

**Indian Hills General Improvement District  
Board of Trustees**

Chairman Robert Garcia	Vice Chairman Vicky Lufrano	Secretary/Treasurer Russ Siegman	Trustee Kathryn Clark-Ross	Trustee Robert Stulac
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**March 19, 2025  
Regular Board Meeting  
6:00 P.M.  
District Board Room  
3394 James Lee Park Road  
Carson City, NV  
89705  
(775) 267-2805**

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**MISSION STATEMENT**

*The Mission of the District is to provide, within its Charter, those public facilities and services which maintain and improve the quality of life of its resident families and to maintain and operate those facilities and services at the highest quality and in the most cost-effective manner possible, with the intent to continue to do so for a growing population of residents.*

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It is the intent of the Board of Trustees to protect the dignity of citizens who wish to comment before the Board. It is also the Board of Trustees' wish to provide the citizens of the district with an environment that upholds the highest professional standards.

In order to ensure that every citizen desiring to speak before the Board has the opportunity to express his/her opinion, it is requested that the audience refrain from making comments, hand clapping or making any remarks or gestures that may interrupt, interfere, or prevent the speaker from commenting on any present or future project.

In accordance with Federal law and U.S. Department of Agriculture policy, IHGID is prohibited from discriminating on the basis of race, color, national origin, sex, religion, age, disability (Not all prohibited bases apply to all programs.) To file a complaint of discrimination, write to USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, or call (800) 795-3272 (voice) or (202) 720-6382 (TDD). USDA is an equal opportunity provider, employer, and lender.

**Communication for Hearing Impaired:** Nevada Relay Service is available by calling 711. The TTY or HCO (hearing carry over) number is 800-326-6868, Voice only is 800-326-6888, VCO (voice carry over) is 800-326-4013.

**Notice to Persons with Disabilities:** Members of the public who are disabled and require special assistance or accommodations at the meeting are requested to notify the District Office in writing at 3394 James Lee Park Road, Carson City, NV 89705, or by calling 267-2805 at least 24 hours in advance.

Following is the Agenda, which is also posted on IHGID's website at: [www.indianhillsnevada.com](http://www.indianhillsnevada.com)

# AGENDA

## 6:00 P.M. – Regular Meeting

1. Call to Order - Regular Meeting of the Board of Trustees
2. Pledge of Allegiance
3. Public Interest Comment (No Action)

The public may comment on any subject that is pertinent to IHGID. The public may comment on any item that is on this agenda at the time it is discussed. Therefore, the public is encouraged and permitted to make comments on any non-agenda items during the public interest comment period. Comments may be limited by the discretion of the Chair and may not exceed three (3) minutes. Please note that the Board is prohibited by law from deliberating or taking action on issues raised by the public that are not listed on this agenda.

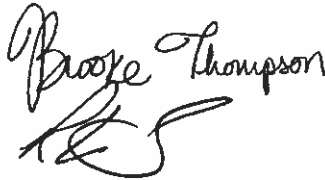
4. Approval of Agenda-Chairman  
Items on this agenda may be taken out of order. Two or more agenda items may be combined for consideration. Any item appearing on this agenda may be removed, or its discussion delayed at any time.
  - Motion
  - Vote
5. Reports to the Board:
  - a. General Manager Report
    1. Administrative
    2. Water
    3. Wastewater
    4. Parks & Streets
  - b. District Accountant Report
  - c. Engineer Report
  - d. Attorney Report
  - Board of Trustees Discussion
  - Open Public Comment
  - Close Public Comment
6. Discussion and possible action to accept a proposal from Lumos & Associates, Inc. in the amount of \$81,800.00 for design and construction services for the IHGID FY 24/25 street maintenance project.  
General Manager, Chris Johnson/District Engineer, Collin Sturge)
  - Board of Trustees Discussion
  - Open Public Comment
  - Close Public Comment
7. Discussion only regarding the Budget for Fiscal Year 2025-2026.  
(General Manager, Chris Johnson)
  - Board of Trustees Discussion
  - Open Public
  - Close Public Comment

8. Discussion and possible action to approve amendments to the District's Personnel Policy. (General Manager, Chris Johnson/Administrative Services Supervisor/HR, Brooke Thompson)
  - Board of Trustees Discussion
  - Open Public Comment
  - Close Public Comment
  
9. Discussion and possible action to approve Draft Minutes from the January 15, 2025, Board Meeting.
  - Board of Trustees Discussion
  - Open Public Comment
  - Close Public Comment
  
10. Chairman and Trustees Reports, Correspondence  
Under this item the Board Members will briefly identify relevant communications received by them before the meeting, or meetings attended, or potential business of the district. No action will be taken on any of these items, but a member may request such an item or topic be placed on a future agenda.
  
11. Adjournment

This agenda is posted at [www.indianhillsnevada.com](http://www.indianhillsnevada.com), <https://notice.nv.gov> and at the following locations:  
District Main Office, 3394 James Lee Park Road

As of 8:30 A.M., March 14, 2025,

by

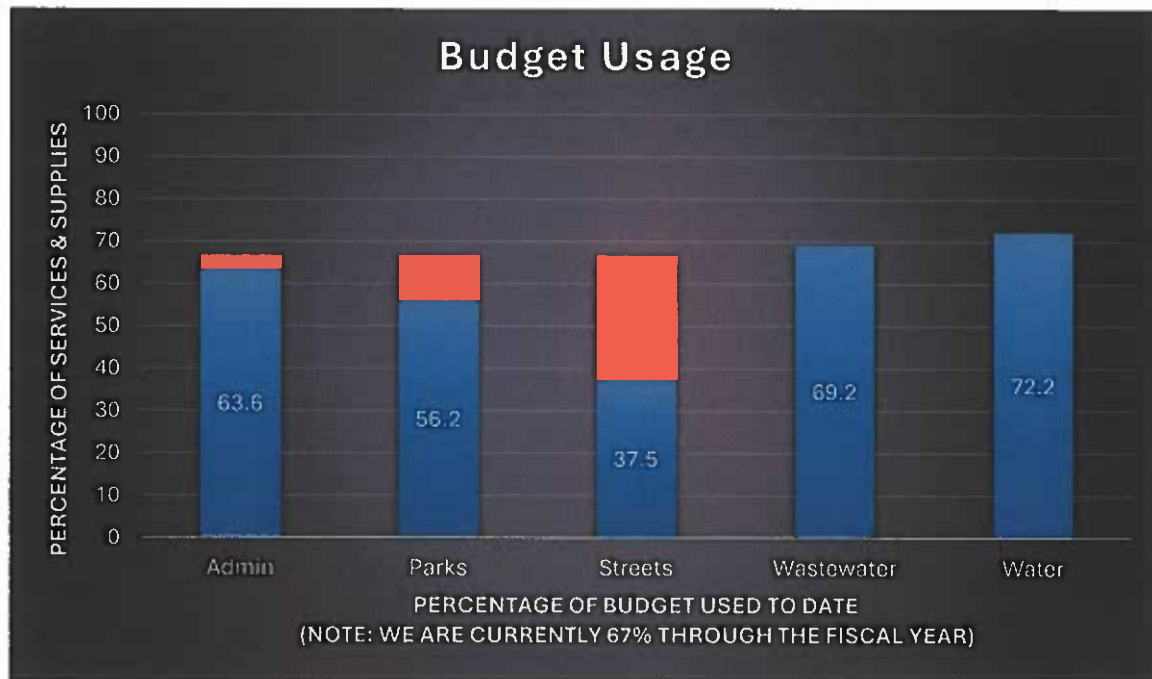
A handwritten signature in black ink that reads "Brooke Thompson". The signature is written in a cursive style with a large, stylized initial "B".

# **AGENDA ITEM 5a.**

## **Reports to the Board:**

### **a. General Manager Report**

- 1. Administrative**
- 2. Water**
- 3. Wastewater**



**Current Grant Research:**

Lowes Grant – Application Deadline Closed

NDEP Grant for Water Projects

National Park Service Outdoor Recreation Grant – waiting for notice of opportunity.

**New Items:**

- The cameras are installed and function perfectly in the parks. There are 3 full-time cameras in James Lee Park, as well as a full-time camera in South Park and North Park each.
- The dog park drinking fountain is installed and functional. The fountain is freeze resistant, so it will be available year-round. It has a hand wash station, drinking fountain for humans, a bottle fill station, and a dog bowl water station.



- The dog park bricks are the final part of the dog park project. The bricks are projected to be completed by the end of April.
- I have completed substantial work on the employee portal of the district's webpage. Employees can now submit leave requests through the portal, and employee documents are available on the portal.

- We have updated the notification system on the webpage. People can now go in to sign up for notifications. When news or agendas are added to the webpage, it will email the people that sign up for the notifications.
- The speed logging sign is installed and operation at the approach to the Mica / Sunridge intersection.
- The Capital Improvement Plan is completed and in staff review. The plan will be presented to the board in the April Board Meeting.
- The Pavement Condition Index is completed and in staff review. The index will be presented to the board in the April Board Meeting.

**Existing Items:**

- I have reached out to the district managers of the area to meet again. After meeting with the County Manager, we agreed that it would be nice to get those meetings going again, especially with the County Manager.
- Lynn visited me in the office and we discussed some more community events. She had some great ideas. I've come up with a couple more ideas, and I'm looking forward to planning them out.
- Currently waiting on the contractor for Douglas County to provide us a quote for the new playground equipment. Once I have those numbers I will apply for the Residential Construction Tax grant for that as well as the improvements to the basketball court.
- We are continuing the planning with Nevada Department of Environmental Protection (NDEP) regarding the Small Municipal Separate Storm Sewer Systems (Small MS4) permit. As stated in previous meetings, we are ensuring that the new permit will not be unnecessarily burdensome requirements on the district for meeting our requirements in the permit.
- I have added an item to my planned 25/26 budget for fuels reduction behind the fences on the west side of the district near the exercise trail. It will be added to the budget for work to be done in the 2025 – 2026 fiscal year.
  - Update: we are budgeting for a Skid Steer that will enable us to do fuels reduction in house.

