will begin on the day the employee has orders to report to a military base in order to fulfill their required military duty obligation, or to take part in training or drills, including those in the National Guard or state active status.

- 10.7.4 Employees will provide a copy of any orders for military duty to their Departmental or Divisional Human Resources Office.
- 10.7.5 Employees who have taken Military Leave, that are deployed for an extended period of time may use LWOP for their extended time away from work for military duty.
- 10.7.6 An employee returning to State service after extended Military Leave, paid or unpaid, will be reinstated according to the Uniformed Services Employment and Reemployment Rights Act (USERRA).

## **10.8 SICK LEAVE**

### **10.8.1 Accrual**

- 10.8.1.1 A full-time regular employee in continuous full-time service, excluding Overtime, will accrue Sick Leave at the rate of ten (10) hours per month.

### **10.8.2 Carry Forward & Transfer**

- 10.8.2.1 Employees will be allowed to carry forward, from year to year of service, any unused Sick Leave allowed under this Article and will retain and carry forward any unused Sick Leave accumulated prior to the effective date of this Agreement. When an employee moves from one State Department or Division to another, regardless of status, their accrued Sick Leave will be transferred to the new Department or Division for their use.

### **10.8.3 Sick Leave Use**

- 10.8.3.1 Sick Leave will be charged according to the exact time used and may be used for the following reasons:
  - 10.8.3.2 Time away from work due to a personal illness, injury, or medical disability that prevents the employee from performing their job.
  - 10.8.3.3 Time away from work to attend personal medical or dental appointments.
  - 10.8.3.4 Time away from work to care for family members as allowed under the Family and Medical Leave Act (FMLA). Time away from work due to exposure of the employee to contagious disease when attendance at work would jeopardize the health of others.
  - 10.8.3.5 Time away from work due to an employee's place of business being closed by order of a public official or for any health-related reason, or when an employee's child's school or place of care has been closed for such a reason.
  - 10.8.3.6 Time away from work to attend preventive health care appointments of household members, up to one (1) day for each occurrence, if arranged in advance with the Department or Division.
  - 10.8.3.7 Time away from work to attend medically related interdisciplinary meetings necessary for the planning and care of a minor/dependent child who requires coordinated care of services in the home or school setting.
  - 10.8.3.8 Time away from work to be with member(s) of the employee's household who experience injury or illness.

### **10.8.4 Sick Leave Reporting, Certification, & Verification**

- 10.8.4.1 Planned Sick Leave, as for medical appointments or procedures that are scheduled ahead of time, should be requested as far in advance as practicable. For unexpected Sick Leave, an employee must promptly notice their supervisor on the first day of Sick Leave and each day thereafter unless there is mutual agreement to do otherwise.
- 10.8.4.2 An employee returning to work after any Sick Leave absence may be required to provide written certification from their treating health care provider that clearly states that they are able to return to work and perform the essential functions of their job, with or without reasonable accommodation.
- 10.8.4.3 If medical certification or verification is required for employees in Overtime- eligible positions, it shall be in accordance with the provisions of this Agreement.
- 10.8.4.4 The Employer will not adopt or enforce any policy that counts the use of Sick Leave for an authorized purpose as an absence that may lead to or result in discipline. An authorized purpose is Sick Leave used in accordance with the terms and conditions of this Agreement and Department or Division policy. The Employer will not discriminate or retaliate against an employee for the use of Sick Leave.

#### 10.8.5 Sick Leave Cash Out

- 10.8.5.1 An employee who leaves or retires from State service may receive a cash out of Sick Leave hours pursuant to NRS 284.355.

### ***10.9 UNION LEAVE***

- 10.9.1 See Article 15, Union Rights.

### ***10.10 WORK-RELATED INJURY LEAVE (WORKERS' COMPENSATION)***

- 10.10.1 Workers' Compensation shall be administered pursuant to NRS Chapters 616A to 616D, et. seq., and NAC 284.5775 and 284.5777.
- 10.10.2 Return-to-Work
  - 10.10.2.1 The Employer will follow the provisions of state law and Department or Division policy related to a Return-to-Work program. The Department or Division will attempt to find opportunities, if available, for modified duty that can be offered to employees participating in the Return-to-Work Program.
  - 10.10.2.2 Employees suffering from a work-related injury or illness may be allowed to adjust their schedules to attend any needed therapy or follow-up medical appointments.

### ***10.11 BENEFITS RELATING TO DOMESTIC VIOLENCE***

- 10.11.1 An employee who has been continuously employed by the State of Nevada for ninety (90) days or more, is entitled to time away from work not to exceed one hundred sixty (160) hours in one twelve (12) month period if they are a victim of an act of domestic violence or their family or a household member is a victim of domestic violence. The time away from work will begin on the date of the act of domestic violence. An employee may request the use of Compensatory Time, Annual Leave, Sick Leave, or LWOP during the one hundred sixty (160) hours of time away from work.
  - 10.11.1.1 An employee may use the time away from work related to domestic violence to:
    - 10.11.1.1.1 Obtain a diagnosis, care, or treatment of a related health condition; and/or,
    - 10.11.1.1.2 Obtain counseling or assistance; and/or,
    - 10.11.1.1.3 Participate in any related court proceedings; and/or,

10.11.1.1.4 Establish a safety plan.

10.11.2 A Department or Division will provide accommodations, such as relocation of workspace or duty location, modification of a work schedule, or a new work telephone number, to an employee who is a victim of an act of domestic violence or whose family or household member is a victim of domestic violence, unless an accommodation would pose an undue hardship on the Department or Division.

#### ***10.12 BEREAVEMENT LEAVE***

10.12.1 Bereavement Leave shall be used and administered pursuant to NAC 284.562.

10.12.2 Bereavement Leave must be used no later than twelve (12) months after the death of the family member for which the Bereavement Leave was requested.

#### ***10.13 FURLOUGH LEAVE***

10.13.1 In the event that the Nevada State Legislature requires that Furlough Leave be taken, all employees covered by this Agreement shall be subject to such requirements.

#### ***10.14 LEAVE WITHOUT PAY (LWOP)***

10.14.1 LWOP is approved temporary time away from work in a nonpaid status requested by an employee. LWOP does not cover a suspension from duty, Furlough Leave, or any absence for which an employee has not been approved or any nonpaid status during hours or days for which an employee would be compensated on an Overtime basis.

#### ***10.15 LEAVE OF ABSENCE WITHOUT PAY***

10.15.1 A leave of absence without pay may be approved for up to one (1) year by a Department or Division head, or designee, for any satisfactory reason. The Personnel Commission, upon recommendation of the Department or Division head, or designee, may grant a leave of absence without pay in excess of one (1) year, for purposes deemed beneficial to public service.

10.15.2 A leave of absence will be granted for an employee to accept a position in the Legislative Branch during a regular or special session of the Legislature if they are in a classified position.

#### ***10.16 FAMILY & MEDICAL LEAVE***

10.16.1 Family and medical leave will be used and granted in accordance with the Family and Medical Leave Act of 1993 (FMLA), any amendments thereto, and the Nevada State Family Leave Act without interpretation.

### **ARTICLE 11: WORK PERFORMANCE**

11.1 Employee performance evaluations shall be conducted pursuant to NAC 284.468 to 284.480, et. seq.

11.2 Employees will receive copies of each performance report and copies will be placed in the Supervisor File and the employee's Departmental or Divisional and the Employer's Central Personnel Files.

11.3 If an employee is given an overall rating of performance of "Does Not Meet Standards":

11.4 The report must contain a written notice that such a report affect merit pay increases; and,

- 11.5 The employee will be placed on a Performance Improvement Plan (“PIP”), as described below, for ninety (90) calendar days to address the deficiencies outlined in the employee’s performance evaluation.
- 11.6 Employees serving a twelve (12) month Probationary Period will be evaluated by an immediate supervisor at the completion of the third (3rd), seventh (7th), and eleventh (11th) months of their Probationary Period.
- 11.7 Probationary employees may not file a grievance under Article 14, Grievance Procedure, with respect to a performance evaluation during their Probationary Period.

#### ***11.8 COACHING AND COUNSELING***

- 11.8.1 To address performance issues that may arise in a timely manner, discussions between the employee and the supervisor will occur throughout the evaluation period. Performance problems will be brought to the attention of the employee as soon as practicable to give them the opportunity to receive any needed additional training and/or to correct the problem before it is mentioned in an annual performance evaluation.
- 11.8.2 Coaching & Counseling gives supervisors an opportunity to discuss performance elements and standards, expectations, and performance outcomes with their employees in a non-punitive setting; however, Coaching & Counseling documentation may be used to establish a record that an employee has been made aware of their responsibility with regard to a particular set of circumstances.
- 11.8.3 Coaching & Counseling sessions will only be used to assess and review performance with regard to work standards, performance elements, and performance outcomes and to provide support to employees so that skills and abilities can be aligned with work standards.
- 11.8.4 Coaching & Counseling sessions will be documented in the Supervisor File. Employees may provide a written response to the documentation from a coaching and counseling session that is documented in the Supervisor File.

#### ***11.9 LETTERS OF INSTRUCTION***

- 11.9.1 Letters of Instruction are used as a tool designed to serve as a way for the Department or Division to provide an employee with information and instruction or training to correct behavior or performance deficits.
- 11.9.2 Letters of Instruction are non-punitive; however, they may be used to establish documentation that an employee has been made aware of their responsibility with regard to a particular set of circumstances.
- 11.9.3 Letters of Instruction may be issued by the immediate supervisor(s) responsible, or designee, for the employee’s activities, whenever practicable.
- 11.9.4 A copy of any Letter of Instruction will be provided to the employee and will be filed in the Supervisor File.

#### ***11.10 PERFORMANCE IMPROVEMENT PLAN (PIP)***

- 11.10.1 If an employee is having documented performance issues or a singular issue is deemed serious enough, a meeting may be held between the Department or Division supervisor and the employee. A plan should include a clear identification of the issue(s) and outline performance and/or conduct goals, that are measurable and attainable



- 11.10.2 A copy of the executed, signed, and/or acknowledged PIP will be provided to the employee and will be filed in the Supervisor File and the employee's Department or Division Personnel File.
- 11.10.3 An employee who is placed on a PIP will be given an opportunity to comply with the parameters detailed in the PIP (which may include additional training, recertification, or recommendations for improvement) before discipline is administered for the employee's conduct and/or performance and will include a clearly defined timeline during which the employee is expected to comply with the parameters of the PIP. Performance Improvement Plans may not be used to circumvent the discipline process.

### ***11.11 PERFORMANCE EVALUATION REVIEW***

- 11.11.1 In the event an employee disagrees with an annual performance evaluation, the employee may request a review. Such request must be made in writing, must identify specific points of disagreement, and must be submitted to their immediate supervisor within ten (10) business days of a performance evaluation meeting. A Reviewing Officer will be assigned by the employee's Department or Division to assess the request. If the reviewing Officer is not the Appointing Authority, the Reviewing Officer must submit to the Appointing Authority a recommendation to uphold or modify the report on performance. The Appointing Authority shall review the recommendation of the Reviewing Officer regarding the contested report on performance and render a final decision to the employee within ten (10) business days after receiving the recommendation. A permanent employee who disagrees with the Reviewing Officer's decision may file a grievance under Grievance Procedure.

