



# WASHOE COUNTY

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## STAFF REPORT

BOARD MEETING DATE: *June 25, 2024*

**DATE:** June 6, 2024

**TO:** Board of County Commissioners

**FROM:** Patricia Hurley, Director, Human Resources Department  
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**THROUGH:** Eric Brown, County Manager

**SUBJECT:** Recommendation to approve Cost of Living Adjustments in base wage of 3% effective July 1, 2024 [FY24/25 estimated fiscal impact \$2,115,167]; a cost of living adjustment in base wages of 3.25% beginning July 1, 2025 [FY25/26 estimated fiscal impact \$2,183,910]; a cost of living adjustment in base wages of 3.5% beginning July 1, 2026 [FY26/27 estimated fiscal impact \$2,260,346]; a cost of living adjustment in base wages of 3.25% beginning July 1, 2027 [FY27/28 estimated fiscal impact \$2,333,808]; changes to retiree medical premiums [estimated fiscal impact \$525,000 for all years]; and optional changes to vacation accrual rates for Unclassified Management, Non-Represented Confidential employees, Second Judicial District Court employees, Justice Courts employees (excluding Justices of the Peace), Juvenile Services employees, and Truckee River Flood Management Authority's Executive Director and General Counsel as outlined in their department Personnel Manuals; and uniform allowance for the non-represented confidential Supervising Veterinarian classification. [Estimated fiscal impact \$1,440 for all years]. [Estimated total fiscal impact \$9,419,671]. (All Commission Districts.)

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### **SUMMARY**

Represented employees' salaries are primarily governed by provisions within their negotiated contracts; unrepresented employees are primarily governed by the Washoe County Personnel Handbook. The Board has in the past adopted similar salary and benefits for employees not covered by a bargaining agreement as have been negotiated for represented employees. The recommendation for salaries for these groups is a COLA of 3% effective July 1, 2024, a COLA of 3.25% effective July 1, 2025, a COLA of 3.5% effective July 1, 2026, and a COLA of 3.25% effective July 1, 2027, changes to retiree medical premiums and optional updated vacation accrual rates for Unclassified Management and Non-Represented Confidential employees, Second Judicial District Court employees, Justice Courts employees (excluding Justices of the Peace), Juvenile Services employees, and Truckee River Flood Management Authority's Executive Director, General Counsel, and Chief Financial Officer are commensurate with the

**AGENDA ITEM # \_\_\_\_\_**

COLA(s) negotiated with the Washoe County Employees Association (WCEA), Washoe County Alternative Sentencing Officers Association (WCASOA), Washoe County Nurses' Association (WCNA), Washoe County Public Attorneys' Association (WCPAA), and Washoe County District Attorney's Investigator Association (WCDAIA).

**Washoe County Strategic Objective supported by this item:** Fiscal Sustainability and Valued, engaged employee workforce.

### **PREVIOUS ACTION**

On May 24, 2022 the Board approved COLA(s) of 5% effective July 1, 2022, and 3.5% effective July 1, 2023 for Unclassified Management and Non-Represented Confidential employees, Second Judicial District Court employees, Justice Courts employees (excluding Justices of the Peace), Juvenile Services employees, and Truckee River Flood Management Authority's Executive Director and General Counsel; and bi-lingual pay changes for Non-Represented Confidential employees; and standby pay changes for Non-Represented Confidential employees (excluding Division Directors at salary grade T and above), Second Judicial District Court employees, Justice Courts employees (excluding Justices of the Peace), and Juvenile Services employees as outlined in their department Personnel Manuals.

### **BACKGROUND**

Represented employees' salaries are primarily governed by provisions within their negotiated contracts; unrepresented employees are primarily governed by the Washoe County Personnel Handbook. The Board of County Commissioners has in the past adopted the same salary and benefits for unrepresented employees as have been negotiated for represented employees. The recommendation for salaries and benefits for these groups is a COLA of 3% effective July 1, 2024, a COLA of 3.25% effective July 1, 2025, a COLA of 3.5% effective July 1, 2026, and a COLA of 3.25% effective July 1, 2027 and the retiree health insurance amendments outlined below. This is commensurate with the COLA's negotiated with the WCEA, WCASOA, WCNA, WCPAA, and WCDAIA.