## Completed / Past Items:

- The district's engineer, General Manager (GM) and supervisors will meet the week of January 20<sup>th</sup> to start assembling the Capital Improvement Plan (CIP).
- I compiled the goals from all five General Manager evaluations, combining similar items, and listed them for the board packet.
- The Speed Logging sign will be installed on South Sunridge Drive. It has not been installed yet as our Streets Department has been short-staffed due to surgery, and they have been busy with the maintenance of the parks and streets in preparation for Winter.
- We transferred the safety officer position off to a new person. He is doing a great job with it already. He has gone through to redo all of our SDS throughout the district. He's getting ready to go through some training, and will be conducting our monthly safety meetings.
- I met with the County Manager to discuss collaboration on some upcoming projects. I will keep the board posted as we start to get into those projects.
- The water fountain in the dog park is on hold until we install the cameras. We determined it would probably be wise to hold off on installing that water fountain until after the camera system is active.
- We have passed the 6-month mark into the fiscal year and all departments are at or below 50% of their budget usage. I applaud the supervisors for their fiscal responsibility.
- The Parks department has been working very hard to redo the power in James Lee park. The power going into the restrooms was insufficient and poorly installed, so the crew has completely retrenched, ran conduit, and reran power out to the restrooms. The camera that is going to the tennis courts will now have appropriate power with its own breaker. The pole for the skate park camera is due to arrive at the end of the week of 1/13, and they will install it when it arrives. I have been keeping in contact with our camera contractor and they will be ready to install as soon as the infrastructure is in place.
- We had several signs blow off in the strong winds throughout the district. The Streets crew has been busy repairing them and replacing older signs.
- The Christmas party was a success. We had a gathering of happy visitors. Kids decorated hats and visited with Santa. The adults enjoyed the event as well.
- The staff conducted annual fire safety / fire extinguisher training. The fire extinguishers will all have annual maintenance done at that time.
- The wind blocks / shades for the tennis courts have been taken down for the winter and will be reinstalled in Spring.



- The leak on Chip Creek is repaired.
- Sidewalk at North Sunridge / Mica Drive. I spoke with our Streets Supervisor. Painting additional cross bars on the concrete will create a slip hazard. The additional recognition that another crosswalk bar would bring would most likely be negligible in addition to the flashing lights and other markings already implemented at the crosswalk. The stop sign and painted stop bar are at the location they are to give room for the crosswalk. Moving the stop bar forward will make people stop for the sign in the crosswalk.
- We had to do some work to the electrical box controlling the parking lot and street lights around James Lee Park. Someone had broken the lock off of the controller boxes near the ballpark and turned the lights off along the street. That damage most likely caused the controller to burn out near the office. We have replaced the parts and the street lights are working again.
- 5K Run was a success. It was extremely cold at 6:30 that Saturday morning, but we still had a good attendance. They want to make this an annual event, but we will ensure that it does not fall on the same weekend as another 5k next year.
- Crosswalk delineator evaluation. After evaluating the design of our crosswalks, the traffic at each location, and the concern expressed from residents for each area, I have come to the conclusion that there is no need for delineators at the crosswalks. If the board wishes for me to continue with the evaluation of the crosswalks, I would recommend hiring a traffic engineer to evaluate the crosswalks.
- The tennis court locks are installed on both sides and functional. There has been positive input from residents regarding the locks.
- The Streets staff spent a considerable amount of time going through and evaluating the drop ins and culverts throughout the district. This is in anticipation of winter storms, with the goal of preventing flooding and reduced stormwater flow.
- The water tank project is complete. The project was completed to our satisfaction.
- The hydraulic fluid leak on Sunburst has been resolved. Douglas Disposal had a hydraulic break and leak. They responded with the proper containment using a spill kit, and cleaned the hydraulic fluid up completely. The fluid stained the asphalt. The resident contacted DD and complained about the stain, requesting that they wash the street. I went with DD to inspect the spill again, and there is no more cleanup possible. The spill was contained and cleaned up to NDEP standards. There are no products that will remove the stain, but it will fade out with time, most likely over winter. The resident called me to complain about the stain. I contacted our engineers to see if they had any suggestions, but they agreed that there is no way to clean the spill more than already done. I called the resident back to inform them

that we could not do anything more, but they did not answer. Their concern is that they have lived here for 25 years and if they decide to sell their home now, the stain would be a hinderance.

- Cleaned pine needles out of center meridian of Mica Drive per a request from a trustee.
- The east-facing flasher at North Sunridge / Mica Drive. The intersection now has flashing lights on both sides of the crosswalk, as well as flashers facing both directions of traffic in the center meridian.
- Automatic locks have been installed on James Lee Park's restrooms, giving us the ability to schedule locking & unlocking of the restrooms.

The ACH program continues to be well received. Residents are thankful the district has implemented this option for payments. In February we had 592 residents signed up for ACH. We currently have 595, 29.455% of residents taking advantage of automatic withdrawal. We continue to receive requests and new authorization forms daily.

In January we sent out 34 past-due bills resulting in zero disconnections. In February we sent out 32 past-due bills resulting in one disconnection. The home is vacant and on the market to be sold.

We had six new account sign-ups in January and six in February. These are homes that have changed ownership.

I have received a few inquiries regarding reserving the District's Gazebos. Sierra Lutheran High School's Baseball team uses Field two as their home field. Their season is underway, and they will be out on the field practicing Monday through Friday. Their first home game was on March 8, 2025 and they will be out here until the end of May. The tennis court is always utilized, however since the board changed the reservation policy there have been no reservations for the tennis courts.

On February 6, 2025 District Supervisors attended "Toughest Supervisor Challenges training delivered by Pool Pact. This workshop reviewed some tough challenges supervisors face by examining letters to a mock advice column. Supervisors considered both legal and practical implications of scenarios. Identified relevant employment laws that could come into play in the scenarios and discussed tips and steps to address the problems and prevent recurrence.

We have had two safety trainings since the last meeting. On January 28, 2025 all staff attended SDS & Hazardous Communications training. On March 10, 2025 all staff attended Bloodborne Pathogens training.

Our first clean-up day for 2025 will be on Saturday, April 5, 2025, from 9:00a.m. and ending when the containers are filled.

**Water Quality:**

- The Bac-T sample results for January/February 2025 came back good.
- The Hobo water plant received 7.4 MG of (Minden) water for the month of January and 6.2 MG for the month of February.
- North and South School wells have been shut off for the winter due to low demand.
- Ridgeview pumped 3.2 MG of water for the month of January and 2.2 MG for the month of February.
- Hobo well has been shut off for the winter.

**Water Plant Rounds:**

- Every morning all operations of the Water plant are checked. Morning rounds consist of,
- The water level and operation of all water storage tanks are checked and recorded.
- The water pressure at the plant and off-site booster stations is checked and recorded.
- All flow and totalizer meters are checked, and the amount of water used is recorded.
- The booster pumps at the plant are checked for proper voltage and current. They are also checked for excessive temperatures at bearings and checked for any water leaks. All information is recorded.
- Water samples are taken from the plant, and we check the water for proper chlorine residual and calibrate the chlorine analyzer as needed. We also check the water for PH, clarity, and temperature. All information is recorded.
- Trends of the water system are checked through SCADA. Checking these trends for anomalies in the distribution system can give us an early warning of future problems.

**Maintenance:**

- The Water department excavated a water meter pit at 973 Valley Crest due to a leak in the meter pit.
- The Water department excavated a water meter pit at 962 Sunup Ct. due to a leak in the meter pit.
- The Water department excavated a water meter pit at 887 Vista Park due to a leak in the meter pit. This leak required removal of a small section of the driveway to repair the leak.
- The Water department is continuing to work with the new GIS equipment to map out all the water utilities in the district.

1: Treatment plant: We have performed preventative maintenance on 3 of the 4 basin mixers for the plant including oil changes and new primary mechanical seal replacement on the WILO mixers. The North basin Flygt mixer has a bad li seal on the primary mechanical seal and needs to be rebuilt because it is 25 years old.

We reinstalled the #2 blower and motor the last week of January and had it in full operation on February 4th. Both units were overhauled by Sparks Electric Motor.

We are fixing a water leak on the northwest 1" water hydrant. This will involve some 2" PVC plumbing and a new hydrant.

We tested a second new polymer from Polytech, and it performed worse than the first test in our dewatering press. We are going to continue to use Solenis polymer.

Ryan continues to drag our roads and Hobo Hot Springs Road. All roads are in great condition thanks to Ryan's work on them.

The average daily flows to the Wastewater plant for February 2025 were .299 MGD (Million Gallons per Day) or 299,000 gallons per day.

2: Lift Stations: We had to rebuild the #1 pump at Lift two a second time. This involved machine work on the pump shaft and seal plate bushing, along with a new seal plate mechanical seal and motor bearings. The pump has been performing great after this rebuild.

All 4 lift stations continue to perform satisfactorily.

3: Sewer Collection: Ryan inspected problem manholes and is editing the list as needed. He is up to date on manhole flushing.

Parks and Streets staff continue to perform weekly checks of all parks and open spaces. Checks are done on Mondays and Fridays during the winter months as usage is significantly down during winter. Staff checks and cleans/restocks all of the district's public restrooms, checks all trash cans and dog bag dispensers on district property along with doing a visual inspection of the playground equipment.

Staff has completed fall clean up at south park, north park and the mica tiers. This includes trimming of all shrubs, grasses and trees as well as leaf and debris clean up. Staff is also starting to spray weeds throughout the district with a roundup/2-4d mixture to get a handle on the weeds as it has been a wet winter.

Staff has also been gearing up for the summer months ahead. Stocking up on commonly used irrigation parts, ordering fertilizer for parks and herbicides for weed abatement throughout the summer months. Weather permitting we plan on firing parks irrigation either the first or second week of April.

Staff has also been working hand in hand with DTS to get all of the security cameras installed and fully operational.

Staff has also completed the installation of the dog park drinking fountain.

Additionally staff continues to sweep all streets in the district once a week as leaves are no longer an issue.

Staff also installed a speed radar sign on South Sunridge drive and is just waiting on programing for sign to be fully operational.

Staff also continues the filling of potholes throughout the district as needed.