## **ARTICLE 12: RECORDS MANAGEMENT**

The Employer has the authority to maintain files on each employee.

An employee may examine their own file(s), excluding administrative investigation, background investigation files, by contacting their Departmental or Divisional Human Resources Office and/or the appropriate Central Records Unit.

The Employer will provide access to the file(s) as soon as possible but not more than ten (10) business days from the date of request, absent exigent circumstances. Review of the file(s) will be in the presence of an Employer representative during business hours, unless otherwise arranged. An employee will not be required to take leave to review the file(s).

Written authorization is required before any representative of the employee will be granted access to the file(s). The employee and/or representative may not remove any contents; however, an employee may provide a written rebuttal to any information in the file(s) that they consider objectionable.

The Employer may charge a reasonable fee for copying any materials beyond the first copy requested by the employee or their representative. The information in this Article shall not be construed as an exhaustive representation of the Employer's policies and procedures governing records management. For detailed information, visit the DHRM Central Records website.

### ***12.1 RECORD-KEEPING FOR THE PURPOSES OF DISCIPLINARY ACTION***

- 12.1.1 A Letter of Instruction will be considered for the purposes of evaluating disciplinary action no later than twelve (12) months from the date of issuance, so long as discipline did not result from non-compliance with the Letter of Instruction.

- 12.1.2 An Documented Verbal Warning will be considered for the purposes of evaluating further disciplinary action no later than eighteen (18) months from the date of issuance, so long as further discipline did not result for similar violations.
- 12.1.3 An Documented Verbal Warning may be considered for the purposes of promotion or transfer no later than eighteen (18) months from the date of issuance.
- 12.1.4 A Written Reprimand will be considered for the purposes of evaluating further disciplinary action no later than thirty-six (36) months from the date of issuance, so long as further discipline did not result for similar violations.
- 12.1.5 A Written Reprimand may be considered for the purposes of promotion or transfer no later than thirty-six (36) months from the date of issuance.
- 12.1.6 Suspensions, demotions, and any discipline related to unlawful discrimination, harassment, interactions with the public, or excessive force, shall be considered in all cases. The Employer shall, however, consider the severity of the incident of unlawful discrimination, harassment, interactions with the public, or excessive force, the record of the officer otherwise, and any improvements the employee has made over their career consistent with progressive discipline.
- 12.1.7 Any investigation that results in a finding of fact of "Unfounded," "Exonerated," or "Not Sustained" shall not be made part of an employee's Departmental or Divisional Personnel File or Supervisor File and shall not be considered as evidence in a subsequent investigation of that employee on a different matter.
- 12.1.8 Any investigation that results in a finding of fact of "Sustained," "Sustained, Other," "Exonerated, Other," "Resolved," or "No Finding" may be included in an employee's Department or Division Personnel File and Supervisor File and may be considered in a subsequent investigation of that employee on the same or a similar matter.

## ***12.2 CONFIDENTIALITY***

- 12.2.1 The Employer will safeguard all records unless they are deemed available for public dissemination in accordance with federal and state law or court order.

## ***12.3 PUBLIC RECORDS***

- 12.3.1 DHRM or the appropriate Department or Division Central Records Unit, maintains a roster of the Employer's employees in public service which includes the employee's name, class title, and rate of pay. This record is considered non-confidential and may be available for inspection under reasonable conditions during business hours in the offices of the DHRM Central Records Unit or the employee's Department or Division Human Resources Office upon receipt of a written request. Upon request, the DHRM is required to provide an employee's personal mailing address to the State Controller's Office and the IRS. However, if the record is released for public dissemination or inspection, then any information deemed confidential by statute or case law will be redacted prior to release.

## ***12.4 FILE TYPES***

- 12.4.1 The following are the types of files that may be maintained on each employee and may be available for review.
  - 12.4.1.1 Medical File

- 12.4.1.1.1 Medical Files are maintained by the employee's Department or Division and will be kept separate and confidential in accordance with federal and state law.
- 12.4.1.2 Payroll File
  - 12.4.1.2.1 Comprehensive payroll records will be maintained for each employee by the appropriate Central Records Unit.
- 12.4.1.3 Personnel File
  - 12.4.1.3.1 One (1) official Department or Division Personnel File will be maintained by the Employer for each employee. One (1) official central Personnel File may also be maintained for each employee. Personnel Files generally contain documentation such as Employment Status Maintenance Transaction (ESMT) forms, mandatory employment forms such as policy acknowledgements, performance evaluations, and disciplinary actions. The Department or Division Personnel File may also contain copies of letters of commendation, training certificates, or other work-related documentation that an employee's supervisor has requested be included in the file.
  - 12.4.1.3.2 No unfavorable comments or documents will be placed in an employee file unless:
    - 12.4.1.3.2.1 The employee has read and initialed the comment or document; or,
    - 12.4.1.3.2.2 If the employee refuses to initial the comment or document, a notation must be made indicating that the employee has refused; and
    - 12.4.1.3.2.3 The employee is allowed to produce a written response that shall be placed in the employee file.
  - 12.4.1.3.3 The supervisor may notify the employee of documentation being maintained in the Supervisor File via email and the employee may respond via email with their written response to be attached to the documentation.
- 12.4.1.4 Supervisor File
  - 12.4.1.4.1 Each first line supervisor may keep a Supervisor File on each employee they supervise. The supervisor may use the Supervisor File to store information on the employee to help create a performance evaluation, or if warranted, any other performance documentation that is appropriate [such as] a Performance Improvement Plan (PIP) or Last Chance Agreement (LCA).
  - 12.4.1.4.2 The confidentiality and security of Supervisor Files will be maintained to the extent allowed or required by law.
  - 12.4.1.4.3 The Supervisor File may be made available to the employee upon request.
  - 12.4.1.4.4 No unfavorable comments or documents will be placed in a Supervisor File unless:
    - 12.4.1.4.4.1 The employee has read and initialed the comment or document; or,
    - 12.4.1.4.4.2 If the employee refuses to initial the comment or document, a notation must be made indicating that the employee has refused; and the employee is allowed to produce a written response that shall be placed in the employee file.
  - 12.4.1.4.5 Supervisory notes in a file shall be removed after an annual evaluation.

12.4.1.4.6 The supervisor may notify the employee of documentation being maintained in the Supervisor File via email and the employee may respond via email with their written response to be attached to the documentation.

12.4.1.5 Training File

12.4.1.5.1 The Employer may maintain a record of all training the employee has taken while in active service. Employees are responsible for keeping records of their training certifications.

## **ARTICLE 13: DISCIPLINE**

- 13.1 The purpose of this Article is to provide for an equitable and expeditious manner in the application of disciplinary action. The Appointing Authority, or designee, will not discipline any employee without Just Cause. Just Cause for discipline shall mean discipline that is not arbitrary or capricious, which is reasonably related to the seriousness of the offense and the employee's service history, and for which the employee has received due process.
- 13.2 The Appointing Authority, or designee has the authority to conduct internal administrative investigations into employee conduct that could lead to disciplinary action. The Appointing Authority, or designee, also has the authority to determine the method of conducting those investigations. The Appointing Authority, or designee, shall ensure that an employee has notice as required by NRS Chapter 284 and/or NRS Chapter 289, shall ensure the investigation is fair and impartial, and shall ensure discipline is administered fairly.
- 13.3 At the conclusion of an evaluation or investigation, the Appointing Authority, or designee, will determine the appropriate disciplinary action to be applied, if any, to correct the employee's conduct in accordance with a progressive disciplinary model.
- 13.4 Employees are required to comply with all applicable State, Department or Division rules, regulations, policies and established prohibitions. Failure to comply with these may result in employee discipline.
- 13.5 When discipline is necessary, a progressive disciplinary model will be used.
- 13.6 A Probationary employee's release from probation is not considered a disciplinary act. Probationary employees may not appeal separation from State employment through the grievance process outlined in this Agreement. Such Probationary employees shall be provided an opportunity for hearing prior to release pursuant to NRS 289.020(2) with the Department Director or their designee.
- 13.7 An employee serving a Trial Service Period, shall be provided the opportunity for a hearing prior to rejection from the Trial Service Period, pursuant to NRS 289.020(2) with the Department Director or their designee. Rejection from a Trial Service Period is not considered a disciplinary act and is not subject to the grievance process.

### **13.8 PEACE OFFICERS BILL OF RIGHTS**

- 13.8.1 The Employer and the Union agree that NRS Chapter 289, known as the Peace Officer Bill of Rights is intended to protect peace officers in the State of Nevada and applies to the administration of disciplinary action relating to peace officers employed by the State of Nevada.
- 13.8.2 The Employer and the Union agree that this Agreement covers employees in bargaining Unit (G) and are job classifications defined as "Category I Peace Officers."

### **13.9 PROGRESSIVE DISCIPLINE**

- 13.9.1 The Employer and the Union agree that, except in cases of serious violations of law, regulations, or policy, a progressive disciplinary model will be used for discipline of bargaining unit employees and may be practiced by less severe measures being applied first, followed by progressively more severe measures if the employee's conduct or performance deficits continue.
- 13.9.2 Disciplinary action may be issued for, but is not limited to, the following:
  - 13.9.2.1 Any activity that is incompatible with an employee's conditions of employment codified by statute, regulation, standard, or Employer policy.
  - 13.9.2.2 Any violation of federal or state law, Department or Division policy, rule, regulations, procedure, directive, standing order, grant requirement, or agreement.
  - 13.9.2.3 Failure of an employee to abide by the standards of ethical conduct that is identified in state law or Department or Division policy.
  - 13.9.2.4 Progressive disciplinary actions against any employee, in order of severity will consist of:
    - 13.9.2.4.1 Documented Verbal Warning;
    - 13.9.2.4.2 Written Reprimand;
    - 13.9.2.4.3 Suspension Without Pay;
    - 13.9.2.4.4 Demotion, and;
    - 13.9.2.4.5 Dismissal (Termination) from State service.
- 13.9.3 It is agreed that consistent with the principles of Just Cause, as defined in this Agreement, the Appointing Authority may skip levels of progressive discipline where the seriousness of an offense so warrants.
- 13.9.4 Documented Verbal Warnings
  - 13.9.4.1 When instruction and training have not resulted in the change in behavior or performance that is desired, a Documented Verbal Warning is typically the first level in the progressive disciplinary process.
  - 13.9.4.2 A Documented Verbal Warning is a verbal communication with the employee that: Identifies the conversation as a Documented Verbal warning.
  - 13.9.4.3 Identifies the gap between the performance standard and actual performance or identifies misconduct.
  - 13.9.4.4 Establishes standard or outlines employee improvement action plan; and Identifies consequences of further performance issues and/or misconduct.
  - 13.9.4.5 A Documented Verbal Warning is documentation, confirmed in writing, that behavior or performance is inappropriate, and the employee was notified. A copy of the Documented Verbal Warning will be filed in the Supervisor File if one is maintained.
  - 13.9.4.6 This level of discipline may be skipped when the seriousness of the employee's behavior and/or performance warrants a higher level of discipline on a first offense.
  - 13.9.4.7 Documented Verbal Warnings are not subject to grievance under Article 14, Grievance Process; however, an employee may provide written comment to the Documented Verbal Warning and may request a review meeting with their supervisor or manager.