Also, the Board is requested to approve changes to vacation accrual rates for Non-Represented Confidential employees, Second Judicial District Court employees, Justice Courts employees (excluding Justices of the Peace), and Juvenile Services employees, if desired by their department management, and as outlined in their specific department Personnel Manuals, if applicable, and approve uniform allowance for the non-represented confidential Supervising Veterinarian classification. Where necessary, changes to the Washoe County Personnel Handbook will be made. Following is a summary explanation of the substantive changes:

#### Holiday Pay

Amend WC Personnel Handbook 5.231 (Holidays), and specific Court and Juvenile Services department manuals to add June 19, Juneteenth Day, as a recognized legal holiday, thereby changing from eleven (11) to twelve (12) paid holidays. On Thursday, June 8, 2023, Governor Lombardo signed AB140, adding Juneteenth Day as a State recognized holiday under NRS 236.015 & NRS 236.033. NRS 236.033 states, "The Governor shall annually proclaim June 19 to be "Juneteenth Day" in the State of Nevada to commemorate the abolition of slavery in the United States."

### Examinations and Interviews

Amend WC Personnel Handbook 5.159 (Time for examinations and interviews), and specific Court and/or Juvenile Services department manuals, if desired by their department management, to allow employees to complete examinations and job interviews for county positions while on duty and in regular paid status, given that they provide 3 days' notice to their immediate supervisor.

### Health Plan

The retiree health insurance will be amended to establish a Health Reimbursement Arrangement (HRA) for the County provided medical insurance premium subsidy for employees hired on or after September 17, 1997 through June 30, 2010, and retiring on or after July 1, 2025 and who meet the specified criteria. Additionally, for those employees hired on or after July 1, 2010, the retiree health insurance will be modified to establish a Post Employment Health Reimbursement Arrangement (PEHRA) with a County provided one-time lump sum payment for employees who meet the specified criteria.

### Vacation

Amend WC Personnel Handbook 5.237 (Vacation), and specific Court and/or Juvenile Services department manuals, if desired by their department management, with updated vacation language as follows: Vacation accrual rates have been increased for new full-time employees upon the completion of 6-months of continuous County service. Employees will be eligible to earn 60 hours of vacation leave increased from 48 hours. Annual vacation earning rate tiers have been condensed and adjusted to the following:

- Employees of less than three years is increased from 96 hours to 120 hours.
- Employees of three but less than five years is increased to from 136 hours to 160 hours.
- Employees of five but less than twenty years is increased to from 152 hours to 200 hours.
- Employees of twenty years or more is increased from 200 hours to 240 hours.

### Uniform Allowance

Add a \$30 per month uniform maintenance allowance for the Non-Represented Confidential job classification of Supervising Veterinarian (job class 19331) to be consistent with similar represented job classifications that are required to wear job-related uniforms and currently receive a monthly uniform allowance. The Director of Human Resources or designee will have the ability to add, modify, or remove uniform allowance to new or existing classifications, as needed, in the future.

### Sick and Parental Leave

Bereavement Leave: Amend WC Personnel Handbook 5.257 (Use of Sick Leave), and specific Court and/or Juvenile Services manuals, if desired by their department management, to clarify that in the event of a death in the employee's immediate family, the employee may use accrued sick leave, coded as bereavement leave in the amount of ten (10) days, or the equivalent of eighty (80) hours for full-time employees on alternate work schedules, or the pro-rated amount for part-time employees at the same ratio as their regular work hours relate to a full-time work schedule for attending the funeral and

travel to and from, and attending to any family related business matters. Bereavement leave must occur within the first year after the death of the family member.

Amend WC Personnel Handbook 5.261 (Approval and Substantiating Evidence for Sick Leave), and specific Court and/or Juvenile Services manuals, if desired by their department management, to include bereavement leave. Clarify for sick leave absences in excess of three (3) days, or cases of suspected sick or bereavement leave abuse, the appointing authority may require the employee to submit substantiating evidence, including but not limited to a physician's certificate, death announcement, or celebration of life announcement. Donation of Sick Leave: Amend WC Personnel Handbook 5.257(g) (Use of Sick Leave), and specific Court and/or Juvenile Services manuals, if desired by their department management, to allow employees to donate up to eighty (80) hours of their accumulated vacation leave or compensatory leave\* (\*new) to another employee, and also change the verbiage from "has no accumulated sick hours" to "has less than eighty (80) hours of combined sick leave, vacation, personal leave, and compensatory leave", but who is otherwise eligible to take paid sick leave in accordance with the provisions of this section.