# **AGENDA ITEM 5b.**

## **Reports to the Board:**

### **b. District Accountant Report**

**INDIAN HILLS GID  
ACCOUNTANTS REPORT  
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**INDIAN HILLS GID  
CASH BALANCES  
AS OF 2/28/25**

<b>CASH BALANCES</b>	<b>2/28/2025</b>
Operating	\$4,901,438.05
Reserved from rate increase	\$1,674,918.00
Reserved for Parks	\$12,392.14
Reserved for Streets	\$1,637,816.27
Reserved for water tank	\$46,655.65
<b>Operating Available</b>	<b>\$1,529,655.99</b>
<b>Payroll</b>	<b>\$8,835.94</b>
Money Market-NV State Bank	\$1,644,100.11
Reserve for Infrastructure	\$805,062.03
Reserve for Connections	\$603,636.66
Reserve for Storm Water Mgt	\$59,365.39
Reserve for Sewer Debt Reserves	\$66,080.60
Reserve for Short Lived Assets	\$57,040.20
<b>Money Market Available</b>	<b>\$52,915.23</b>
Money Market-Moreton	\$3,238,057.38
Reserve for Water Conservation-Parks	\$5,000.00
<b>Moreton Available</b>	<b>\$3,233,057.38</b>
Pipeline	\$646,540.30
Reserve for USDA Debt Service	\$40,284.00
Reserve for O&M	\$67,941.82
Reserve for Short Lived Assets	\$385,750.45
Reserve for AB198 capital repl	\$136,216.48
Reserve for construction	\$16,347.55
<b>Pipeline Available</b>	<b>\$0.00</b>
<b>Total Available</b>	<b>\$4,824,464.54</b>
<b>Investment Pool</b>	
IHGID	\$9,828.56
IHCIP(2m 2007 Bonds)	\$136,908.74
Drinking Water Bond	\$216,137.80
<b>Total</b>	<b>\$362,875.10</b>

**INDIAN HILLS GID  
CASH BALANCES BY FUND  
2/28/2025**

<b>CASH BALANCES</b>	<b>2/28/2025</b>		
	<b>WATER</b>	<b>SEWER</b>	<b>ADMIN</b>
Operating	855,018.39	1,717,669.95	2,328,749.71
Reserved from rate increase	776,148.41	898,769.59	
Reserved for streets			1,637,816.27
Reserved for parks			12,392.14
Reserved for water tank	46,655.65		
<b>Operating Available</b>	<b>32,214.33</b>	<b>818,900.36</b>	<b>678,541.30</b>
Money Market-Nevada State Bank	432,582.58	749,563.27	461,954.26
Reserve for Infrastructure	201,446.52	255,047.00	348,568.51
Reserve for Connections	314,643.33	288,993.33	
Reserve for storm water mgt			59,365.39
Reserve for sewer debt service		66,080.60	
Reserve for sewer short lived assets		57,040.20	
<b>Money Market Available</b>	<b>-83,507.27</b>	<b>82,402.14</b>	<b>54,020.36</b>
<b>Money Market-Moreton</b>	<b>1,079,352.47</b>	<b>1,079,352.46</b>	<b>1,079,352.45</b>
Reserve for water conservation-Parks			5,000.00
<b>Moreton Available</b>	<b>1,079,352.47</b>	<b>1,079,352.46</b>	<b>1,074,352.45</b>
Pipeline	646,540.30		
Reserve for debt service (fully funded)	40,284.00		
Reserve for O&M	67,941.82		
Reserve for short lived assets	385,750.45		
Reserve for AB198 capital replacement	136,216.48		
Reserve for construction	16,347.55		
	<b>0.00</b>		
<b>TOTAL AVAILABLE</b>	<b>1,028,059.53</b>	<b>1,980,654.96</b>	<b>1,806,914.11</b>

**INDIAN HILLS GID  
LONG TERM DEBT  
AS OF 2/28/25**

<u>DEBT</u>	<u>BALANCE</u>	<u>PAYMENT</u>	<u>FINAL INTEREST PAYMENT RATE</u>
WATER 2003 BOND	\$ 115,436.60	59,220.37 due Jan and July	1/1/2026 3.46%
WATER/SEWER 2007 BOND *	\$ 290,000.00	** due May and Nov	11/1/2026 4.00%
USDA SEWER	\$ 1,081,623.74	4,754.08 MONTHLY	1/1/2052 2.75%
USDA PIPELINE	\$ 714,675.58	3,357.00 MONTHLY	8/1/2051 3.25%
PIPELINE 2010 STATE	\$ 411,381.33	40,343.06 due Jan and July	7/1/2030 2.57%
	<u>\$ 2,613,117.25</u>		

\* (35% WATER, 65% SEWER)

\*\* payment amount varies

**INDIAN HILLS GID  
ATTORNEY EXPENSES  
FEBRUARY 2025**

MONTHLY FEES	3,000.00
EXPENSES	14.02
TOTAL	<u><u>3,014.02</u></u>

**INDIAN HILLS GID  
ENGINEERING EXPENSES  
FEBRUARY 2025**

ENGINEERING FEES

0.00

have not received February invoice

Indian Hills General Improvement District  
OVERTIME/CALLOUT HOURS  
February 2025

Employee	pay date		pay date		pay date		Total	Total
	Hours	2/7/2025	Hours	2/21/2025	Hours		Hours	Earnings
WATER TECH		0.00		0.00		0.00	0	0.00
WATER TECH		0.00		0.00		0.00	0	0.00
PARKS		0.00		0.00		0.00	0	0.00
PARKS		0.00		0.00		0.00	0	0.00
STREETS		0.00		0.00		0.00	0	0.00
STREETS		0.00		0.00		0.00	0	0.00
WATER SUPER		0.00		0.00		0.00	0	0.00
WATER SUPER		0.00		0.00		0.00	0	0.00
ADMIN SUPPORT		0.00		0.00		0.00	0	0.00
ADMIN SUPPORT		0.00		0.00		0.00	0	0.00
SEWER TECH		0.00		0.00		0.00	0	0.00
SEWER TECH	7	350.56		0.00		0.00	7	350.56
SEWER SUPER		0.00		0.00		0.00	0	0.00
SEWER SUPER		0.00		0.00		0.00	0	0.00
MECHANIC		0.00		0.00		0.00	0	0.00
MECHANIC		0.00		0.00		0.00	0	0.00
TOTALS	7.00	350.56	0.00	0.00	0.00	0.00	7.00	350.56

**INDIAN HILLS GID  
BUDGET TO ACTUAL  
NOT INCLUDING DEPRECIATION  
FOR THE PERIOD ENDED FEBRUARY 28, 2025  
WATER**

<b>INCOME</b>	<b>BUDGET</b>	<b>ACTUAL</b>	<b>(OVER)/ UNDER</b>	<b>66.67%</b>
FEEs	1,449,585.00	1,011,378.20	438,206.80	69.77%
CONNECTION FEES	0.00	0.00	0.00	0.00%
CRICKET/VERIZON	12,441.60	7,257.60	5,184.00	58.33%
GRANT INCOME	0.00	0.00	0.00	0.00%
INTEREST	60,000.00	43,070.11	16,929.89	71.78%
MISCELLANEOUS	0.00	339.00	(339.00)	0.00%
<b>TOTAL REV</b>	<b>1,522,026.60</b>	<b>1,062,044.91</b>	<b>459,981.69</b>	<b>69.78%</b>
<b>EXPENSES</b>				
SALARIES/BENEFITS	439,797.62	262,323.21	177,474.41	59.65%
OPERATING EXP	488,450.00	264,615.58	223,834.42	54.17%
DEBT PRINCIPAL	244,519.42	238,811.32	5,708.10	97.67%
DEBT INTEREST	47,146.48	36,066.58	11,079.90	76.50%
CAPITAL OUTLAY	120,000.00	266,570.75	(146,570.75)	222.14%
<b>TOTAL EXP</b>	<b>1,339,913.52</b>	<b>1,068,387.44</b>	<b>271,526.08</b>	<b>79.74%</b>
<b>PROFIT (LOSS)</b>	<b>182,113.08</b>	<b>(6,342.53)</b>	<b>188,455.61</b>	
<b>NON-CASH</b>				
infrastructure depletion (DEPRECIATION)	503,000.00	324,257.05	178,742.95	64.46%

**INDIAN HILLS GID  
BUDGET TO ACTUAL  
NOT INCLUDING DEPRECIATION  
FOR THE PERIOD ENDED FEBRUARY 28, 2025  
SEWER**

<b>INCOME</b>	<b>BUDGET</b>	<b>ACTUAL</b>	<b>(OVER)/ UNDER</b>	<b>66.67%</b>
FEES	1,061,954.00	769,768.64	292,185.36	72.49%
CONNECTION FEES	0.00	0.00	0.00	0.00%
INTEREST	41,000.00	34,636.50	6,363.50	84.48%
MISCELLANEOUS	0.00	0.00	0.00	0.00%
<b>TOTAL REV</b>	<b>1,102,954.00</b>	<b>804,405.14</b>	<b>298,548.86</b>	<b>72.93%</b>
<b>EXPENSES</b>				
SALARIES/BENEFITS	450,440.69	263,812.73	186,627.96	58.57%
OPERATING EXP	258,600.00	145,885.79	112,714.21	56.41%
DEBT PRINCIPAL	114,836.79	105,724.92	9,111.87	92.07%
DEBT INTEREST	39,257.17	23,112.88	16,144.29	58.88%
CAPITAL OUTLAY	45,000.00	120,285.07	(75,285.07)	267.30%
<b>TOTAL EXP</b>	<b>908,134.65</b>	<b>658,821.39</b>	<b>249,313.26</b>	<b>72.55%</b>
<b>PROFIT (LOSS)</b>	<b>194,819.35</b>	<b>145,583.75</b>	<b>49,235.60</b>	
<b>NON-CASH:</b>				
infrastructure depletion (DEPRECIATION)	390,000.00	265,257.66	124,742.34	68.01%