### 13.9.5 Written Reprimand

- 13.9.5.1 Typically, the second level in the disciplinary process, a Written Reprimand is used when previous corrective and disciplinary action has not produced the appropriate change in behavior or performance or when the seriousness of a first offense warrants a higher level of discipline.
- 13.9.5.2 Written Reprimands will be issued using the Written Reprimand form.
- 13.9.5.3 A copy of the executed, signed and/or acknowledged Written Reprimand will be provided to the employee and will be placed in the Supervisor File, the employee's Department or Division Personnel File, and will be forwarded to the appropriate Central Records Unit.
- 13.9.5.4 An employee shall not be disciplined for refusing to sign a written reprimand. The supervisor will simply note "employee refused to sign".
- 13.9.5.5 Refusal to sign or acknowledge a Written Reprimand does not negate the disciplinary action.
- 13.9.5.6 An employee may grieve the receipt of a Written Reprimand by filing a grievance under Article 14, Grievance Procedure, within twenty (20) calendar days of receipt of the Written Reprimand.

### 13.9.6 Suspension from Duty Without Pay

- 13.9.6.1 When previous corrective and disciplinary action have not produced the appropriate change in behavior or performance or due to the seriousness of a first offense, a suspension from duty without pay may be used as a form of discipline.
- 13.9.6.2 A suspension from duty without pay will be issued using the Specificity of Charges form.
- 13.9.6.3 A suspension from duty without pay will not exceed thirty (30) calendar days.
- 13.9.6.4 A copy of the executed, signed and/or acknowledged the Specificity of Charges form will be provided for the employee and will be placed in the Supervisor File, the employee's Departmental or Divisional Personnel File, and will be forwarded to the appropriate Central Records Unit.
- 13.9.6.5 Suspension from duty without pay may either be grieved under Article 14, Grievance Procedure within twenty (20) calendar days from the effective date of the suspension from duty without pay or appealed to the Nevada State Human Resource Commission for review by a Hearing Officer, within ten (10) business days in accordance with NRS 284.390. Once an employee has properly filed a grievance under either Article 14, Grievance Procedure, or NRS 284.390, they may not proceed in the alternative manner.
- 13.9.6.6 A grievance of a suspension from duty without pay will begin at Step 4 under Article 14, Grievance Procedure.

### 13.9.7 Demotion

- 13.9.7.1 Demotion occurs after other forms of discipline have not produced the appropriate change in behavior or when the employee's behavior is particularly egregious, a demotion to a lower class may be used as a form of discipline.

- 13.9.7.2 A demotion will be issued using the Specificity of Charges form. A copy of the executed, signed and/or acknowledged the Specificity of Charges form will be provided for the employee and will be placed in the Supervisor File, the employee's Departmental or Divisional Personnel File, and will be forwarded to the appropriate Central Records Unit.
- 13.9.7.3 Demotion may either be grieved under Article 14, Grievance Procedure, within twenty (20) calendar days from the effective date of the demotion or appealed to the Nevada State Personnel Commission for review by a Hearing Officer within ten (10) business days, in accordance with NRS 284.390. Once an employee has properly filed a grievance under either Article 14, Grievance Procedure, or NRS 284.390, they may not proceed in the alternative manner.
- 13.9.7.4 A grievance of a demotion will begin at Step 4 under Article 14, Grievance Procedure.
- 13.9.8 Dismissal from Service
  - 13.9.8.1 Dismissal from service occurs after other forms of discipline have not produced the appropriate change in behavior or the employee's behavior is particularly egregious.
  - 13.9.8.2 A dismissal from State service will be issued using the Specificity of Charges form.
  - 13.9.8.3 A copy of the executed, signed and/or acknowledged the Specificity of Charges form will be provided to the employee and will be placed in the Supervisor File and the employee's Departmental or Divisional Personnel File, and will be forwarded to the appropriate Central Records Unit.
  - 13.9.8.4 Dismissal from service may either be grieved under Article 14, Grievance Procedure, within twenty (20) calendar days from the effective date of the dismissal or appealed to the Nevada State Personnel Commission for review by a Hearing Officer within ten (10) business days, in accordance with NRS 284.390. Once an employee has properly filed a grievance under either Article 14, Grievance Procedure, or NRS 284.390, they may not proceed in the alternative manner, pursuant to NRS 288.505.
  - 13.9.8.5 A grievance of a dismissal from service will begin at Step 4 under Article 14, Grievance Procedure.
- 13.9.9 Last Chance Agreement (LCA)
  - 13.9.9.1 An LCA is designed to explicitly detail the employee's work performance deficits, expectations for improvement, and the consequences of failure to improve performance, up to and including dismissal from service.
  - 13.9.9.2 In the event an employee continues to have documented performance issues after being subject to corrective action and progressive discipline, the Appointing Authority, or designee, may, at their sole discretion, elect to enter into an LCA for that employee. If the Appointing Authority, or their designee elects to enter into an LCA with an employee, the employee can request representation from the Union during any discussions regarding an LCA.
  - 13.9.9.3 An LCA shall specifically identify any and all action or reasonably related conduct which will be deemed a violation of the LCA and subject the employee to dismissal from State service. A LCA shall not be for a duration greater than five (5) years.

- 13.9.9.4 A copy of the executed, signed and/or acknowledged LCA will be provided to the employee and will be filed in the Supervisor File and the employee's Departmental or Divisional Personnel File, and will be forwarded to the appropriate Central Records Unit.
- 13.9.9.5 In the event the Appointing Authority, or their designee, determines the LCA has been violated, an employee may still avail themselves of Article 14 Grievance Procedure, beginning at Step 5 – Arbitration. However, the grievance is limited to the issue of whether or not the employee did violate the LCA. If an arbitrator determines the LCA was violated, the arbitrator is not permitted to impose a lower level of progressive discipline and must affirm the termination provided for under the LCA.
- 13.9.10 Disciplinary Action Related To Employee Performance
  - 13.9.10.1 The Employer may discipline an employee for reasons related to their performance.
  - 13.9.10.2 Disciplinary action for performance-related reasons may be imposed subsequent to repeated and documented failure on the part of the employee to improve within a reasonable period of being made aware of specific deficiencies.
- 13.9.11 Investigations
  - 13.9.11.1 The Employer has the authority to conduct administrative investigations into employee conduct that could lead to disciplinary action. All such investigations are subject to Nevada's Peace Officers Bill of Rights under NRS 289.010 through 289.120, inclusive, which are incorporated into this Agreement by reference.
  - 13.9.11.2 No member of the bargaining unit shall be permitted to conduct any administrative investigation of another member of the bargaining unit. Administrative investigations of members of the bargaining unit will be supervised and conducted by peace officers.
  - 13.9.11.3 Pursuant to NRS 289.060(1), investigators shall not ask the employee any investigatory questions while serving the Notice of Investigation.
- 13.9.12 An employee who is the subject of an internal administrative investigation will receive a completed copy of the Notice of Investigation during an Internal Investigation within thirty (30) calendar days of the Appointing Authority, or designee, becoming aware, or reasonably should have become aware, of the conduct that led to the investigation of an allegation against the employee. The Union President or their designee shall also be copied on the Notice of Investigation by email.
  - 13.9.12.1 The notice provided to the employee who is the subject of the investigation must include:
    - 13.9.12.1.1 A description of the nature of the investigation;
    - 13.9.12.1.2 A summary of alleged misconduct of the employee;
    - 13.9.12.1.3 The date, time, and place of the interview or hearing;
    - 13.9.12.1.4 The name and rank of the officer in charge of the investigation and the officers who will conduct any interview or hearing;
    - 13.9.12.1.5 The name of any other person who will be present at any interview or hearing; and,
    - 13.9.12.1.6 A statement setting forth the provisions of subsection I of NRS 289.080.



- 13.9.13 An internal administrative investigation that could lead to disciplinary action against an employee and any determination made as a result of such an investigation must be completed and the employee notified by way of the Specificity of Charges form within one hundred twenty (120) calendar days after the employee is provided notice of the allegations.
- 13.9.14 If the Appointing Authority, or designee, cannot complete the investigation and make a determination within one hundred twenty (120) calendar days, the Appointing Authority, or designee, may request an extension of not more than sixty (60) calendar days from the DHRM Administrator. If the Appointing Authority or its designee requests an extension, it must give notice to the Employee at the time it requests that extension.
- 13.9.15 The DHRM Administrator may approve an extension no more than twice except in cases where the Appointing Authority, or designee, can demonstrate a pattern of dilatory behavior on the part of the employee being investigated and/or their representative. The DHRM Administrator's decision to grant or deny an extension of time is not subject to grievance or review.

### ***13.10 ADJUDICATIONS OF ALLEGATIONS***

- 13.10.1 The Department Director, or their designee, will make a finding, consistent with the Just Cause standard, for each allegation and that finding should fall into one of the following categories of disposition:
  - 13.10.1.1 Sustained - Investigation and evidence supports that the accused committed all or part of the alleged act.
  - 13.10.1.2 Not Sustained - Investigation produced insufficient evidence or information to clearly prove or disprove the alleged act. This category is justified when there is a lack of witnesses or other lack of objective and persuasive proof.
  - 13.10.1.3 Exonerated - The conduct or act occurred but was justified, legal and proper.
  - 13.10.1.4 Unfounded - The alleged act did not occur.
  - 13.10.1.5 Policy/procedure failure - There exists a flaw in the policy/procedure that caused the incident.
- 13.10.2 If no disciplinary action is to be taken, the employee will be noticed that the investigation is complete, and no disciplinary action will be imposed.

### ***13.11 PRE-DISCIPLINARY HEARING***

- 13.11.1 If, following an investigation, an Appointing Authority, or designee, proposes that an employee be suspended, demoted, or dismissed from service, the following procedure for a Pre-Disciplinary Hearing, before the proposed action must be followed:
- 13.11.2 A Pre-Disciplinary Hearing must be scheduled on the employee's behalf unless waived in writing by the employee pursuant to this Section. The Pre-Disciplinary Review must be scheduled to take place not earlier than seven (7) business days after the Specificity of Charges form is delivered. The Pre-Disciplinary Hearing must not be scheduled on a day which is not a regular business day for the employee. The Pre-Disciplinary Hearing shall be scheduled or re-scheduled as reasonably necessary so as to permit the employee to have their representative(s) present.

- 13.11.3 The employee may waive the right to a Pre-Disciplinary Hearing before the proposed action in writing. If the employee makes such a waiver, they may not be suspended, demoted or dismissed from service, before the proposed effective date set forth in the Specificity of Charges form. The waiver does not waive the employee's right to file a grievance or appeal after the action is taken.
- 13.11.4 The Appointing Authority, or designee, will conduct the Pre-Disciplinary Hearing. Any designated representative must be a person with the authority to recommend a final decision to the Appointing Authority. The Appointing Authority, or designee, shall render the final decision.
- 13.11.5 At any time after receiving the Specificity of Charges form and before the Pre-Disciplinary Hearing, the employee may review any evidence in the possession of the law enforcement Department or Division and submit a response. The Department or Division must consider any such response before punitive action is imposed against the employee.
- 13.11.6 The employee may request Administrative Leave with pay for up to eight (8) hours to prepare for a Pre-Disciplinary Hearing regarding a suspension, demotion, or dismissal from service
- 13.11.7 The employee will be given the opportunity to rebut the allegations against them and provide mitigating information. Witnesses are not allowed to attend. The employee may respond both verbally and in writing at the Pre-Disciplinary Hearing.
- 13.11.8 The employee must be given a copy of the finding or recommendation, if any, resulting from the Pre-Disciplinary Hearing and notified in writing of the Appointing Authority's, or their designee's, decision regarding the proposed action on or before the effective date of the action. The effective date of the action is the first day the disciplinary action takes effect.
- 13.11.9 Prior to the Pre-Disciplinary Review hearing, the investigation file and employee file for the target of the investigation shall be electronically transmitted to his or her attorney or representative.