Parental Leave: For Unclassified Management, Non-Represented Confidential employees, and Truckee River Flood Management Authority's Executive Director, General Counsel, and Chief Financial Officer employees add up to four (4) weeks of paid parental leave following the birth of a child of the employee or the placement of a child with an employee for adoption or foster care for employees who are eligible for leave under the Family and Medical Leave Act (FMLA). Paid parental leave will not exceed four (4) weeks in any rolling twelve (12) month period; will run concurrently with any applicable FMLA leave; and must be taken in one continuous period that falls entirely within twelve (12) months of the birth or placement of the child. Any unused paid parental leave will be forfeited twelve (12) months after the birth or placement of the child and upon termination of employment for any reason, an employee will not be paid for any unused paid parental leave for which they were eligible. At the department management discretion, Second Judicial District Court, Justice Courts, and/or Juvenile Services may request to add Parental Leave.

### **FISCAL IMPACT**

The annual FY 24/25 fiscal impact associated with these recommendations is estimated at \$2,115,527 and a portion is included in the FY 24/25 approved budget. These cost increases may necessitate a budget adjustment during the fiscal year. The Budget Division will monitor the budget status related to these changes and propose necessary budget adjustments as needed.

The FY 24/25 impact is broken out as follows:

**FY 24/25**

Description	Unclassified Management	Non-Represented Confidential	District Court	Justice Courts	Juvenile Services	TRFMA (Exec. Director & General Counsel)	Total
COLA	\$178,203	\$477,531	\$704,984	\$271,685	\$467,621	\$15,143	\$2,115,167
Uniform	\$-0-	\$360	\$-0-	\$-0-	\$-0-	\$-0-	\$360
<b>TOTAL FY 24/25</b>	<b>\$178,203</b>	<b>\$477,891</b>	<b>\$704,984</b>	<b>\$271,685</b>	<b>\$467,621</b>	<b>\$15,143</b>	<b>\$2,115,527</b>

The annual FY 25/26 fiscal impact associated with these recommendations is estimated at \$2,364,270 and if approved will be included in the FY 25/26 budget and is broken out as follows:  
**FY 25/26**

Description	Unclassified Management	Non-Represented Confidential	District Court	Justice Courts	Juvenile Services	TRFMA (Exec. Director & General Counsel)	Total
COLA	\$183,994	\$493,051	\$727,896	\$280,514	\$482,819	\$15,636	\$2,183,910
Uniform	\$-0-	\$360	\$-0-	\$-0-	\$-0-	\$-0-	\$360
Post Employment Health Reimbursement Arrangement (PEHRA) – FY26	\$15,000	\$15,000	\$60,000	\$30,000	\$60,000	\$-0-	\$180,000
<b>TOTAL FY 25/26</b>	<b>\$198,994</b>	<b>\$508,411</b>	<b>\$787,896</b>	<b>\$310,514</b>	<b>\$542,819</b>	<b>\$15,636</b>	<b>\$2,364,270</b>

The annual FY 26/27 fiscal impact associated with these recommendations is estimated at \$2,425,706 and if approved will be included in the FY 26/27 budget and is broken out as follows:  
**FY 26/27**

Description	Unclassified Management	Non-Represented Confidential	District Court	Justice Courts	Juvenile Services	TRFMA (Exec. Director & General Counsel)	Total
COLA	\$190,434	\$510,307	\$753,372	\$290,332	\$499,718	\$16,183	\$2,260,346
Uniform	\$-0-	\$360	\$-0-	\$-0-	\$-0-	\$-0-	\$360

Post Employment Health Reimbursement Arrangement (PEHRA) – FY27	\$15,000	\$15,000	\$90,000	\$30,000	\$-0-	\$15,000	\$165,000
<b>TOTAL FY 26/27</b>	<b>\$205,434</b>	<b>\$525,667</b>	<b>\$843,372</b>	<b>\$320,332</b>	<b>\$499,718</b>	<b>\$31,183</b>	<b>\$2,425,706</b>

The annual FY 27/28 fiscal impact associated with these recommendations is estimated at \$2,514,168 and if approved will be included in the FY 27/28 budget and is broken out as follows:

**FY 27/28**

Description	Unclassified Management	Non-Represented Confidential	District Court	Justice Courts	Juvenile Services	TRFMA (Exec. Director & General Counsel)	Total
COLA	\$196,623	\$526,892	\$777,857	\$299,768	\$515,959	\$16,709	\$2,333,808
Uniform	\$-0-	\$360	\$-0-	\$-0-	\$-0-	\$-0-	\$360
Post Employment Health Reimbursement Arrangement (PEHRA) – FY28	\$15,000	\$30,000	\$30,000	\$75,000	\$30,000	\$-0-	\$180,000
<b>TOTAL FY 27/28</b>	<b>\$211,623</b>	<b>\$557,252</b>	<b>\$807,857</b>	<b>\$374,768</b>	<b>\$545,959</b>	<b>\$16,709</b>	<b>\$2,514,168</b>

\*Notes:

Totals in tables may be off due to rounding.

Estimates do not include certain pay types based on employee assignment (i.e., Overtime, Holiday Worked, Standby Pay, Call Back Pay, etc.).

Estimated FY 25 impact of 1.0% COLA per FY 24 salaries (incl. PERS) = \$705,057  
 \$59,401 (Unclassified Management); \$159,177 (Non-Represented Confidential);  
 \$234,995 (Second Judicial District Court); \$90,562 (Justice Courts-not including Judges);  
 \$155,874 (Juvenile Services); \$5,048 (TRFMA Exec. Director & General Counsel)

Estimates do not include additional positions or estimated PERS changes for FY 26 or FY 28.

FY 26-FY 28 estimates reflect cumulative impacts based on FY 25 increases-not incremental impacts (i.e., FY 25 COLA plus FY 26 COLA)

PEHRA estimates assume the eligible employee receives the contribution in the first year of eligibility. Actual contributions may be more, or less, in any fiscal year. Estimates only reflect the term of the agreement; additional costs are expected in future years.

### **RECOMMENDATION**

Recommendation to approve Cost of Living Adjustments in base wage of 3% effective July 1, 2024 [FY24/25 estimated fiscal impact \$2,115,167]; a cost of living adjustment in base wages of 3.25% beginning July 1, 2025 [FY25/26 estimated fiscal impact \$2,183,910]; a cost of living adjustment in base wages of 3.5% beginning July 1, 2026 [FY26/27 estimated fiscal impact \$2,260,346]; a cost of living adjustment in base wages of 3.25% beginning July 1, 2027 [FY27/28 estimated fiscal impact \$2,333,808]; changes to retiree medical premiums [estimated fiscal impact \$525,000 for all years]; and optional changes to vacation accrual rates for Unclassified Management, Non-Represented Confidential employees, Second Judicial District Court employees, Justice Courts employees (excluding Justices of the Peace), Juvenile Services employees, and Truckee River Flood Management Authority's Executive Director and General Counsel as outlined in their department Personnel Manuals; and uniform allowance for the non-represented confidential Supervising Veterinarian classification.[Estimated fiscal impact \$1,440 for all years]. [Estimated total fiscal impact \$9,419,671].

### **POSSIBLE MOTION**

Should the Board agree with staff's recommendation, a possible motion would be:  
*"Move to approve Cost of Living Adjustments in base wage of 3% effective July 1, 2024 [FY24/25 estimated fiscal impact \$2,115,167]; a cost of living adjustment in base wages of 3.25% beginning July 1, 2025 [FY25/26 estimated fiscal impact \$2,183,910]; a cost of living adjustment in base wages of 3.5% beginning July 1, 2026 [FY26/27 estimated fiscal impact \$2,260,346]; a cost of living adjustment in base wages of 3.25% beginning July 1, 2027 [FY27/28 estimated fiscal impact \$2,333,808]; changes to retiree medical premiums [estimated fiscal impact \$525,000 for all years]; and optional changes to vacation accrual rates for Unclassified Management, Non-Represented Confidential employees, Second Judicial District Court employees, Justice Courts employees (excluding Justices of the Peace), Juvenile Services employees, and Truckee River Flood Management Authority's Executive Director and General Counsel as outlined in their department Personnel Manuals; and uniform allowance for the non-represented confidential Supervising Veterinarian classification.[Estimated fiscal impact \$1,440 for all years]. [Estimated total fiscal impact \$9,419,671]."*