**INDIAN HILLS GID  
BUDGET TO ACTUAL  
NOT INCLUDING DEPRECIATION  
FOR THE PERIOD ENDED FEBRUARY 28, 2025  
GENERAL**

<u>INCOME</u>		<u>BUDGET</u>	<u>ACTUAL</u>	<u>(OVER)/ UNDER</u>	<u>66.67%</u>
	AD VALOREM	1,196,205.00	894,789.37	301,415.63	74.80%
	DOUGLAS CO. CONSOLIDATED TAX	400,793.00	259,509.41	141,283.59	64.75%
	PARK REV	1,000.00	975.00	25.00	97.50%
	GRANT	0.00	0.00	0.00	0.00%
	DONATIONS	0.00	0.00	0.00	0.00%
	MISCELLANEOUS	0.00	26.00	(26.00)	0.00%
	INTEREST	46,000.00	34,336.53	11,663.47	74.64%
	STORM WATER	21,700.00	14,666.00	7,034.00	67.59%
	<b>TOTAL REV</b>	<b>1,665,698.00</b>	<b>1,204,302.31</b>	<b>461,395.69</b>	<b>72.30%</b>
<u>EXPENSES</u>					
ADMIN	SALARIES/BENEFITS	108,422.24	66,125.55	42,296.69	60.99%
	OPERATING EXP	216,050.00	140,260.25	75,789.75	64.92%
	CAPITAL OUTLAY	0.00	0.00	0.00	0.00%
PARKS	SALARIES/BENEFITS	240,410.24	119,683.22	120,727.02	49.78%
	OPERATING EXP	161,150.00	103,541.03	57,608.97	64.25%
	CAPITAL OUTLAY	38,000.00	21,833.04	16,166.96	57.46%
STREETS	SALARIES/BENEFITS	259,889.44	134,498.40	125,391.04	51.75%
	OPERATING EXP	102,900.00	92,095.56	10,804.44	89.50%
	CAPITAL OUTLAY	490,000.00	11,574.00	478,426.00	2.36%
	<b>TOTAL EXP</b>	<b>1,616,821.92</b>	<b>689,611.05</b>	<b>927,210.87</b>	<b>42.65%</b>
	<b>PROFIT</b>	<b>48,876.08</b>	<b>514,691.26</b>	<b>(465,815.18)</b>	
NON-CASH:					
	infrastructure depletion (DEPRECIATION)	305,700.00	210,385.83	95,314.17	68.82%

# **AGENDA ITEM 5c.**

## **Reports to the Board:**

### **c. Engineer Report**

# **AGENDA ITEM 5d.**

## **Reports to the Board:**

### **d. Attorney Report**

# **AGENDA ITEM 6.**

**Discussion and possible action to accept a proposal from Lumos & Associates, Inc. in the amount of \$81,800.00 for design and construction services for the IHGID FY 24/25 street maintenance project.**

**General Manager, Chris Johnson/District Engineer, Collin Sturge)**



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**Reno**  
950 Sandhill Road, Suite 100  
Reno, Nevada 89521  
775.827.6111

March 6, 2025

Chris Johnson, General Manager  
Indian Hills General Improvement District  
3394 James Lee Park Road  
Carson City, Nevada 89705

**Subject: Proposal for IHGID FY 24/25 Street Maintenance Project**

Dear Chris:

Lumos & Associates, Inc. is pleased to provide you with this scope of work for design and construction services for the IHGID FY 24/25 Street Maintenance Project.

**Project Understanding**

The proposed project will include pavement maintenance and repair of various streets maintained by the Indian Hills General Improvement District and replacement of pavement markings and striping. Anticipated streets/areas to be evaluated for inclusion in this project include Vista Grande Blvd and streets located in the Northwestern corner of the district.

The anticipated schedule is to bid the project in the mid April timeframe to allow construction to commence in Summer 2025.

We propose the following tasks to assist you with your project:

**Project Scope**

**Task 1 – Design and Bidding Services**

Provide design and bidding services as follows:

***Task 1A – Design Services***

- Mapping of the proposed slurry streets which will include GPS of the roadway areas, islands, striping, utility valves and manholes using ground collected survey field shots.
- AUTOCAD drawings of the proposed slurry streets showing areas to be slurried including slurry limits, and locations of existing utility valves and manholes. Electronic copies to be provided.
  - Deliverables
    - Preliminary (30%): PDF map of preliminary candidates and engineer’s estimate
    - 90%: PDF of project plans, contract documents, and engineer’s estimate
    - Issued for Bid (IFB): PDF of project plans, contract documents, and engineer’s estimate. PDF of Sheet Index/Vicinity Maps extracted from the IFB Plans. IFB Contract Documents in Microsoft Word Format. IFB ENGR Estimate of Probable Cost in Excel format. (1) bound hard copy of 11”x17” project plans.

26

- Slurry quantities for each street identified for preventative maintenance treatment.
- Verification of existing striping, including striping quantities for each street identified for preventative maintenance treatment and/or included for restriping as directed by the District.
- Evaluate and include red curb quantities on striping plans throughout project area at ped ramps, hydrants, and additional areas as required.
- Striping maps which will include striping upgrades required to bring streets to current MUTCD or district requirements.
- Preparation of bid documents utilizing current EJCDC templates as provided by the District.
- Evaluate modifications to standard technical specifications and bid item clarifications.
- As Built and AutoCAD files shall be submitted to the District at project close-out.

### ***Task 1B - Bidding Services***

- Prepare Bid advertisement and post in local newspaper.
- Answer questions during the bidding process; prepare, track, and send addendum(s) as needed.
- Prepare Pre-bid meeting agenda. Attend and conduct pre-bid meeting if needed.
- Issue and track distribution of project plans and specifications.
- Attend Bid Opening and conduct if needed.
- Review submitted bids for accuracy. Prepare Recommendation of Award to the District.
- Scan all bids received and opened during the bid-opening process and provide an electronic copy (pdf) of all scanned bids to the District.
- Return all original bids received and opened during the bid-opening process to the District.

### **Task 2 – Construction Services**

Provide construction services as follows:

#### ***Task 2A - Construction Administration***

- Attend, prepare agenda(s) and conduct the preconstruction conference and progress meetings throughout the project duration
- Perform construction coordination
- Review and provide recommendations on contractor's traffic control plans
- Preparation of traffic control plans by an ATSSA certified Traffic Control Supervisor (TCS) for submittal of NDOT Temporary Encroachment Permit Applications (if required)
- Review and stamp contractor's submittals for conformance to the contract documents
- Review and provide recommendations on test results. Recommendations will be signed/sealed by a Nevada Professional Engineer in responsible charge, as applicable.
- Review and provide recommendations on contractor's construction schedule and work progress
- Provide weekly schedule maps in PDF format to the District.
- Review construction for acceptance and/or mitigation
- Provide verification and approval of contractor's monthly pay request

- Provide review of contractor's weekly certified payroll reports and apprenticeship utilization
- Provide weekly electronic quantities
- Supervise the inspection and material testing activities
- Respond to contractor requests for information (RFI). Responses will be signed/sealed by a Nevada Professional Engineer in responsible charge, as applicable.
- Provide recommendations to the District for any necessary construction changes due to field conditions. Recommendations will be signed/sealed by a Nevada Professional Engineer in responsible charge, as applicable.
- Assist in change order review and approval. Change Orders will be signed/sealed by a Nevada Professional Engineer in responsible charge, as applicable.
- Provide final test results, project photos and videos, and field reports in electronic format (.pdf)

### ***Task 2B - Construction Inspection***

#### ***Task 2.B.1 - Inspection – Pavement Patching***

The following staffing shall be provided during asphalt pavement patching:

- Provide Inspector(s) that have the appropriate certification required by the Nevada Alliance for Quality Transportation Construction (NAQTC). Provide one full time inspector, ten (10) hour workdays for 4 shifts of pavement patching. We anticipate a total of 40 inspection hours.

#### ***Task 2.B.2 - Inspection – Crack Seal Placement***

The following staffing shall be provided during crack seal placement:

- Provide Inspector(s) that have the appropriate certification required by the Nevada Alliance for Quality Transportation Construction (NAQTC). Provide one part time inspector, four (4) hour workdays for 5 shifts. We anticipate a total of 20 inspection hours.

#### ***Task 2.B.3 - Inspection – Slurry Seal Placement***

Slurry seal inspection will include removal of existing striping prior to placement of slurry seal, verification of traffic control and verification of slurry seal placement. Staffing shall include:

- Provide Inspector(s) that have the appropriate certification required by the Nevada Alliance for Quality Transportation Construction (NAQTC). Provide one full time Senior inspector, ten (10) hour workdays for 8 shifts. We anticipate a total of 80 inspection hours.

***Task 2.B.4 - Inspection – Striping***

Striping inspection will include striping placement after slurry seal has been placed. Staffing shall include:

- Provide Inspector(s) that have the appropriate certification required by the Nevada Alliance for Quality Transportation Construction (NAQTC). Provide one (1) part time inspector, for four (4) hours per day for 5 shifts for striping placement. We anticipate a total of 20 inspection hours.

The inspectors assigned to this project will:

- Attend the preconstruction conference
- Monitor the work performed by the Contractor and verify that the work is in accordance with the plans and specifications
- Assist in problem resolution with the District, contractor personnel, utility agencies, the public and others
- Prepare daily inspection reports, submitted weekly to the District
- Provide quantity reports and assist in review of contractor's monthly progress payments
- Maintain a daily log to provide verification of the distribution of public relation notices required to be delivered by the contractor
- Capture photos and videos during construction activities to be provided to the District
- Assist in preparation of the Punch List

***Task 2C - Materials Testing***

Provide Material Testing for compliance with the specifications per the Standard Specifications for Public Works Construction, 2012 Edition, Revision 8 (Orange Book) testing requirements.

The following test and frequencies are anticipated:

- Provide Aggregate testing. Aggregate testing will be conducted at the beginning of the project for each aggregate source. Testing may include: Sieve Analysis, Durability, Cleanness Value, and Sand Equivalent. We anticipate three (3) samples for testing.
- Provide Emulsion testing. Emulsion testing will be completed in-house for Residue by Evaporation, Ring and Ball Softening Point, and/or Rotational Paddle Viscosity as per the specified test method. Testing frequency shall be three (3) samples for the entire project.
- Provide On-site thin-lift Nuclear Gauge Testing and Sampling for asphalt concrete placement. Testing frequency shall be at random locations throughout the project.
- Provide AC Testing. Provide asphalt concrete tests at random locations throughout the project. Laboratory tests shall include ignition oven extraction, aggregate gradation, specific gravity, flow & stability, and Marshall unit weight. Two (2) hot mix samples are anticipated. Reports will also include voids in total mix.
- Provide Asphalt Concrete Coring and Lab Testing. Lab test shall include core unit weight. Six (6) – asphalt cores are anticipated. Test reports will also include percent compaction.