### ***13.12 CONFIDENTIALITY***

- 13.12.1 Employees have the right to confidentiality related to disciplinary action to the extent provided/allowed by law. The Employer and the Union will take appropriate steps to maintain such confidentiality.

### ***13.13 OFF-DUTY CONDUCT***

- 13.13.1 The off-duty conduct of an employee covered under this Agreement may be grounds for disciplinary action pursuant to their Departmental or Divisional Prohibitions & Penalties, Administrative Regulations, Standing Orders, directives, and policies.
- 13.13.2 If an employee covered under this Agreement has any off-duty, official contact with a law enforcement officer or agency that rises to the level of genuine criminal activity, not a minor criminal offense or a common interaction with law enforcement where the employee is not knowingly the suspect of an investigation or arrested, they will report such to their immediate supervisor as soon as practicable, but not later than forty-eight (48) hours.

## **ARTICLE 14: GRIEVANCE PROCEDURE**

- 14.1 The Union and the Employer agree that it is in the best interest of all parties to resolve disputes at the earliest opportunity and at the lowest level. The Union and the Employer encourage problem resolution between employees and management and are committed to assisting in resolution of disputes as soon as possible.

## **14.2 GENERAL PROVISIONS**

- 14.2.1 All employees this Agreement covers shall have all grievance protections and due process requirements provided by existing Federal and State law. Unless otherwise stated in this Agreement, nothing shall be construed as limiting existing grievance options for employees.
- 14.2.2 Probationary employees may not file a grievance under this Article, relating to their failure to complete, or the failure of, their Probationary Period.
- 14.2.2.1 A grievance shall be defined in this Agreement as:
- 14.2.2.2 A dispute regarding the application or interpretation of any law or Department or Division rule, regulation, policy, or procedure relating to an employee's employment.
- 14.2.2.3 A dispute regarding the application of discipline.
- 14.2.2.4 A dispute regarding a written reprimand.
- 14.2.2.5 A dispute regarding a disciplinary suspension.
- 14.2.2.6 A dispute regarding an involuntary transfer.
- 14.2.2.7 A dispute regarding dismissal from State service.
- 14.2.2.8 A dispute involving the interpretation or application of this Agreement.
- 14.2.3 The term "grievance" does not include any dispute for which a hearing and/or remedy is provided by Federal or State law through other administrative processes. For example, there are specific avenues outside of the grievance process to address the following:
- 14.2.3.1 Allegations of discrimination or sexual harassment must be reported or otherwise addressed through the process outlined on the DHRM's website at <https://hr.nv.gov/Sections/EEO> Sex- or Gender-Based Harassment and Discrimination Investigation Unit/.
- 14.2.3.2 A change in classification or the allocation of positions (NRS 284.165).
- 14.2.3.3 Refusal to examine or certify an applicant for an open position (NRS 284.245).
- 14.2.3.4 A denial of Catastrophic Leave (NRS 284.3629).
- 14.2.3.5 Reprisal or retaliatory action against a State officer or employee who discloses improper governmental action (NRS 281.641).

## **14.3 FILING & PROCESSING A GRIEVANCE**

- 14.3.1 Procedure
- 14.3.1.1 Except as otherwise provided in below, the procedure to resolve grievances set forth in this Article is the exclusive means available for resolving grievances and the requirements for filling and advancing grievances.

- 14.3.1.2 Grievances must be filed in writing within twenty (20) business days after the date of the incident giving rise to the alleged grievance or the date the grievant became aware, or reasonably could have become aware, of the incident giving rise to the alleged grievance. In the case of disciplinary actions greater than a Documented Verbal Warning, shall be filed in writing within twenty (20) business days after the effective date of the discipline or file an appeal to the Nevada State Human Resources Commission for review by a Hearing Officer within ten (10) business days, in accordance with NRS 284.390.
- 14.3.1.3 Unless the grievance pertains to a suspension, demotion, dismissal, or involuntary transfer, the grievance must be filed beginning at Step 1 as outlined below.
- 14.3.1.4 Grievances of suspensions, demotions, dismissals, or involuntary transfers will be filed beginning at Step 4 as outlined below.
- 14.3.1.5 An employee who is aggrieved by the failure of the Employer to comply with the requirements of NRS 281.755 relating to the expression of breast milk by nursing mothers may pursue a grievance related to that failure through:
  - 14.3.1.5.1 The grievance procedure provided in this Article; or
  - 14.3.1.5.2 The procedure prescribed by NRS 288.115.
- 14.3.2 Once the employee has filed a grievance in writing under the procedure described in this Article or has requested a hearing before the Employee Management Committee (EMC) under the procedure described in NRS 284.390, or filed a complaint under NRS 288.115, the employee may not file the same grievance using the other procedure. The LRU shall notify the Union of the filing.
- 14.3.3 Contents of Grievance & Recipients of Grievance
  - 14.3.3.1 The written grievance must be submitted via the State's electronic grievance reporting system must include the following information:
    - 14.3.3.1.1 The name of the grievant;
    - 14.3.3.1.2 The grievant's position, Department and/or Division, and Section;
    - 14.3.3.1.3 The grievant's contact information;
    - 14.3.3.1.4 The date, time, and place wherein the alleged event occurred;
    - 14.3.3.1.5 A statement of the pertinent facts surrounding the nature of the grievance;
    - 14.3.3.1.6 The name(s) of any witness(es) to the alleged event or violation(s);
    - 14.3.3.1.7 The specific Article, Section, and Subsection of this Agreement alleged to have been violated, and/or the specific NAC or NRS alleged to have been violated;
    - 14.3.3.1.8 The steps taken to informally resolve the grievance and the individuals involved in the attempted resolution;
    - 14.3.3.1.9 The specific remedy sought by the grievant; and,
    - 14.3.3.1.10 The name and signature of the representative filing the grievance on behalf of the employee, if any.
- 14.3.4 Modifications to a Grievance
  - 14.3.4.1 No newly alleged violations may be submitted after the initial written grievance is filed, except by written mutual agreement of the grievant and Employer.
- 14.3.5 Consolidation of Grievances

- 14.3.5.1 The Union or the Employer may consolidate grievances arising out of the same set of facts through written mutual agreement of the parties.
- 14.3.6 When Resolution of a Grievance Becomes Binding
  - 14.3.6.1 The resolution of a grievance is binding when there is a written agreement between the grievant and the Appointing Authority, or designee, of the employing Department or Division.
  - 14.3.6.2 The Appointing Authority, or designee, of the employing Department or Division shall submit each proposed resolution of a grievance which has a fiscal effect to the Budget Division for a determination of whether the resolution is feasible on the basis of its fiscal effects. The fiscal components of the resolution are binding only if it is so found.
  - 14.3.6.3 During the time the Budget Division is making their determination, timelines for the grievance are suspended. Once the Budget Division has notified the LRU of their determination, the LRU will notify the grievant and the Union of the determination. Once the LRU has notified the Union, the timelines will be reinstated.

#### ***14.4 INFORMAL RESOLUTION OF A GRIEVANCE***

- 14.4.1 General Provisions
  - 14.4.1.1 The parties should make every reasonable effort to resolve a grievance through informal discussions.
  - 14.4.1.2 If the Employer provides the requested remedy or a mutually agreed-upon alternative, a grievance will be considered resolved and may not be moved to the next step.
- 14.4.2 Informal Mediation
  - 14.4.2.1 Any time during the grievance process Steps 1 through 3, by mutual written agreement between the grievant and Employer, the parties may request an informal mediation session through the DHRM Employee Management Services Unit to resolve a grievance. During informal mediation, the timelines for grievances are suspended.
  - 14.4.2.2 If informal mediation does not result in a resolution, an employee may return to the grievance process laid out in this Article and the timelines resume.

#### ***14.5 WITHDRAWAL OF A GRIEVANCE***

- 14.5.1 A grievance may be withdrawn by an employee at any time. If a grievance is resolved or withdrawn it cannot be resubmitted.

#### ***14.6 GRIEVANCE LEVELS***

- 14.6.1 Any of the steps in this procedure may be bypassed by mutual written agreement among the grievant and Employer.
- 14.6.2 The LRU and/or Employer is obligated to notify the Employee or Union that a grievance has been denied or accepted within the timelines prescribed.

- 14.6.3 The Union may file a grievance, beginning at Step 3 of this procedure, when it feels it has a dispute with the Employer regarding the application or interpretation of any law, or Department/Division rule, regulation, policy, or procedure relating to employment with the Employer; or, the LRU when it feels that it has a dispute involving the interpretation or application of this Agreement or any other agreements between the Union and the Employer.
- 14.6.4 Step 1 - Supervisor
- 14.6.4.1 Step 1 of the grievance process is the attempt by the grievant and the grievant's supervisor to resolve the matter. The supervisor's response will be documented and sent to the grievant within fifteen (15) business days.
- 14.6.5 Step 2 - Division Administrator or Manager, or Designee
- 14.6.5.1 If the grievance is not resolved at Step 1 and the grievant wishes to escalate the grievance to the next step, they may present the written grievance via the State's electronic grievance reporting system to their Division Administrator or Manager, or designee within fifteen (15) business days.
- 14.6.5.2 The Division Administrator or Manager, or designee, will meet or confer by telephone with the grievant within fifteen (15) business days of receipt of the grievance and will issue a response in writing via the State's electronic grievance reporting system within fifteen (15) business days following that meeting.
- 14.6.6 Step 3 - Department Director, or Designee
- 14.6.6.1 If the grievance is not resolved at Step 2 and the grievant wishes to escalate the grievance to the next step, they may present the written grievance via the State's electronic grievance reporting system to their Department Director, or designee within fifteen (15) business days.
- 14.6.6.2 The Department Director, or designee, will meet or confer by telephone with the grievant within fifteen (15) business days of receipt of the grievance, and will issue a response in writing via the State's electronic grievance reporting system within fifteen (15) business days following that meeting.
- 14.6.7 Step 4 – Formal Mediation
- 14.6.7.1 If the grievance is not resolved at Step 3 and the grievant wishes to escalate the grievance to the next step they may do so by indicating, they wish to elevate the grievance to Step 4 via the State's electronic grievance reporting system within fifteen (15) business days of receipt of the Step 3 decision. If the Union is the grievant, either party may facilitate the scheduling of formal mediation between the parties. If an employee is the grievant, the LRU shall facilitate the scheduling of any mediation proceedings between the parties. The proceedings of any formal mediation will not be recorded or reported in any manner, except for agreements that may be reached by the parties during the mediation.
- 14.6.7.2 Offers to resolve the grievance and statements made by or to the mediator, or by or to any party or other participant in the mediation are confidential and may not later be introduced as evidence, may not be made known to an Arbitrator at a hearing, or may not be construed for any purpose as an admission against interest, unless they are independently admissible.
- 14.6.8 Step 5 – Arbitration

