

Staff Report
Board Meeting Date: April 24, 2025

DATE: April 18, 2025
TO: District Board of Health
FROM: Laurie Griffey, Admin Assist I/HR Rep
775-328-2403; lgriffey@nmpH.org

THROUGH: Devon Reese, DBOH Chair

SUBJECT: Recommendation to amend the Employment Agreement between Northern Nevada Public Health and Chad Kingsley, District Health Officer, by deleting Section 5 (A) subsection (b): Compensatory time, which has been discontinued by County HR for top management: and replacing Section 5 (A) subsection (b) with: Payment of Accumulated Vacation: to allow for the additional option to receive a cash payment during a calendar year, for a range of accumulated unused vacation leave hours.

SUMMARY

Recommendation to amend the Employment Agreement between Northern Nevada Public Health and Chad Kingsley, District Health Officer, by deleting Section 5 (A) subsection (b): Compensatory time, which has been discontinued by County HR for top management: and replacing Section 5 (A) subsection (b) with: Payment of Accumulated Vacation: to allow for the additional option to receive a cash payment during a calendar year, for a range of accumulated unused vacation leave hours.

District Health Strategic Priority supported by this item:

5. Organizational Capacity: Strengthen our workforce and increase operational capacity to support a growing population.

PREVIOUS ACTION

On April 11, 2024, the District Board of Health approved the Employment Agreement (contract) between the District Board of Health and Dr. Chad Kingsley for the Position of District Health Officer.

BACKGROUND

The District Health Officer's contract was approved on April 11, 2024, following the recruitment of Dr. Chad Kingsley to the NNPH position of District Health Officer.

On February 18, 2025, Dr. Kingsley was notified by Washoe County Human Resources (HR) of an important change in County policy regarding compensatory leave. The change in policy applies to exempt employees with a salary grade of 19 and above on the non-represented confidential and unclassified management salary schedules. Effective Pay Period #9 on April 7, 2025, Dr. Kingsley can no longer accrue or record compensatory time (Code 0120) on his timecard. This change will not affect his accrued compensatory time up to the effective date. Any compensatory time that he has accrued before the effective date will remain in his leave balance for his use. He will not be compensated for any unused compensatory time under any circumstance. This change aligns with best practices for employers and human resources professionals and is standard in many state and local public sector organizations.

As Dr. Kingsley's contract, Section 5 (A) Leave subsection (b) grants the accumulation of compensatory earned time, he is asking to remove the section in compliance with Washoe County Human Resources. It has been noted that the contract (Section 5 Benefits) does not specifically include the provision for the Health Officer to elect to be paid for a range of hours for accumulated vacation leave in a calendar year, as is the case for all other unclassified management employees of Washoe County. Adding these words to his contract under Section 5 Leave would rectify this situation and clarify that the Health Officer may elect to receive a cash payment for a range of hours of accumulated vacation.

It is the practice within the District and Washoe County to allow exempt employees with a salary grade of 19 and above to elect a range of hours for cash payment of accumulated vacation leave. Additionally, it is a practice within Washoe County Deputy District Attorney to include this language in their employment contract.

Accordingly, it is requested that the Employment Agreement be amended to clarify that Chad Kingsley may elect to receive a cash payment for a range of accumulated vacation leave in a calendar year.

The proposed amendments are as follows:

Section 5(A) Leave of the Employment Contract will be amended to remove the strikethrough language as follows:

A. Leave:

Employee shall be entitled to all sick and vacation leave benefits provided for unclassified management employees of Washoe County, except as more specifically described or limited herein:

- b. ~~Compensatory time may be earned on an hour-for-hour basis for hours worked over 40 in a week up to a maximum of 240 hours in a calendar year. Compensatory leave has no cash value and may not be cashed out upon separation from County, and no more than 40 hours may be used before separation.~~

Section 5(A) Leave of the Employment Contract will be amended, and the language *in italics* shall be added as follows:

B. Leave:

Employee shall be entitled to all sick and vacation leave benefits provided for unclassified management employees of Washoe County, except as more specifically described or limited herein:

b. Employee may elect to receive a cash payment for no less than sixteen (16) hours and no more than eighty (80) hours of accumulated vacation leave in a calendar year. Such payment will reduce the employee's accumulated vacation balance by the hours compensated and may be made only once per calendar year, at the employee's current base rate of pay, provided the employee notifies the Comptroller's Office in writing of such election on or before October 15. To be eligible, employees must have a minimum balance of one hundred twenty (120) hours of accumulated vacation leave at the time of the request and be in a paid status. Payment will occur within two (2) pay periods of receipt on the regularly scheduled pay date.

FISCAL IMPACT

The payment of Dr. Kingsley's vacation time will be covered by the Health Fund.

RECOMMENDATION

Recommendation to amend the Employment Agreement between Northern Nevada Public Health and Chad Kingsley, District Health Officer, by deleting Section 5 (A) subsection (b): Compensatory time, which has been discontinued by County HR for top management: and replacing Section 5 (A) subsection (b) with: Payment of Accumulated Vacation: to allow for the additional option to receive a cash payment during a calendar year, for a range of accumulated unused vacation leave hours.

POSSIBLE MOTION

Should the Board agree with the Staff's recommendation, a possible motion could be: Move to amend the Employment Agreement between Northern Nevada Public Health and Chad Kingsley, District Health Officer, by deleting Section 5 (A) subsection (b): Compensatory time, which has been discontinued by County HR for top management: and replacing Section 5 (A) subsection (b) with: Payment of Accumulated Vacation: to allow for the additional option to receive a cash payment during a calendar year, for a range of accumulated unused vacation leave hours.