- Provide Portland Cement Concrete Testing. Provide field testing during concrete placement which will include: Temperature, Slump, Air Content, and fabrications of Compressive Strength Specimens. One (1) field sample and six (6) compressive strength tests are anticipated.

**Task 4: Project Contingency (OPTIONAL)**

Consultant will provide additional services not detailed in the above listed tasks. This task may or may not be used at the sole discretion of the District Manager. If Consultant determines it is necessary to perform work to be paid from this task, Consultant will prepare and submit a written request detailing the need, scope, and not-to-exceed budget for any proposed work. Work under this task shall proceed only with the District General Manager's prior written approval.

**Fee Summary**

The tasks described in the Scope of Work will be completed for the following fees:  
 (See Attachment B – Fee Schedule for additional information):

Task	Description	Fee
Task 1	Design and Bidding Services	
	1A-2 - Design, Survey, Data Collection, Layout, Bid Docs	\$21,100
	1B - Bidding Services	\$5,100
Task 2	Construction Services	
	2A - Administration	\$11,500
	2B-1 - Inspection (Pavement Patching)	\$7,300
	2B-2 - Inspection (Crack Seal Placement)	\$3,900
	2B-3 - Inspection (Slurry Seal Placement)	\$14,100
	2B-4 - Inspection (Striping Placement)	\$3,900
	2C - Materials Testing	\$9,900
Task 3	Project Contingency (OPTIONAL)	\$5,000
	Total:	\$81,800

Task 1 is lump sum and tasks 2 and 3 are time and materials (T&M) not to exceed without prior authorization. Lumos & Associates will be happy to amend this scope of work as necessary. If this scope of work is acceptable, please provide the District's contract for execution. Any additional services requested but not covered by this Scope of Work can be provided by an amendment to this scope of work.

Thank you again for allowing Lumos & Associates to provide you with this scope of work. Please do not hesitate to contact myself or Brian Harer at (775) 827-6111 if you have questions.

Sincerely,



Collin Sturge, PE  
IHGID District Engineer  
Engineering Division



Brian Harer  
Senior Project Manager  
Construction Division

Attachment: 2025 Candidate List

**2025 Candidate List**

<b>Street Name</b>	<b>Street ID</b>	<b>Section ID</b>	<b>Beg Location</b>	<b>End Location</b>
Azurite Lane	Azurite	EInd-End	E Side Indian Drive	End
Grand View Court	Grand View	WSilv-End	W Side Silverado Drive	End
Gregory Court	Gregory	EInd-End	E Side Indian Drive	End
Indian Drive	Indian	NAzu-SMica	N Side Azurite Lane	S Side Mica Drive
Indian Drive	Indian	NGre-NAzu	N Side Gregory Court	N Side Azurite Lane
Indian Drive	Indian	NVass-NGre	N Side Vassar Street	N Side Gregory Court
Onyx Court	Onyx	WVG-End	W Side Vista Grande Blvd	End
Opalite Court	Opalite Ct	NOpal-End	N Side Opalite Drive	End
Opalite Drive	Opalite Dr	EVG-WDW	E Side Vista Grande Blvd	W Side Opalite Apts Driveway
Opalite Drive	Opalite Dr	WDW-SOPal	W Side Opalite Apts Driveway	S Side Opalite Court
Opalite Drive	Opalite Dr	WEnd-WVG	W End of District	W Side Vista Grande Blvd
Overlook Court	Overlook	NVV-End	N Side Valley Vista Drive	End
Ridge Crest Drive	Ridge Cres	NVC-ESilv	N Side Valley Crest Drive	E Side Silverado Drive
Ruby Court	Ruby	WVG-End	W Side Vista Grande Blvd	End
Silverado Drive	Silverado	SGV-SVC	S Side Grand View Court	S Side Valley Crest Drive
Silverado Drive	Silverado	SJV-SRC	S Side Jacks Valley Road	S Side Ridge Crest Drive
Silverado Drive	Silverado	SMV-SVV	S Side Meadow Vista Drive	S Side Valley Vista Drive
Silverado Drive	Silverado	SRC-SVC	S Side Ridge Crest Drive	S Side Valley Crest Drive
Silverado Drive	Silverado	SVC-End	S Side Valley Crest Drive	End
Silverado Drive	Silverado	SVC-SMV	S Side Valley Crest Drive	S Side Meadow Vista Drive
Silverado Drive	Silverado	SVV-SVP	S Side Valley Vista Drive	S Side Vista Park Drive
Silverado Drive	Silverado	WVP-SGV	W Side Vista Park Drive	S Side Grand View Court
Tourmaline Drive	Tourmaline	SOPal-EVG	S Side Opalite Court	E Side Vista Grande Blvd
Tourmaline Drive	Tourmaline	WVG-WEnd	W Side Vista Grande Blvd.	W End of District
Valley Crest Drive	Valley Cre	NMV-ESilv	N Side Meadow Vista Drive	E Side Silverado Drive
Valley Crest Drive	Valley Cre	SMV-SVV	S Side Meadow Vista Drive	S Side Valley Vista Drive
Valley Crest Drive	Valley Cre	SVV-NSilv	S Side Valley Vista Drive	N Side Silverado Drive
Valley Crest Drive	Valley Cre	WSilv-SMV	W Side Silverado Drive	S Side Meadow Vista Drive
Valley Vista Drive	Valley Vis	WOver-ESil	W Side Overlook Court	E Side Silverado Drive
Valley Vista Drive	Valley Vis	WSilv-EVC	W Side Silverado Drive	E Side Valley Crest Drive
Valley Vista Drive	Valley Vis	WVG-WOver	W Side Vista Grande Blvd	W Side Overlook Court
Vista Grande Blvd.	Vista Gra	NMica-SOPa	N Side Mica Drive	S Side Opalite Drive
Vista Grande Blvd.	Vista Gra	SMV-SJV	S Side Meadow Vista Drive	S Side Jacks Valley Road
Vista Grande Blvd.	Vista Gra	SOny-SRuby	S Side Onyx Court	S Side Ruby Court
Vista Grande Blvd.	Vista Gra	SOPa-STour	S Side Opalite Drive	S Side Tourmaline Drive
Vista Grande Blvd.	Vista Gra	SRuby-SVP	S Side Ruby Court	S Side Vista Park Drive
Vista Grande Blvd.	Vista Gra	STour-SOny	S Side Tourmaline Drive	S Side Onyx Court
Vista Grande Blvd.	Vista Gra	SVP-SVV	S Side Vista Park Drive	S Side Valley Vista Blvd.
Vista Grande Blvd.	Vista Gra	SVV-SMV	S Side Valley Vista Blvd.	S Side Meadow Vista Dr.
Vista Grande Blvd.	Vista Gran	NAmA-NAmA	N Side Amador Circle	N Side Amador Circle
Vista Grande Blvd.	Vista Gran	NAmad-NEnd	N Side Amador Circle	N End of District
Vista Grande Blvd.	Vista Gran	NAub-NAmad	N Side Auburn Court	N Side Amador Circle
Vista Grande Blvd.	Vista Gran	NCol-SPLY	N Side Coloma Drive	S Side Plymouth Drive
Vista Grande Blvd.	Vista Gran	NPLY-NAub	N Side Plymouth Drive	N Side Auburn Court
Vista Grande Blvd.	Vista Gran	WEnd-NEnd	W End of District	N End of District
Vista Grande Blvd.	Vista Gran	WEnd-SMica	W End of District	S Side Mica Drive
Vista Park Drive	Vista Park	WVG-SSilv	W Side Vista Grande Blvd	S Side Silverado Drive

# **AGENDA ITEM 7.**

**Discussion only regarding the Budget for Fiscal Year 2025-2026.**

**(General Manager, Chris Johnson)**

INDIAN HILLS GENERAL IMPROVEMENT DISTRICT -ADMIN-

	A	B	C	D	E	F	G	M	N	O	P
1	PROPOSED BUDGET 25-26										
2											
5	REVENUES										
6											
7	AD VALOREM										
8	CONSOLIDATED TAX (CTX)										
9	INTEREST										
10											
11	PARK AND REC REVENUE										
12	STORM WATER FEE										
13											
14	SUBTOTAL REVENUES										
15											
16											
17											
18	TOTAL - ANNUAL REVENUE										
19											
20											
21											
22	EXPENSES - ADMINISTRATIVE										
23											
24	SALARIES & RELATED										
25											
26											
27	GENERAL MANAGER										
28	ACCOUNTANT										
29	P/T UTILITY BILLING COORDINATOR										
30	ADMINISTRATIVE SUPPORT ASSISTANT										
31											
32											
33											
34											
35											
36	SALARY CONTINGENCY/OT										
37	SUBTOTAL SALARIES										
38	BENEFITS/TAXES										
39	TOTAL SALARIES & RELATED										
40											
41											

won't receive final figures until 3/25/25

percentage of total salary

100% sick/vacation accrual

dental/vision/life, health, pers, taxes

INDIAN HILLS GENERAL IMPROVEMENT DISTRICT -ADMIN-

	A	B	C	D	E	F	G	M	N	O	P
42	<b>SERVICES &amp; SUPPLIES</b>										
43								\$ 13,700.00	\$	14,600.00	
44								\$ 7,500.00	\$	7,500.00	4.25%
45								\$ 107,000.00	\$	120,000.00	25%
46								\$ 850.00	\$	850.00	
47								\$ 5,000.00	\$	5,000.00	
48								\$ 3,000.00	\$	3,000.00	
49								\$ 9,000.00	\$	7,000.00	
50								\$ 1,000.00	\$	2,000.00	
51								\$ 1,000.00	\$	1,200.00	
52								\$ 1,000.00	\$	600.00	
53								\$ 45,000.00	\$	45,000.00	2 new computers, front desk and wor
54								\$ 4,000.00	\$	4,500.00	
55								\$ 2,200.00	\$	2,700.00	
56								\$ 1,500.00	\$	1,500.00	
57								\$ 21,000.00	\$	25,000.00	
58								\$ 5,500.00	\$	5,500.00	
59								\$ 500.00	\$	500.00	
60								\$ 1,000.00	\$	1,000.00	
61	*	*	*	*	*	*					
62											
63											
64	<b>SUBTOTAL SERVICES &amp; SUPPLIES</b>										
65								\$ 229,750.00	\$	247,450.00	\$ 17,700.00
66								\$ 5,700.00	\$	5,700.00	
67								\$ 343,872.24	\$	363,433.91	\$ 19,561.67
68											
69											
70											
71											
72											
73	<b>CAPITAL OUTLAY</b>										
74											
75									\$	8,000.00	
76											
77											
78											
79	<b>SUBTOTAL</b>										
80								\$ 343,872.24	\$	371,433.91	\$ 27,561.67