- 14.6.8.1 If the grievance is not resolved at Step 4 and the grievant wishes to escalate the grievance to Step 5, they may do so by indicating they wish to elevate the grievance to Step 5 via the State's electronic grievance reporting system within thirty (30) business days of the formal mediation session. Either party may then file a demand to arbitrate with the American Arbitration Association (AAA) or the Federal Mediation & Conciliation Service (FMCS).
- 14.6.8.2 If the Union is the grievant, either party may facilitate the scheduling of any arbitration proceedings between the parties. If an employee is the grievant, the LRU shall facilitate the scheduling of any arbitration proceedings between the parties.
- 14.6.8.3 Both parties shall mutually or severally set forth the issue(s) to be arbitrated in advance of selecting an arbitrator.
- 14.6.8.4 Once a demand for arbitration is filed and the AAA or FMCS has supplied a list of names of Arbitrators, the parties will select an Arbitrator by alternatively striking names until one name remains. The party striking first shall be determined by lot.
- 14.6.8.5 The parties agree that any arbitration proceedings will be conducted in accordance with the AAA or FMCS Rules of Arbitration, unless otherwise agreed to in writing.
- 14.6.8.6 No later than thirty (30) business days after the demand to arbitrate has been filed, the parties agree to make their respective requests for relevant documents and witnesses and to provide a response to the requests within thirty (30) business days from the date of receipt.
- 14.6.8.7 The Arbitrator will hear arguments on and decide issues of arbitrability through written briefs immediately prior to hearing the case on its merits, or as part of the entire hearing and decision-making process, at the discretion of the Arbitrator. Although a decision may be made orally, it will be put in writing and provided to the parties

#### ***14.7 WITNESS***

- 14.7.1 When an employee is subpoenaed as a witness on behalf of the grievant in an arbitration case, they may appear without the loss of pay if they appear during their work time.

#### ***14.8 ARBITRATOR AUTHORITY***

- 14.8.1 The Parties shall notify the Arbitrator so selected that they wish to confer promptly with the Arbitrator, hold hearings as soon as practicable for all Parties, and request the issuance of a report not later than thirty (30) days from the day of the hearing, unless mutually agreed upon by the parties or required differently by the Arbitrator, which shall set forth findings of fact, reasoning, and decisions on the issues submitted.
- 14.8.2 The Arbitrator shall not have the authority to modify, amend, alter, add to, or subtract from, any of the provisions of this Agreement.
- 14.8.3 The Arbitrator's decision shall be consistent with the law and the terms of this Agreement and shall be binding on the parties, subject to judicial review pursuant to NRS 38.247.
- 14.8.4 The expenses of arbitration, including the Arbitrator's fees/costs and the expenses and costs of the Arbitrator's transcript, if any, shall be borne equally by the parties. All other expenses incurred by either party in the preparation or presentation of its case are to be borne solely by the party incurring such expense.

#### ***14.9 ATTENDANCE AT MEETINGS***

- 14.9.1 Meetings include informal grievance resolution meetings, grievance meetings, informal or formal mediation sessions, and arbitration hearings. All such meetings shall be scheduled in accordance with this Article.
- 14.9.2 An employee will be allowed a reasonable time to travel, to and from the meetings referenced above. Time spent traveling during the employee's non-working hours to attend meetings referenced above may, at the Department's or Division's discretion, be considered work time. An employee may be authorized by their supervisor to adjust their work schedule, take Leave Without Pay (LWOP), Compensatory Time, or Annual Leave to prepare for and travel to and from a mediation session and/or an arbitration hearing.
- 14.9.3 An employee must provide at least two (2) business days' notice to their supervisor prior to requesting release from duty in accordance with this Article to attend a meeting, hearing, or mediation session. If two (2) business days' notice is not possible, then the supervisor must consider, but is not required to, approve release of duty for the meeting. A request must include the approximate amount of time the employee expects the meeting or hearing to take. As determined by the supervisor, any Department or Division business requiring the employee's immediate attention must be completed prior to attending the meeting or hearing. An employee cannot use a State vehicle to travel to and from a work site to attend a meeting unless authorized to do so by the Department or Division.

#### ***14.10 SUCCESSOR CLAUSE***

- 14.10.1 Grievances filed during the term of this Agreement will be processed to completion in accordance with the provisions during the same term of this Agreement.

#### ***14.11 TIMELINES***

- 14.11.1 The time limits in this Article must be strictly adhered to unless mutually modified in writing.
- 14.11.2 As used herein, "days" refers to business days. When calculating a time period as stated in days, exclude the day of the event that triggers the period; then count every business day, and include the last day of the period. If the last day is a Saturday, Sunday, or legal holiday, the period continues to run until the end of the next day that is not a Saturday, Sunday, or legal holiday.

#### ***14.12 FAILURE TO MEET TIMELINES***

- 14.12.1 Failure by the grievant to comply with the timelines in this Article will result in the automatic withdrawal of the grievance with prejudice.
- 14.12.2 Failure by the Employer to comply with the timelines will entitle the grievant to move the grievance to the next step of the procedure.

#### ***14.13 GRIEVANCE FILES***

- 14.13.1 Written grievances and responses will be maintained separately from the Personnel Files of the employee

### **ARTICLE 15: UNION RIGHTS**

#### ***15.1 EMPLOYEE RIGHTS***

- 15.1.1 Right to Union Members
  - 15.1.1.1 Employees have the right to become a member of the Union.



- 15.1.1.2 It is the right of employees covered by this Agreement to become or not become members of the Union, and there shall be no discrimination against such employees because of lawful Union membership or non-membership activity or status. There shall be no discrimination against an employee's lawful participation or non-participation in union activities.

#### 15.1.2 Right to Union Representation

- 15.1.2.1 Employees have the right to Union representation on matters adversely affecting their conditions of employment, pursuant to NRS 289.057, such as grievances, internal administrative investigations, and critical incidents. It is the employee's responsibility to arrange for Union representation during any meeting.
- 15.1.2.2 The right to Union representation will not apply to discussions with an employee in the normal course of the employee's duties, such as giving instructions, coaching and counseling, assigning work, informal discussions, delivery of paperwork including Warnings, Written Reprimands, performance evaluations, staff or work unit meetings, or other routine communications with an employee.

### ***15.2 ACCESS FOR UNION REPRESENTATIVES***

- 15.2.1 The Employer and the Union agree to abide by NRS 289, known as the Peace Officer Bill of Rights, and any amendments thereto.
- 15.2.2 It is recognized that from time to time it will be necessary for Union activities to be performed during the working hours of the Executive Board officer for the processing of written grievances and the representation of Union members. When the Union activities involving processing written grievances and representation of Union members occur during a Union representative's regularly scheduled duty hours, the activities may be performed on duty, subject to approval by their immediate supervisor, and with use of their State vehicle, if so approved, which shall not be unreasonably denied. Union leave will not be unreasonably denied.
- 15.2.3 The Union shall be granted the ability to speak with and present Union materials to cadets during a mutually agreed upon time at the academy, if the academy is not multi-jurisdictional, for a one (1) hour period. If the academy is multi-jurisdictional, the Union shall be granted access to cadets at a mutually agreed upon time during the onboarding process for a one (1) hour period. Cadets are not required to attend any Union informational sessions.
- 15.2.4 As the exclusive representative of Unit G employees, the Union shall be the only representative (other than an attorney retained by the employee or a representative who is serving entirely independently of a rival organization who is a friend, relative, or coworker) permitted to represent any Unit G employee in matters such as grievances, internal administrative investigations, and critical incidents.
- 15.2.5 The Union will defend, indemnify, and hold harmless the Employer for damages, settlements, judgments, or liabilities the Employer incurs as a result of any judgments against the Employer arising out of or in relation to a Union activity that does not stem from a representational duty or bargaining activity in any of three situations:
  - 15.2.5.1 The claim involved gross negligence or intentional conduct from the person involved in the Union activity.

- 15.2.5.2 The person involved in the Union activity made a specific promise or representation to a natural person who relied upon the promise or representation to the person's detriment; or
- 15.2.5.3 The conduct of the person involved in the Union activity affirmatively caused the harm.
- 15.2.6 This indemnification does not exclude the State of Nevada's right to participate in its defense of a matter subject to this indemnification. The State will not waive and intends to assert all available immunities and statutory limitations in all cases, including, without limitation, the provisions of Nevada Revised Statutes Chapter 41. The Union shall not be liable to indemnify or hold harmless any attorneys' fees and costs for the State's chosen right to participate with legal counsel of its choice. Nothing in this section shall be construed to conflict with any provision of chapter 616C of NRS.

### ***15.3 UNION STEWARDS***

- 15.3.1 A Union Representative is an employee of the Employer who has been appointed by the Union membership to officially represent and defend the interests of fellow bargaining unit covered employees.
- 15.3.2 The Union will provide the DHRM LRU with a written list of current Union Representatives and the office, facility, or geographic jurisdiction for which they are responsible. The Employer will not recognize an employee as a Union Representative if their name does not appear on the list unless the Union expressly classifies the employee as a Union Representative and provides notice to the Department or Division and the DHRM LRU in advance of a meeting, hearing, or interview. The Union is responsible to update any list of Union Representatives as soon as practicable.
- 15.3.3 Representation may be provided via virtual platforms.
- 15.3.4 Union Representatives must request and receive approval prior to being released for representational duties. Representational duties will be coded to Union Leave on the Union Representative's timecard.

### ***15.4 INDEMNIFICATION***

- 15.4.1 The Union will defend, indemnify, and hold harmless the Employer for damages, settlements, judgments, or liabilities the Employer incurs as a result of any judgments against the Employer arising out of or in relation to a Union activity that does not stem from a representational duty or bargaining activity, including disbursement of Union activities or communications in any of three situations:
- 15.4.2 The claim involved gross negligence or intentional conduct from the person involved in the Union activity.
- 15.4.3 The person involved in the Union activity made a specific promise or representation to a natural person who relied upon the promise or representation to the person's detriment; or
- 15.4.4 The conduct of the person involved in the Union activity affirmatively caused the harm.

- 15.4.5 The Union shall not be held responsible for attorney fees and costs incurred by the State in defending a suit against the Employer. This clause is not intended to remove any statutory or other protections the Union or State may have against a party bringing a claim. Nothing in this section shall be construed to conflict with any provision of chapter 616C of NRS or other statutes or caselaw that provides protection for law enforcement.

## **15.5 USE OF STATE FACILITIES & EQUIPMENT**

- 15.5.1 The Union may be permitted to use State facilities so long as the use does not interfere with State activities, for the purpose of Union representation only with pre-approval from the Department or Division. This includes, but is not limited to, Union use of State conference room(s) for the purpose of having Union meetings with pre-approval from the Department or Division, provided that the Department's or Division's business necessity always takes priority in scheduling.

### **15.5.2 Supplies & Equipment**

- 15.5.2.1 The Union and employees covered by this Agreement will not use State- purchased supplies or equipment to conduct Union business or representational activities. This does not preclude the use of the telephone or similar devices that may be used for persons with disabilities for representational activities if there is no cost to the Employer, the call is brief in duration, and it does not disrupt or distract from Department or Division business. This does not preclude the use of State-purchased supplies or equipment so long as the use is nominal and does not interfere with Employer's use or control of supplies and equipment.

### **15.5.3 Email, Fax Machines, the Internet, & Intranets**

- 15.5.3.1 Employees may use State-operated email to request Union representation.
- 15.5.3.2 The Union Steward may use State-owned or operated equipment to communicate with the affected employees and/or the Employer for the exclusive purposes of administration of this Agreement to include electronic transmittal of grievances and responses in accordance with Article 14, Grievance Procedure. It is the responsibility of the sending party to ensure the material is received. Such use will:
- 15.5.3.2.1 Result in little or no cost to the Employer
  - 15.5.3.2.2 Be brief in duration and frequency.
  - 15.5.3.2.3 Not interfere with the performance of their official duties.
  - 15.5.3.2.4 Not distract from the conduct of State business.
  - 15.5.3.2.5 Not disrupt other State employees and will not obligate other employees to make a personal use of State resources.
  - 15.5.3.2.6 Not compromise the security or integrity of State information or software.
  - 15.5.3.2.7 Not include general communication and/or solicitation with employees.

- 15.5.4 Communication that occurs over State-owned equipment is the property of the Employer and may be subject to public disclosure.

## **15.6 BULLETIN BOARDS**

- 15.6.1 The Employer will maintain bulletin board(s), or space on existing bulletin boards that are currently provided to the Union, for Union communication. In facilities where no bulletin board or space on existing bulletin boards has been provided, the Employer will supply the Union with an adequate bulletin board space in convenient places.

- 15.6.2 The Union may post in its discretion material that it deems helpful for Union members. Material posted on the bulletin board will be appropriate to the workplace, politically non-partisan, in compliance with state and federal ethics and non-discrimination laws and clearly identified as Union literature. In facilities where bulletin board space is impractical, the Employer will make available a three-ring binder that is designated for Union materials.
- 15.6.3 Union communications will not be posted in any other location in the Department or Division.

## ***15.7 UNION LEAVE TIME AWAY FROM WORK FOR UNION ACTIVITIES***

- 15.7.1 Union members may be allowed to access Union Leave or Leave With Out Pay to attend Union-sponsored meetings, training sessions, conferences, and conventions, as well as representational duties. Time away from work for these activities must be approved in advance and in writing by the Department or Division, or if applicable, the DHRM Administrator.
- 15.7.2 Requests for leave shall not be unreasonably denied.
- 15.7.3 The employee's time away from work will not interfere with the operating needs of the Department or Division, as determined by the Employer.
- 15.7.4 The parties recognize that the Union represents employees in Bargaining Units G and L, as provided for in NRS 288. Effective July 1, 2025, the Union will have an annual aggregate pool of two thousand (2,000) hours to draw from during each even numbered year and an annual aggregate pool of three thousand (3,000) hours to draw from during each odd numbered year for Union Leave to be distributed and used based on the Union's discretion between Bargaining Units G and L. The pool of hours does not roll over from fiscal year to fiscal year."
  - 15.7.4.1 Union Leave for Union Business
    - 15.7.4.1.1 Union Leave is paid leave that may be used when a Union Representative is performing Union related duties that are not associated with Article 14, Grievance Procedure or the Collective Bargaining Process.
    - 15.7.4.1.2 The Department or Division may grant the use of Union Leave to Union Representatives. Requests for Union Leave must be submitted using established procedures for requesting leave and as far in advance as possible to the Department or Division. Union Leave shall be considered for approval or denial within five (5) business days of the request when practicable. It is incumbent upon the Union Steward requesting the leave to ensure their leave request has been received by their Department or Division for consideration.
    - 15.7.4.1.3 Union Stewards and other Union designated employees are responsible for coding their time appropriately when using Union Leave.
    - 15.7.4.1.4 In the event of an immediate representation request due to a critical incident, such as an officer involved shooting, the Union Representative must notify the Department or Division and receive approval to respond. The request shall not be unreasonably denied.
    - 15.7.4.1.5 Union Representatives are responsible for coding their time appropriately when using Union Leave.
  - 15.7.4.2 Union Leave for Collective Bargaining

- 15.7.4.2.1 The State shall approve leave for the purpose of negotiating a Collective Bargaining Agreement.
- 15.7.4.2.2 The Union will provide the DHRM LRU with the names of its Union Collective Bargaining Team members at least fourteen (14) calendar days in advance of the date of any negotiations meeting unless a shorter period of time is mutually agreed upon.
- 15.7.4.2.3 Union Collective Bargaining Team members are responsible for obtaining approval from their Department or Division to use and to code their time appropriately when using Union Leave.
- 15.7.4.2.4 No Overtime or Compensatory Time will be incurred as a result of negotiations, preparation for, and/or travel to and from negotiations.
- 15.7.4.2.5 The Union is responsible for paying any travel or per diem expenses of Union Collective Bargaining Team members. Union Collective Bargaining Team members may not use State vehicles to travel to and from a bargaining session, unless expressly authorized in writing to do so by their Department or Division.
- 15.7.4.3 Union Leave for Grievances
  - 15.7.4.3.1 Union Leave is paid leave that may be used when a Union Representative is performing Union-related duties associated with Article 14, Grievance Procedure.
  - 15.7.4.3.2 The Department or Division will grant the use of Union Leave to Union Representatives, subject to operational needs. Requests for Union Leave must be submitted using the established process to request leave and as far in advance as possible to the Department or Division. Union Leave will be considered for approval or disapproval by the Department or Division within five (5) calendar days of the request. It is incumbent on the employee requesting Union Leave to ensure their request has been received by their Department or Division for consideration.
  - 15.7.4.3.3 Union Representatives are responsible for obtaining approval from their Departments or Divisions to use and to code their time appropriately when using Union Leave.

## **ARTICLE 16: MEDIATION**

- 16.1 The Employer and the Union agree that if either party believes they have grounds for claims that would ordinarily be submitted to the Governmental Employee Management Relations Board (EMRB) that arise out of collective bargaining, they shall seek formal mediation to resolve those alleged claim(s) prior to filing with the EMRB.
- 16.2 In the event formal mediation is unsuccessful in the resolution of any alleged claim(s), the parties may submit the claim(s) to the EMRB for adjudication.

## **ARTICLE 17: UNION DUES**

### ***17.1 NOTIFICATION TO EMPLOYEES***

- 17.1.1 The Union agrees to indemnify and hold harmless the Employers from all claims, demands, suits, or other forms of liability that arise against the Employer for any and all issues related to Union disclosure of employee information from status reports.

- 17.1.2 The employer agrees not to honor any check-off authorizations or dues deductions authorizations executed by any employee in the bargaining unit in favor of any other labor organization or organization representing employees for purposes of negotiation for wages, hour, and working conditions, and other fringe benefits for its members.

## **17.2 UNION DUES DEDUCTIONS**

- 17.2.1 There shall be dues deductions by the State.
- 17.2.2 Deduction of Union Dues is strictly a voluntary deduction.
- 17.2.3 The Union will provide the Employer with a copy of the employee's signed membership card.
- 17.2.4 The Union will provide the designated pay center for the employee's Department or Division the percentage and maximum dues amount to be deducted from the employee's paycheck.
- 17.2.5 Within thirty (30) calendar days of receipt of the completed and signed membership card, the Employer will deduct from the employee's paycheck an amount equal to the dues required to be a member of the Union.
- 17.2.6 The Employer will provide payments for the deductions to the Union dues, the Union will notice the Employer within forty-five (45) calendar days.

## **17.3 STATUS REPORTS**

- 17.3.1 Union fees & Voluntary PAC deductions.
- 17.3.2 The Employer will provide the Union with a report in electronic format each pay period with the following information:
  - 17.3.2.1 Employee name.
  - 17.3.2.2 Mailing address.
  - 17.3.2.3 Employee job title.
  - 17.3.2.4 Department and Division.
  - 17.3.2.5 Official duty station or work site.
  - 17.3.2.6 Work phone number.
  - 17.3.2.7 Work email address.
  - 17.3.2.8 Date of hire.
  - 17.3.2.9 Pay grade.
  - 17.3.2.10 Pay step.
  - 17.3.2.11 Seniority date
  - 17.3.2.12 Separation date.
- 17.3.3 Information provided pursuant to this Section will be maintained by the Union in confidence according to federal and state law.
- 17.3.4 The Union will indemnify the Employer for any violations of employee privacy committed by the Union pursuant to the Section

## **17.4 REVOCATION**

- 17.4.1 An employee may revoke their authorization for payroll deduction of Union dues by written request to the Union in accordance with the terms and conditions of their signed membership card.
- 17.4.2 Upon receipt by the Employer of the confirmation from the Union that the terms of the employee's authorization for payroll deduction revocation have been met, every effort will be made to end the deduction effective on the first payroll, and not later than the second payroll, subsequent to the revocation.

### ***17.5 INDEMNIFICATION***

- 17.5.1 The Union agrees to indemnify and hold harmless the Employer from all claims, demands, suits, or other forms of liability that arise against the Employer for any and all issues related to the deduction of Union dues or fees and any and all issues related to Union disclosure of employee information from status reports.
- 17.5.2 The Employer agrees not to honor any check-off authorizations or dues deductions authorizations executed by any employee in the bargaining unit in favor of any other labor organization or organization representing employees for purposes of negotiation for wages, hours, and working conditions, and other fringe benefits for its members.

## **ARTICLE 18: TRAINING & PROFESSIONAL DEVELOPMENT**

### ***18.1 GENERAL PROVISIONS***

- 18.1.1 The Employer and the Union recognize the value and benefit of education and training designed to enhance employees' abilities to perform their job duties and to contribute to their professional development.
- 18.1.2 Attendance at Employer-required training will be considered time worked in accordance with Article 9, Compensation.

### ***18.2 SPECIALIZED MANDATORY TRAINING***

- 18.2.1 Based upon an employee's job classification, they may also be required to complete specialized mandatory training courses provided by the Department or Division.
- 18.2.2 Specialized mandatory training, pursuant to the Department's or Division's; or Nevada POST requirements includes but is not limited to: safety-related training; equipment operation training; firearms training and qualification; and, Internet security awareness training.
- 18.2.3 Prior to performing safety-related functions, employees will be required to attend training on the proper performance of those functions in accordance with Article 19, Safety & Health.
- 18.2.4 Absent extenuating circumstances, failure to successfully complete specialized mandatory training may subject an employee to disciplinary action up to and including dismissal.
- 18.2.5 Departments or Divisions may offer formal training to give employees training in addition to that required by Nevada POST inclusive of racial profiling, LGBTQIA awareness, homegrown domestic terrorist training, mental health, implicit bias recognition, well-being of officers, de-escalation, EVOC, human trafficking, firearms, building searches, crises intervention training, and riot control. This training may be a combination of actual practice classroom training and online training, where practicable.

- 18.2.6 For employees in designated special assignments, they may receive additional training, practice, and education.

### ***18.3 CONTINUING EDUCATION, CERTIFICATION, & LICENSURE***

- 18.3.1 Some employees covered under this Agreement may be required to maintain professional certifications or licensure according to their job classification and federal and state law.
- 18.3.2 Employees may request approval to attend continuing education courses for the purpose of renewing certification or licensure and will be approved or disapproved based on relevance to their job classification, work assignments, and available resources.
- 18.3.3 Attendance at approved continuing education courses during an employee's regularly scheduled workday are considered work time in accordance with Article 9, Compensation. when it does not unreasonably burden the Department or Division.