INDIAN HILLS GENERAL IMPROVEMENT DISTRICT -ADMIN-

	A	B	C	D	E	F	G	M	N	O	P
81			TOTAL - ANNUAL EXPENSES - ADMIN					\$ 343,872.24	\$ 371,433.91		
82			TOTAL PARKS & RECREATION EXPENSE					\$ 511,560.24	\$ 559,453.91		
83			TOTAL STREETS Function-EXPENSE					\$ 1,113,189.44	\$ 1,068,553.91		
84											
85			TOTAL - ANNUAL GENERAL FUND EXPENSE					\$ 1,968,621.92	\$ 1,999,441.73	\$ 30,819.81	
86											
87			ALLOWABLE CONTINGENCY								
88											
89			NET REVENUES OVER EXPENSES					\$ (302,923.92)	\$ (317,810.73)	\$ (14,886.81)	
90											
92			Profit (loss) WITHOUT depreciation					\$ 2,776.08	\$ 2,889.27	\$ 113.19	
93											
94			Profit (loss) WITH depreciation					\$ (302,923.92)	\$ (317,810.73)		
95											

INDIAN HILLS GENERAL IMPROVEMENT DISTRICT - PARKS/REC

	A	B	C	D	O	P	Q	R	S
	PARKS & RECREATION EXPENSE BUDGET					FINAL	TENTATIVE	DIFFERENCE	NOTES
						24-25	25-26		
1	PARKS & RECREATION EXPENSE BUDGET								
2	FY 2025-26								
3									
4	<u>SALARIES &amp; RELATED</u>								
5									
6									
7									
8	UTILITY PERSON I					\$	22,231.04		percentage of total salary
9	UTILITY PERSON SUPERVISOR					\$	29,660.80		40%
10	UTILITY PERSON II					\$	28,964.00		50%
11	mechanic					\$	14,614.16		50% (was 100% streets last year)
12									20%
13									
14									
15	GENERAL MANAGER					\$	21,844.64		20.0%
16	ACCOUNTANT					\$	20,591.28		20.0%
17	P/T UTILITY BILLING COORDINATOR					\$	2,333.59		10.0%
18	ADMINISTRATIVE SUPPORT ASSISTANT					\$	19,814.40		20%
19									
20	SALARY CONTINGENCY / OT					\$	24,000.00		100% sick/vacation accrual
21	SUBTOTAL SALARIES					\$	177,310.24	\$	
22	BENEFITS/TAXES					\$	81,000.00	\$	dental/vision/life, health, pers, taxes
23									
24	TOTAL SALARIES & RELATED					\$	240,410.24	\$	24,643.67
25									
26	<u>SERVICES &amp; SUPPLIES</u>								
27	DEPRECIATION FUNDING					\$	19,000.00	\$	
28	BOARD OF TRUSTEES					\$	3,750.00	\$	4.25%
29	PROFESSIONAL SERVICES					\$	8,000.00	\$	12.50%
30	SAFETY PROGRAM					\$	4,100.00	\$	
31	UTILITIES - ELECTRICITY					\$	8,000.00	\$	
32	UTILITIES - Natural gas					\$	3,500.00	\$	
33	WATER					\$	60,000.00	\$	
34	EQUIPMENT RENTAL					\$	500.00	\$	
35	R & M SUPPLIES					\$	30,000.00	\$	
36	BUILDING R & M					\$	200.00	\$	
37	VEHICLES - R & M					\$	3,600.00	\$	
38	EQUIP R&M					\$	5,000.00	\$	
39	FUEL					\$	5,500.00	\$	
40	TELEPHONE EXPENSE					\$	1,200.00	\$	



INDIAN HILLS GENERAL IMPROVEMENT DISTRICT - PARKS/REC

	A	B	C	D	O	P	Q	R	S
41			GARBAGE SERVICE			\$ 500.00	\$ 500.00		
42			TRAVEL, TRAINING & EDUCATION			\$ 500.00	\$ 500.00		
43			INSURANCE			\$ 21,000.00	\$ 25,000.00		
44			UNIFORMS			\$ 1,000.00	\$ 750.00		
45			MISCELLANEOUS			\$ 500.00	\$ 500.00		
46			PUBLIC EVENTS/REC EXPENSE			\$ 6,000.00	\$ 7,000.00		
47		*	*	*	*				
48									
49									
50			<b>SUBTOTAL SERVICES &amp; SUPPLIES</b>			\$ 178,150.00	\$ 202,400.00	\$ 24,250.00	
51									
52			DEPRECIATION			\$ 55,000.00	\$ 55,000.00		
53			Total Expenses			\$ 473,560.24	\$ 522,453.91	\$ 48,893.67	
54									
55									
56			<b>PARKS CAPITAL OUTLAY</b>						
57									
58									
59			RIDING MOWER			\$ 18,000.00			
60			PARK CAMERAS			\$ 20,000.00			
61			1 KUBOTAS			\$	\$ 17,000.00		
62			SKIDSTEER			\$	\$ 20,000.00		
63									
64									
65									
66									
67			<b>SUBTOTAL CAPITAL OUTLAY</b>			\$ 38,000.00	\$ 37,000.00	\$ (1,000.00)	
68									
69									
70									
71			<b>TOTAL PARKS EXPENSES</b>			\$ 511,560.24	\$ 559,453.91	\$ 47,893.67	
72									
73									

INDIAN HILLS GENERAL IMPROVEMENT DISTRICT - STREETS

	A	B	C	D	E	P	Q	R	S
1	STREETS FUNCTION BUDGET - 25-26					FINAL	TENTATIVE	DIFFERENCE	NOTES
2						24-25	25-26		
3	<u>SALARIES &amp; RELATED</u>								
4									
5									
6		FIELD OPS TECH II				\$ 51,958.40	\$ 28,964.00		percentage of total salary
7		UTILITY PERSON SUPERVISOR				\$ 22,364.16	\$ 29,660.80		50%
8		FIELD OPS TECH I				\$ -	\$ 22,231.04		40% (was 100% parks in 24-25)
9		mechanic				\$ 14,314.64	\$ 14,614.16		20%
10									
11									
12		GENERAL MANAGER				\$ 20,811.28	\$ 21,844.64		20%
13		ACCOUNTANT				\$ 19,997.96	\$ 20,591.28		20%
14		P/T UTILITY BILLING COORDINATOR				\$ 2,198.52	\$ 2,333.59		10.0%
15		ADMINISTRATIVE SUPPORT ASSISTANT				\$ 19,244.48	\$ 19,814.40		20%
16									
17		STANDBY TIME				\$ 600.00	\$ 1,100.00		250 hours standby time for snow removal
18		SALARY CONTINGENCY				\$ 30,000.00	\$ 28,900.00		100% sick/vacation accrual
19									
20		SUBTOTAL SALARIES				\$ 181,489.44	\$ 190,053.91		
21									
22		BENEFITS & TAXES				\$ 78,400.00	\$ 81,000.00		dental/vision/life, health, pers, taxes
23									
24		TOTAL SALARIES & RELATED				\$ 259,889.44	\$ 271,053.91	\$ 11,164.47	
25									
26		SERVICES & SUPPLIES							
27		DEPRECIATION FUNDING				\$ 15,400.00	\$ 16,300.00		4.25%
28		BOARD OF TRUSTEES				\$ 3,750.00	\$ 3,750.00		12.50%
29		PROFESSIONAL SERVICES				\$ 12,000.00	\$ 13,400.00		
30		SAFETY PROGRAM				\$ 3,000.00	\$ 3,000.00		
31		ELECTRICITY				\$ 7,000.00	\$ 9,000.00		
32		EQUIPMENT RENTAL				\$ 500.00	\$ 500.00		
33		R & M SUPPLIES				\$ 15,000.00	\$ 15,600.00		

INDIAN HILLS GENERAL IMPROVEMENT DISTRICT - STREETS

	A	B	C	D	E	P	Q	R	S
34		BUILDING R & M				\$ 250.00	\$ 250.00		
35		FLEET VEHICLES - R & M				\$ 5,500.00	\$ 5,500.00		
36		EQUIPMENT R & M				\$ 5,000.00	\$ 7,500.00		
37		FUEL				\$ 5,500.00	\$ 5,500.00		
38		TELEPHONE				\$ 1,500.00	\$ 1,500.00		
39		OFFICE EXPENSE/DUES				\$ 600.00	\$ -		moved to R.&M supplies
40		GARBAGE SERVICE				\$ 300.00	\$ 300.00		
41		TRAINING & EDUCATION & TRAVEL				\$ 500.00	\$ 500.00		
42		INSURANCE				\$ 21,000.00	\$ 25,000.00		
43		UNIFORMS				\$ 1,000.00	\$ 1,400.00		
44		MISCELLANEOUS				\$ 500.00	\$ 500.00		
45		* * * * *							
46		STREET PROJECTS/RIGHT OF WAY				\$ 20,000.00	\$ 20,000.00		
47									
48									
49		<b>SUBTOTAL SERVICES &amp; SUPPLIES</b>				\$ 118,300.00	\$ 129,500.00	\$ 11,200.00	
50									
51		DEPRECIATION				\$ 245,000.00	\$ 260,000.00		
52		<b>Total Expenses</b>				\$ 623,189.44	\$ 660,533.91	\$ 37,364.47	
53									
54		<b>STREETS FUNCTION - 25-26</b>				<b>FINAL</b>	<b>TENTATIVE</b>		
55						<b>24-25</b>	<b>25-26</b>		
56		<b>CAPITAL OUTLAY</b>							
57									
58		STREET PROJECTS - Street reserve funds				\$ 480,000.00			
59		STREET PROJECTS					\$ 388,000.00		
60		DUMP TRAILER				\$ 10,000.00			
61		SKIDSTEER					\$ 20,000.00		
62									
63									
64		<b>SUBTOTAL CAPITAL OUTLAY</b>				\$ 490,000.00	\$ 408,000.00	\$ (82,000.00)	
65									
66		<b>TOTAL STREETS EXPENSES</b>				\$ 1,113,189.44	\$ 1,068,533.91	\$ (44,635.53)	