### ***18.4 EXTERNAL TRAINING & PROFESSIONAL DEVELOPMENT OPPORTUNITIES***

- 18.4.1 Employees may request to attend training or professional development opportunities offered by external sources. Attendance at external training and professional development opportunities are open to all employees and attendance may be approved by Departments or Divisions based upon an employee's request to attend, the relevance of the opportunity to their job classification, operational needs, and available resources.
- 18.4.2 Employees must submit a request form to attend external training or professional development using the process designated by their Department or Division.
- 18.4.3 Departments or Divisions will approve or disapprove requests for external training or professional development as soon as practicable, but not later than thirty (30) calendar days following the date of the request. Departments or Divisions will work with an employee where possible to allow for a flexible schedule for attendance at approved external training and professional development opportunities. Attendance at an external training and professional development education course will be considered work time in accordance with Article 9, Compensation.

### ***18.5 PROFESSIONAL ASSOCIATION DUES***

- 18.5.1 Professional Association Dues for individual State employees are not an allowable expense under the SAM.

### ***18.6 COLLECTIVE BARGAINING AGREEMENT (CBA) TRAINING***

- 18.6.1 The Employer and the Union agree that training for managers, supervisors, and Union Representatives responsible for the day-to-day administration of this Agreement is important. The Union will provide training to current Union Representatives, and the Employer will provide training to managers and supervisors on this Agreement.
- 18.6.2 The Union will present the training to current Union Representatives within the bargaining unit. The training will last no longer than one (1) workday, up to ten (10) hours, per the duration of this Agreement.
- 18.6.3 The training will be considered time worked for those Union Representatives who attend the training during their scheduled work shift. Union Representatives who attend the training during their non- work hours will not be compensated.



- 18.6.4 Union Representatives may request to attend Union training. Union training will be considered Union Business Leave for Union Representatives to attend the training during their scheduled work shift. Union requests for leave to attend Union training shall not be unreasonably denied.
- 18.6.5 Scheduling of CBA training will not unreasonably interfere with an employee's regular duties and the parties will take this into account when agreeing on the date, time, number, and the names of the Union Representatives attending each CBA training.

## ***18.7 TUITION REIMBURSEMENT & CAREER DEVELOPMENT***

- 18.7.1 Employees will be reimbursed for educational training courses taken subsequent to approval pursuant to the following:
- 18.7.2 Departments or Divisions may approve full or partial tuition reimbursement, consistent with Department or Division policy and within available resources. The employee must submit an application for approval for tuition reimbursement prior to the start of the educational course.
- 18.7.3 The training must be directly related to the required skill or education for the employee's current position. There will be no reimbursement merely for promotion preparation.
- 18.7.4 Only full-time permanent employees who have been so employed for at least one (1) year will be eligible for reimbursement. Further, eligibility will be determined by the Department or Division in accordance with the Departmental or Divisional training program.
- 18.7.5 Department or Division funds expended for tuition reimbursement will be limited to tuition or registration fees, and will not include textbooks, supplies, or other school expenses.
- 18.7.6 Employees who have been approved for tuition reimbursement under this Article will not be reimbursed for more than one thousand dollars (\$1,000.00) per fiscal year.
- 18.7.7 No reimbursement will be affected if the cost is assumed by any other institution, scholarship, or grant-in-aid.
- 18.7.8 Absent an agreement to the contrary, when an employee moves to another Department or Division prior to completion of an approved course, the approving Department or Division will retain the obligation for reimbursement if the course is satisfactorily completed.
- 18.7.9 Employees who pay for their own course(s) may, upon approval at the discretion of the Department or Division, use paid time to attend the training.

## **ARTICLE 19: SAFETY & HEALTH**

### ***19.1 GENERAL PROVISIONS***

- 19.1.1 The Employer, employee, and the Union all have a significant responsibility to implement and maintain appropriate workplace safety and health standards.
- 19.1.2 The Employer will provide a work environment in accordance with safety standards established by the Occupational Health & Safety Administration (OSHA), the Nevada Occupational Safety & Health Act (NOSHA), and Nevada Peace Officer Standards & Training (POST).

- 19.1.3 Employees will comply with all safety and health practices and standards established by the Employer. Employees will contribute to a healthy workplace, including not knowingly exposing coworkers and the public to conditions that would jeopardize their health or the health of others.
- 19.1.4 The Department or Division may direct employees to use leave in accordance with Article 10, Leave, Sick Leave, when employees self- report a contagious health condition.
- 19.1.5 The Department or Division may direct employees to use leave in accordance with Article 10 Leave, Administrative Leave or Workers' Compensation Leave when it becomes aware of possible exposure to a contagious health condition during the course of their job duties to allow for them to seek appropriate testing and treatment. This leave shall be paid consistent with Department or Division policy.
- 19.1.6 When a worksite is impacted by a critical incident, the Department or Division will provide the employees with an opportunity to receive a critical incident debriefing from the Employee Assistance Program (EAP). Employees may request the use of available leave banks, including Administrative Leave, should they need time away from work due to a critical incident, at the Employer's discretion.

## ***19.2 PERSONAL PROTECTIVE EQUIPMENT (PPE)***

- 19.2.1 The Department or Division will determine and provide required safety devices, PPE, and safety apparel, including that used in the transporting of offenders, patients, and/or clients.
- 19.2.2 The Department or Division will provide employees with orientation and/or training to perform their jobs safely and in the safe operation of the safety equipment prior to use.
- 19.2.3 Employees will abide by all requirements set forth by the Department or Division for appropriately using safety devices, PPE, and safety apparel provided for their safety. Failure to abide by these requirements may result in disciplinary action.
- 19.2.4 The Employer will follow its policies and procedures regarding safety training for all employees. The Employer will form a joint Safety Committee in accordance with OSHA, NIOSH, the Employer's Risk Management Division requirements, and Article 25, Labor Management Committees.

## ***19.3 SAFETY COMMITTEES***

- 19.3.1 Safety Committees are intended to provide a forum for the Employer, employees, and the Union to communicate about issues that arise relative to the safety of the working environment.
- 19.3.2 Safety Committees will be made up of representatives from the Employer, the Union, and employees in accordance with the Safety & Health Program outlined in the State Administrative Manual (SAM).
- 19.3.3 Safety Committee meetings will be conducted in accordance with the State's Safety & Health Program. Committee recommendations will be forwarded to the appropriate Department or Division head, or designee, for review and action, as necessary. The Department or Division head, or designee, will report follow-up action/information to the Safety Committee.

## ***19.4 ERGONOMIC ASSESSMENTS***

- 19.4.1 At the request of the employee, the employee's Department or Division will ensure that an ergonomic assessment of their workstation is completed. Solutions to identified issues/concerns will be implemented within available resources.

#### **19.5 PHYSICAL STANDARDS – CATEGORY I PEACE OFFICERS**

- 19.5.1 Employees in job classifications eligible for membership under this Agreement are responsible for maintaining their bodies to the appropriate physical standards as indicated in Nevada POST, the NRS, and applicable Department or Division policies.
- 19.5.2 The Employer and Category I Peace Officers are required to adhere to NRS 617 and the State of Nevada's Workers' Compensation Program administered by the Risk Management Division.

#### **19.6 WORKPLACE VIOLENCE**

- 19.6.1 Employees must immediately report restraining orders granted against them or restraining orders filed by the employee to a supervisor and their Human Resources Office. Any report of a direct or indirect threat and/or actual violence will be documented and reported both to the State of Nevada Attorney General's Office and to the Department of Administration, Risk Management Division.
- 19.6.2 Active threat awareness and preparedness training is made available to all employees through the Risk Management Division's safety training program.

### **ARTICLE 20: BODY CAMERAS**

- 20.1 Body cameras and any footage will be administrated in accordance with applicable State law and Department or Division policies and procedures.

### **ARTICLE 21: ALCOHOL, DRUG, & TOBACCO-FREE WORKPLACE**

- 21.1 Nothing in the Article is intended to remove any protections employees have under existing Nevada or Federal law.
- 21.2 The Employer has a zero-tolerance policy for employees who consume alcohol or drugs while on duty, report to work in an impaired condition, or unlawfully possess drugs while on duty, at a work site, or on the Employer's property.
- 21.3 The Employer has developed and maintains the State of Nevada Alcohol & Drug Program in compliance with federal and state law.

#### **21.4 EMPLOYEE ASSISTANCE PROGRAM (EAP)**

- 21.4.1 The Employer offers an EAP to all employees.
- 21.4.2 An employee who requests assistance for a drug or alcohol problem will be afforded an opportunity to seek assistance from the EAP.

#### **21.5 TOBACCO-FREE WORKPLACE**

- 21.5.1 The Employer, the Union, and employees will comply with the requirements set forth in the Nevada Clean Indoor Air Act (NCIAA).
- 21.5.2 Vaping or smoking on State of Nevada premises or in State-owned vehicles is strictly prohibited outside of designated areas.

- 21.5.3 Employees who wish to receive resources on smoking and tobacco cessation should visit [www.nevadatobaccoquidline.com](http://www.nevadatobaccoquidline.com).

## **ARTICLE 22: REASONABLE ACCOMMODATION**

- 22.1 The Employer and the Union will comply with Americans with Disability Act of 1990 and ADA Amendments Act of 2009 (ADAAA) and all other relevant Federal and State laws, regulations, and executive orders providing reasonable accommodations to qualified individuals with disabilities.
- 22.2 If an employee appeals their reasonable accommodation, the employee may have a Union Representative present during any appeals meeting. All medical information disclosed during this process will be kept confidential by the Employer and any Union Representative.

## **ARTICLE 23: UNLAWFUL DISCRIMINATION**

### ***23.1 UNLAWFUL DISCRIMINATION AND HARASSMENT***

- 23.1.1 The Employer and the Union agree to comply with all federal and State laws, regulations and executive orders relating to equal opportunity employment and unlawful discrimination, sexual harassment, and harassment based on race, color, hair texture and protective hairstyles, religion, sex, pregnancy, breastfeeding, age, national origin or ancestry, disability, veteran status, sexual orientation, gender identity or expression, victim of sexual assault or domestic violence, status as HIV positive, genetic information, or any other characteristic protected under federal or State laws (NRS 608.0198), regulations or executive orders.

### ***23.2 UNLAWFUL DISCRIMINATION AND HARASSMENT COMPLAINTS***

- 23.2.1 Employees who believe that they have been subjected to, or witnessed, unlawful discrimination, sexual harassment, or harassment based on a characteristic protected under federal and State laws, regulations and executive orders, may file a complaint pursuant to the "State of Nevada, Executive Branch, Sex-or Gender-Based Harassment and Discrimination Policy," as amended, and DHRM's Equal Employment Opportunity Office and Sex- or Gender-Based Harassment and Discrimination Investigation Unit ("SGHDIU") procedures.
- 23.2.2 Employees may also file a complaint with the Nevada Equal Rights Commission pursuant to NRS 613.405.
- 23.2.3 Employees may not use the Grievance Procedure in Article 14 of this Agreement to file a complaint for unlawful discrimination and must use the complaint procedures outlined above.