INDIAN HILLS GENERAL IMPROVEMENT DISTRICT-SEWER

	A	B	C	D	E	K	L	M	N
1	SEWER OPS BUDGET 2025-26					FINAL 24-25	TENTATIVE 25-26	DIFFERENCE	
2									
3									
4	REVENUES								
5	SEWER FEES					\$ 1,061,954.00	\$ 1,115,040.00		
6	INTEREST					\$ 41,000.00	\$ 45,000.00		
7	RATE RESERVES USED								
8									
9									
10									
11	TOTAL REVENUES					\$ 1,102,954.00	\$ 1,160,040.00	\$ 57,086.00	
12									
13	SEWER OPS BUDGET 2025-26					FINAL 24-25	TENTATIVE 25-26		
14									
15	EXPENSES								
16	SALARIES & RELATED								
17									
18	WASTEWATER OP SUPERVISOR					\$ 71,323.60	\$ 81,973.20		percentage of total salary
19	mechanic					\$ 21,471.96	\$ 21,921.24		100%
20									30%
21	WW OPS/MAINT II					\$ 66,102.80	\$ 70,117.20		100%
22	UTILITY PERSON FIELD TECH I					\$ 5,591.04	\$ 5,557.76		10%
23									
24									
25	GENERAL MANAGER					\$ 20,811.28	\$ 21,844.64		20%
26	ACCOUNTANT					\$ 19,997.96	\$ 20,591.28		20%
27	P/T UTILITY BILLING COORDINATOR					\$ 6,595.57	\$ 7,000.78		30%
28	ADMINISTRATIVE SUPPORT ASSISTANT					\$ 19,244.48	\$ 19,814.40		20%
29									
30	STANDBY					\$ 13,802.00	\$ 14,000.00		
31	SALARY CONTINGENCY / OT					\$ 57,000.00	\$ 59,000.00		100% of sick/vacation accrual
32	SUBTOTAL SALARIES					\$ 301,940.69	\$ 321,820.50		
33	BENEFITS AND TAXES					\$ 148,500.00	\$ 165,700.00		dental/vision/life, health, pers, taxes
34						\$ -	\$ -		
35	TOTAL SALARIES & RELATED					\$ 450,440.69	\$ 487,520.50	\$ 37,079.81	
36									

SEWER

41

INDIAN HILLS GENERAL IMPROVEMENT DISTRICT-SEWER

A	B	C	D	E	K	L	M	N
37								
38	SEWER OPS BUDGET 2025-26				FINAL 24-25	TENTATIVE 25-26		
39	SERVICES & SUPPLIES							
41								4.25%
42	ACTUAL DEPRECIATION FUNDING				\$ 30,000.00	\$ 32,200.00		
43	SEWER RATE RESERVE				\$ 160,000.00	\$ 160,000.00		
44	BOARD OF TRUSTEES				\$ 7,500.00	\$ 7,500.00		
45	PROFESSIONAL SERVICES				\$ 35,000.00	\$ 35,000.00		
46	SAFETY PROGRAM				\$ 3,500.00	\$ 3,500.00		
47	UTILITIES - ELECTRICITY				\$ 70,000.00	\$ 75,000.00		
48	O&M-SUPPLIES				\$ 20,000.00	\$ 27,000.00		moved office expenses to here
49	BUILDING R & M				\$ 500.00	\$ 600.00		
50	VEHICLE REPAIRS & MAINT				\$ 5,000.00	\$ 4,500.00		
51	EQUIPMENT R & M				\$ 20,000.00	\$ 20,000.00		
52	FUEL				\$ 7,500.00	\$ 8,500.00		
53	TREATMENT CHEMICALS				\$ 17,000.00	\$ 17,000.00		
54	OFFICE EXPENSE				\$ 5,000.00	\$ -		move to O&M Supplies
55	TELEPHONE				\$ 3,700.00	\$ 3,700.00		
56	GARBAGE SERVICE				\$ 500.00	\$ 500.00		
57	BIO-SOLID DISPOSAL				\$ 16,000.00	\$ 18,000.00		
58	TRAINING & EDUCATION & TRAVEL				\$ 2,000.00	\$ 2,500.00		
59	INSURANCE				\$ 21,000.00	\$ 21,000.00		
60	LAB FEES				\$ 10,000.00	\$ 10,000.00		
61	PERMIT FEES				\$ 5,200.00	\$ 6,000.00		
62	MAILINGS/POSTAGE				\$ 7,000.00	\$ 7,200.00		
63	UNIFORMS				\$ 1,700.00	\$ 1,600.00		
64	MISCELLANEOUS				\$ 500.00	\$ 500.00		
65								
66	SUBTOTAL SERVICES & SUPPLIES				\$ 448,600.00	\$ 461,800.00	\$ 13,200.00	
67								
68	DEPRECIATION				\$ 390,000.00	\$ 390,000.00		
69	TOTAL EXPENSES				\$ 1,289,040.69	\$ 1,339,320.50	\$ 50,279.81	
70								
71	EXCESS OF REVENUE OVER EXPENSES				\$ (186,086.69)	\$ (179,280.50)	\$ 6,806.19	
72								
73	SEWER OPS BUDGET 2025-26				FINAL	TENTATIVE		

SEWER

42

INDIAN HILLS GENERAL IMPROVEMENT DISTRICT-SEWER

	A	B	C	D	E	K	L	M	N
74						24-25	25-26		
75		Debt service principal				\$ (114,836.79)	\$ (118,842.48)		
76		Debt service interest				\$ (39,257.17)	\$ (34,926.48)		
77		<b>Total debt service</b>				\$ (154,093.96)	\$ (153,768.96)		
78									
79		<b>Sub cash flow before capital outlay, after depreciation</b>				\$ (340,180.65)	\$ (333,049.46)		
80									
81									
82		<b>CAPITAL OUTLAY</b>							
83		DECANTER REPLACEMENT				\$ 8,000.00			
84		BLOWER OVERHAUL				\$ 10,000.00			
85		CAMERA TRAILER				\$ 20,000.00			
86		A/C, HEATER				\$ 7,000.00			
87		SKIDSTEER				\$ 20,000.00			
88		SOLAR INVERTER				\$ 20,000.00			
89		LIFT 2, PUMP 2 REBUILD				\$ 15,000.00			
90									
91		<b>TOTAL CAPITAL OUTLAY</b>				\$ 45,000.00	\$ 55,000.00	\$ 10,000.00	
92		Net Cash flow incl depreciation				\$ (385,180.65)	\$ (388,049.46)		
93									
94		<b>Net Cash flow WITHOUT depreciation, sewer</b>				\$ 4,819.35	\$ 1,950.54	\$ (2,868.81)	

SEWER

INDIAN HILLS GENERAL IMPROVEMENT -DISTRICT-WATER

	A	B	C	G	H	K	L	M	N	O
							FINAL 24-25	TENTATIVE 25-26	DIFFERENCE	NOTES
1										
2										
3										
4										
5										
6										
7							\$ 924,585.00	\$ 970,778.00		
8							\$ 525,000.00	\$ 525,000.00		
9							\$ 12,441.60	\$ 14,929.92		
10							\$ 60,000.00	\$ 60,000.00		
11							\$ 60,000.00			reserves to be used for North Tank
12										
13										
14										
15										
16										
17							\$ 1,582,026.60	\$ 1,570,707.92	\$ (11,318.68)	
18										
19										
20										
21										
22										
23							\$ 94,620.80	\$ 99,009.60		percentage of total salary
24							\$ 56,264.00	\$ 60,673.60		100%
25							\$ 21,471.96	\$ 21,921.24		100%
26							\$ 5,591.04	\$ 5,557.76		30%
27										10%
28										
29							\$ 20,811.28	\$ 21,844.64		20%
30							\$ 19,997.96	\$ 20,591.28		20%
31							\$ 8,794.10	\$ 9,334.38		40%
32							\$ 19,244.48	\$ 19,814.40		20%
33										
34										
35										
36							\$ 13,802.00	\$ 14,000.00		
37							\$ 65,000.00	\$ 54,000.00		
38							\$ 325,597.62	\$ 326,746.90		vaca/sick buyout(100% of accrual) /call-out/OT
39							\$ 114,200.00	\$ 124,400.00		dental/vision/life, health, pers. taxes
40										

INDIAN HILLS GENERAL IMPROVEMENT - DISTRICT-WATER

	A	B	C	G	K	L	M	N	O
41	TOTAL SALARIES & RELATED					\$ 439,797.62	\$ 451,146.90	\$ 11,349.28	
42									
43	WATER OPERATIONS BUDGET 2025-26								
44	SERVICES & SUPPLIES								
45									
46	ACTUAL DEPRECIATION FUNDING					\$ 39,400.00	\$ 40,300.00		4.25%
47	RATE INCREASE RESERVES					\$ 200,000.00	\$ 200,000.00		25%
48	BOARD OF TRUSTEES					\$ 7,500.00	\$ 7,500.00		
49	PROFESSIONAL SERVICES					\$ 35,500.00	\$ 35,500.00		
50	SAFETY PROGRAM					\$ 3,000.00	\$ 3,000.00		
51	UTILITIES - ELECTRICITY					\$ 85,000.00	\$ 95,000.00		
52	UTILITIES - GAS					\$ 9,000.00	\$ 8,500.00		
53	PURCHASE OF MINDEN WATER					\$ 227,950.00	\$ 228,000.00	235 million @.97 per 1000	
54	O&M-SUPPLIES					\$ 28,000.00	\$ 30,000.00	\$10,000 for water meter replacement	
55	BUILDING R & M					\$ 2,500.00	\$ 2,500.00		
56	VEHICLE EXPENSE - R & M					\$ 3,000.00	\$ 3,000.00		
57	EQUIPMENT R & M					\$ 6,000.00	\$ 5,000.00		
58	VEHICLE EXPENSE - FUEL					\$ 6,800.00	\$ 9,000.00		
59	TREATMENT CHEMICALS					\$ 8,500.00	\$ 8,500.00		
60	OFFICE EXPENSE					\$ 3,500.00	\$ -		moved to O&M supplies
61	TELEPHONE					\$ 9,000.00	\$ 7,500.00		
62	GARBAGE SERVICE					\$ 500.00	\$ 500.00		
63	TRAINING & EDUCATION & TRAVEL					\$ 5,000.00	\$ 3,000.00		
64	INSURANCE					\$ 21,000.00	\$ 25,000.00		
65	LABORATORY FEES					\$ 10,000.00	\$ 10,000.00		
66	PERMIT FEES					\$ 5,500.00	\$ 5,500.00		
67	MAILINGS/POSTAGE					\$ 9,000.00	\$ 8,500.00		
68	UNIFORMS					\$ 1,700.00	\$ 1,600.00		
69	MISCELLANEOUS					\$ 500.00	\$ 500.00		
70									
71	* * * * *								
72									
73									
74	SUBTOTAL SERVICES & SUPPLIES					\$ 727,850.00	\$ 737,900.00	\$ 10,050.00	
75									
76	DEPRECIATION					\$ 503,000.00	\$ 503,000.00		
77	TOTAL EXPENSES					\$ 1,670,647.62	\$ 1,692,046.90	\$ 21,399.28	
78									
79	EXCESS OF REVENUE OVER EXPENSES					\$ (88,621.02)	\$ (121,338.98)		
80									