## **ARTICLE 24: WORKPLACE ENVIRONMENT**

- 24.1 The Employer and the Union agree that employees should create and work in an environment that fosters mutual respect and professionalism. The parties agree that the workplace environment can have a significant impact on employee productivity, well-being, and furthers the Employer's business operations and needs.
- 24.2 Inappropriate behavior in the workplace does not serve the Employer, the Union, or the employee. All employees are responsible for contributing to a positive workplace environment.
- 24.3 APPEARANCE***

- 24.3.1 Employees are expected to dress neatly and present a clean appearance. Where a Department/Division has grooming standards or a dress code, employees must comply and maintain these standards. All Departments/Divisions will enforce these standards and uniform policies fairly and consistently.
- 24.3.2 The Union shall have the ability to have one representative participate in any grooming standards, dress code, or uniform committees established by a Department/Division.

#### **24.4 SECONDARY EMPLOYMENT**

- 24.4.1 Secondary Employment will be administered in accordance with the Nevada State Administrative Manual 0323.
- 24.4.2 Any employee with secondary employment must complete a Secondary Employment Disclosure form and submit it for approval by the Director or designee. When an employee obtains or has a change in their secondary employment, they must submit a Secondary Employment Disclosure form within 30 days of acceptance and must renew the Disclosure by July 1st of each year. The Director must review the form for conflicts with State employment. Approved forms should be filed in the employee's personnel file.
- 24.4.3 Secondary employment includes but is not limited to contracts with the State, work with temporary employment agencies, and provider agreements.

### **ARTICLE 25: LABOR MANAGEMENT COMMITTEES**

#### **25.1 PURPOSE**

- 25.1.1 The Employer and the Union endorse the goal of a constructive and cooperative relationship. To promote and foster such a relationship the parties agree to establish a structure of joint Union/Management Communications Committees for the sharing of information and concerns and discussing possible resolution(s) in a collaborative manner.
- 25.1.2 Except for Ad Hoc Committees, the committees identified in this article shall be established at the Union's request.

#### **25.2 DEPARTMENT OR DIVISION-LEVEL COMMITTEES**

- 25.2.1 Department or Division-level Labor-Management Committees may be established to discuss and exchange Department or Division-specific information of a group nature and general interest to both parties.

#### **25.3 AD HOC COMMITTEES**

- 25.3.1 Committees to address specific issues may be established by mutual agreement at a Department or Division level Committee.
- 25.3.2 Ad hoc Department or Division-level Committees shall only be established by mutual agreement at a Department or Division-level Committee meeting and mutually agreed upon by the parties.

#### **25.4 SAFETY COMMITTEES**

- 25.4.1 The Employer and the Union may establish Joint Safety Committees according to this Article and Article 19, Safety & Health.

#### **25.5 SCOPE OF AUTHORITY FOR COMMITTEES**

- 25.5.1 All Committees meetings established under this Article will be used for discussions only, and the Committees will have no authority to conduct any negotiations, bargain collectively, or modify any provision of this Agreement. The parties are authorized, but not required, to document mutual understandings.
- 25.5.2 The DHRM LRU, the Union's Staff Representative, and/or Union's Headquarters office will be available to provide assistance and coordination, if necessary.
- 25.5.3 Committees have no ability to take any action, are not open to the public, and the parties agree that there is no intent for the Committees under this Agreement to be public bodies under NRS 241.

## **ARTICLE 26: DISCLOSURE OF IMPROPER GOVERNMENTAL ACTION**

- 26.1 Nevada Law specifically encourages any State Officer or employee to disclose improper governmental action to the extent not prohibited by law. It is the intent of the Legislature to protect an employee's rights should they make a disclosure. "Improper governmental action" means any action taken by a State officer or employee in the performance of the officer or employee's official duties, whether the action is within the scope of employment, which is:
  - 26.1.1 In violation of any state law or regulation; or,
  - 26.1.2 An abuse of authority; or,
  - 26.1.3 Of substantial and specific danger to the public health or safety; or,
  - 26.1.4 Employee health or safety; or,
  - 26.1.5 A gross waste of public money.
- 26.2 State officers and employees are prohibited by law from using their authority or influence to prevent an employee's disclosure of improper governmental action. "Official authority or influence" includes taking, directing other to take, recommending, processing, or approving any personnel action such as an appointment, promotion, transfer, assignment, reassignment, reinstatement, restoration, reemployment, evaluation, or other disciplinary action.
- 26.3 The Employer will take any disclosure of improper governmental action very seriously. If a disclosing employee feels that they have experienced a disclosure, the employee must submit a claim of retaliatory action or reprisal on the Appeal of "Whistleblower" Retaliation form.

### **26.4 FRAUD HOTLINE**

- 26.4.1 The fraud Hotline is an established hotline number that allows employees to report inappropriate use of State funds or federal funds received by the Employer by calling the Fraud Hotline at (775) 687-0150.
- 26.4.2 The Employer must post the Fraud Hotline number in conspicuous places in each public building of its Departments.

## **ARTICLE 27: POLITICAL ACTIVITY**

- 27.1 Employees may vote as they choose and express their political opinions on any or all subjects without recourse, except that no employee may:

- 27.1.1 Directly or indirectly, solicit or receive, any monetary or nonmonetary contribution for a political purpose from anyone who is in the same Department or Division and who is a subordinate of the solicitor while on duty or acting in an official capacity.
- 27.1.2 Engage in political activity during working hours to improve chances of a political party or a person seeking office, or at any time engage in political activity to secure a preference for a promotion, transfer, or increase in pay. This prohibition on political activity does not prohibit speech or activities otherwise authorized under the First Amendment and applicable federal law.
- 27.1.3 The parties agree that voluntary payroll deductions for Union political action committee (PAC) contributions are permitted.
- 27.1.4 The Federal Hatch Act prohibits certain types of political activity on the part of State employees whose principal employment is in a federally funded program.

## **ARTICLE 28: STRIKES**

- 28.1 Neither the Union nor any employee covered by this Agreement will promote, sponsor, or engage in any strike against the Employer, slow down, or interruption of operation, concentrated stoppage of work, absence from work upon any pretext or excuse such as illness, which is not founded in fact, or on any other intentional interruption of operations of the State due to a labor dispute. The Union will use its best efforts to induce all employees covered by the Agreement to comply with this pledge.
- 28.2 The Employer will not lock out any employees during the term of this Agreement as a result of a dispute with the Union.

## **ARTICLE 29: ENTIRE AGREEMENT**

- 29.1 During the negotiations of this Agreement, each party had the unlimited right and opportunity to make demands and proposals with respect to any subject or matter appropriate for collective bargaining. Therefore, each party voluntarily and unqualifiedly waives the right and will not be obligated to bargain collectively, during the term of this Agreement, with respect to any subject or matter referred to or covered in this Agreement. Nothing herein will be construed as a waiver of the Union's or the State's collective bargaining rights with respect to matters that are mandatory subjects under the law.
- 29.2 This document shall be deemed the final and complete Agreement between the parties and expresses the entire understanding of the Employer and the Union as of July 1, 2025.
- 29.3 This Agreement supersedes any and all previous agreements and all conflicting Employer and Department or Division rules, policies, and procedures on the same matters except as otherwise specifically provided herein.
- 29.4 The parties agree that references in this Agreement to sections of the Nevada Administrative Code (NAC) are those in effect on July 1, 2025. The Employer shall maintain any portions of the NAC referenced in this agreement, which shall be made available to any employee covered by this agreement or the union at their request to DHRM LRU.

## **ARTICLE 30: SAVINGS CLAUSE**

- 30.1 If any court or administrative agency of competent jurisdiction finds any article, Section, Subsection, or portion of this Agreement will remain in full force and effect. If such a finding is made, a substitute for the unlawful or invalid Article, Section, Subsection, or portion will be negotiated at the request of either party. Negotiations will begin within thirty (30) calendar days of the requests.

## **ARTICLE 31: APPROPRIATIONS**

- 31.1 The Employer and the Union recognize that any provision of this Agreement that requires the expenditure of funds or changes in law shall be contingent upon the specific appropriation of funds or changes in law by the Nevada State Legislature. The Governor shall request the drafting of a legislative measure to effectuate those provisions under this Agreement that require Legislative Appropriations.
- 31.2 Legislative non-appropriation does not constitute grounds for reopening negotiations on issues related to appropriations.
- 31.3 Any subsequent Agreement requiring the expenditure of funds shall be subject to specific appropriation of funds.
- 31.4 The provisions of this Agreement shall not interfere with or supersede in any way the Governor's rights under law.

## **ARTICLE 32: DISTRIBUTION OF AGREEMENT**

- 32.1 The Employer will post this Agreement on the DHRM LRU's Internet page by the effective date of the Agreement.
- 32.2 The Employer will provide all employees with a link to the Agreement.
- 32.3 If the Union and the Employer determine it is necessary to print this Agreement, including Braille and large-print copies, they will make mutual agreement to do so.

## **ARTICLE 33: TERM OF AGREEMENT**

- 33.1 All provisions of this Agreement will become effective July 1, 2025, and will remain in full force and effect through June 30, 2027; however, if this Agreement expires while negotiations between the Union and the Employer are underway for a successor Agreement, the terms and conditions of the Agreement will remain in effect until a new successor agreement has been successfully reached.
- 33.2 Any provisions agreed upon as retroactive in effect in this Agreement will only apply to employees employed in full-time, full pay status at the time the Agreement is approved by the Board of Examiners and/or the Nevada State Legislature



IN WITNESS WHEREOF, the parties have executed and delivered this Collective Bargaining Agreement as of the effective date of July 1, 2025.

**Date of Board of Examiners Approval:**

**FOR THE STATE OF NEVADA:**

  
\_\_\_\_\_  
**BACHERA WASHINGTON**  
Chief Negotiator

\_\_\_\_\_  
**TIFFANY GREENAMEYER**  
Clerk of the Board of Examiners

**APPROVED AS TO FORM**

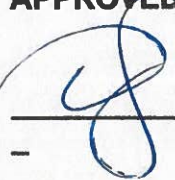
  
\_\_\_\_\_  
**JOSH REID**  
Special Counsel – Labor Relations

**For the Union :**

  
\_\_\_\_\_  
**Chief Negotiator**

*For Bargaining  
UNIT 5*

**APPROVED AS TO FORM**

  
\_\_\_\_\_  
*For Bargaining  
UNIT 5*

## APPENDIX A

### Job Classifications Eligible for Membership in the Nevada Police Union (NPU)

<b>Title Code</b>	<b>Job/Position Title</b>	<b>Grade</b>
13.102	Agricultural Police Officer II	37
13.103	Agricultural Police Officer I	35
13.104	Agriculturist (Commissioned)	36
13.122	Game Warden III	39
13.123	Game Warden II	37
13.124	Game Warden I	34
13.141	Park Ranger III (Commissioned)	38
13.142	Park Ranger II (Commissioned)	37
13.143	Park Ranger I (Commissioned)	34
13.206	DPS Officer II	41
13.207	DPS Officer I	40
13.217	University Police Detective	42
13.222	University Police Officer II	40
13.223	University Police Officer I	36
13.234	Law Enforcement & Training Specialist (Commissioned)	40

## **APPENDIX B**

Current Department or Division Policy

## **APPENDIX C**

Current Department or Division Policy

## **APPENDIX D**

Task Force Assignments