INDIAN HILLS GENERAL IMPROVEMENT -DISTRICT-WATER

	A	B	C	G	K	L	M	N	O	
81										
82	WATER OPERATIONS BUDGET 2025-26						FINAL 24-25	TENTATIVE 25-26		
83										
84		Connection fees								
85		(Cash received from bond proceeds)								
86		Debt service principal				(\$244,519.42)	(\$252,500.18)			
87		Debt service interest				(\$47,146.48)	(\$38,990.70)			
88		Total debt service				\$ (291,665.90)	\$ (291,490.88)			
89										
90		Sub cash flow before capital outlay, after depreciation				\$ (380,286.92)	\$ (412,829.86)			
91										
92										
93										
94	CAPITAL OUTLAY									
95										
96		NORTH TANK				\$ 120,000.00	\$ 20,000.00			
97		SKIDSTEER					\$ 25,000.00			
98		CEMENT TRAILER					\$ 35,000.00			
99		WATER LEAK DETECTION DEVICE								
100										
101										
102										
103										
104		SUBTOTAL - CAPITAL OUTLAY				\$ 120,000.00	\$ 80,000.00	\$ (40,000.00)		
105		Net Cash flow incl depreciation				\$ (500,286.92)	\$ (492,829.86)			
106										
107		Net Cash flow WITHOUT depreciation, water				\$ 2,713.08	\$ 10,170.14	\$ 7,457.06		
108										

# **AGENDA ITEM 8.**

**Discussion and possible action to approve amendments to the District's Personnel Policy. (General Manager, Chris Johnson/Administrative Services Supervisor/HR, Brooke Thompson)**

# Memorandum

**To: Board of Trustees**

**From: Brooke Thompson**

**Date: 03/05/2025**

**Re: Agenda Item #8**

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Pool Pact has released their annual personnel policy updates. I have completed the suggested changes. There were some minor verbiage changes to provide more clarity and some additions.

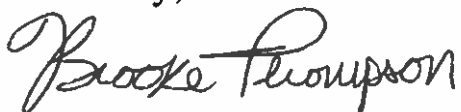
Below is a summary of the changes/additions:

- 1.6 Update to Personal Information
- 2.2.3 Added “harassment in addition to “discrimination and prohibited conduct/behavior(s).”
- 2.2.3 Added “conduct/behavior(s).”
- 2.3.2 Revised verbiage for clarity.
- 2.4.2 Revised verbiage for clarity.
- 2.7.12 Revised verbiage for clarity.
- 2.7.18 Revised verbiage for clarity.
- 2.8.3 Revised verbiage for clarity.
- 3.3.1 Removed “of the class of the vacancy.”
- 3.4.1 Added “and related documents.”
- 3.14.3 Added new provision (5) stating current employees in safety-sensitive positions may be required to consent to a pre-employment screen test for

- drugs/prohibited substances after a leave of absence before performing safety-sensitive duties.
- 3.16 Revised verbiage for clarity.
- 5.5.2 Rearranged information for clarity.
- 6.2.3 Added procedures to request leave.
- 6.5.2 Removed #5 as COBRA applies only to employers with 20 or more employees. The district does not employ 20 or more employees.
- 6.6.2 Removed duplicate information (covered in 6.6.2(1))
- 6.10.2 Added #4
- 6.10.3 End of #2 added "as soon as practicable."
- 7.3 Revised to match NRS requirements.
- 9.2 Revised to remove reference to "rights."
- 11.1.3(1) Added timeframe.
- 13.0 Added Elected Official and Reduction in Force.

All of these changes/additions have been the past practice of the district. Adopting these will ensure they are in writing, will help ensure equal treatment, legal compliance and demonstrates the District is being operated in an efficient and businesslike manner. Relying on unwritten policies and procedures could lead to potential unnecessary issues.

Sincerely,

  
Brooke Thompson

**PERSONNEL POLICIES  
INDIAN HILLS GENERAL  
IMPROVEMENT DISTRICT**



Revised March 19, 2025

**PERSONNEL POLICIES  
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# 1. GENERAL PROVISIONS

## 1.1. Purpose

These policies are established to carry out the **District's** personnel resolution, personnel ordinance, or intent of the governing board to adopt uniform personnel policies that will enable each employee to make the fullest contribution to the programs and services of the **District**. Each employee is responsible for reviewing and complying with the **District's** personnel policies.

The **District** retains the sole right to manage its affairs and direct its workforce within the existing framework of law (federal, state, and local), but not limited to the right to plan, direct, and control its operations: to determine the location of its facilities; to determine working hours; to decide the types of services to be provided and the manner of providing them; to decide the work to be performed; to decide the method and place of providing its services; to determine the schedules of work; to hire, layoff, assign, transfer, and promote employees; to determine the qualifications of employees; to determine and re-determine job content; to determine the starting and quitting times; to make such reasonable rules and regulations not in conflict with any collective bargaining agreement, as it may from time to time deem best for the purpose of maintaining order, safety, and/or effective operations of its facilities and to require compliance therewith by employees; and to discipline and discharge employees for cause. These management rights are not subject to the dispute resolution/grievance procedure except as may be provided in a collective bargaining agreement.

## 1.2. Scope

In cases where the application of these policies would conflict with a collective bargaining agreement that is in effect between a recognized employee organization and the District, the provisions of the collective bargaining agreement shall govern. In all other cases, these policies shall govern. Nothing in these policies is intended to supersede applicable state or federal laws or administrative regulations/ordinances related to personnel matters.

## 1.3. Computing Time for Notices

Unless otherwise provided, the length of time for processing an action in these policies, days shall be counted beginning with the calendar day following mailing or delivery of notice and concluding at 5 p.m., on the last day to be counted. If the last day to be counted falls on a weekend or holiday, the period will end at 5 p.m., on the first business day following the last counted day.

## 1.4. Administration

The **District** reserves the right to change these personnel policies at any time. Nothing contained in these policies is intended to confer any property right in continued employment or imply a contract of employment.

All employees of the **District** are expected to read and familiarize themselves with the contents of these policies, including Definitions. After receiving and reviewing these policies, each employee is expected to sign an acknowledgment form. The employee must return the signed acknowledgment form to the Human Resources Department or inclusion into the employee's master personnel file. Employees who fail to comply with these policies may be subject to disciplinary action, up to and including termination.

All changes, revisions, additions, and notices of deletions to these policies will be made available to all employees.

Whenever feasible, the **District** will provide all employees copies of any proposed revisions to the adopted policies prior to implementation of the proposed changes.

### **1.5. Administrative Directive**

The District shall have the authority and the duty to develop and disseminate administrative directives, interpretive memoranda, and other administrative procedures to execute these policies, and to implement the **District's** personnel program on a consistent basis.

### **1.6. Change of ~~Address~~ Personal Information**

It is the responsibility of each employee to keep the **District** informed, in writing, of any changes to the employee's personal information including current address, telephone number, name, and any other information relating to employment status or benefits.

### **1.7. Failure to Receive Notices**

Written communications to employees considered to be routine in nature shall be delivered to the current address on record or via email. Written communications to employees identified as significant, important and/or time-sensitive shall be hand-delivered or sent by certified mail, return receipt requested, to the employee's current address on record or via email utilizing the read receipt function. All written communications to applicants shall be hand-delivered or sent by U.S. mail to the address shown on the application for employment or sent via email as shown on the application. The **District** is not responsible in the event mail is not received. It is the employee's responsibility to respond to all **District** communications, including those mailed and/or emailed to the address on record, and the responsibility of the applicant to comply with all phases of the selection process within the specified time. Failure to respond for any reason, including failure to receive written notice, may have an adverse effect on an individual's employment status and/or result in disqualification from the selection and hiring process.

### **1.8. Personnel Files**

#### **1.8.1 Guidelines**

**District** maintains job-related information for each employee throughout the course of employment. It is **District's** policy to operate effectively and efficiently, in a manner that

encourages transparency in government in compliance with all applicable laws, and in so doing to protect confidential information from disclosure to the extent allowed by law. As such it is the **District's** policy that personnel files are confidential to the extent such files contain personal information subject to a nontrivial privacy interest including specifically but without limitation Nevada's Public Records Act (NPRA). Such information is subject to nondisclosure. Records are retained and destroyed in accordance with District policies and schedules published by the Nevada State Library, Archives and Public Records as well as other applicable laws governing record retention.

The types of files which may be maintained include:

- General employee personnel records such as application/résumé, job offer letter(s) or contract(s), job description, signed acknowledgment forms and/or agreements, performance records, disciplinary documentation, training records, and other job-related documents.
- Documents related to recruitment and selection for each position filled, such as job announcements, applications and résumés, and interview questions and notes.
- Information regarding an applicant's background such as reference checks, conviction records, and credit histories.
- Form I-9 for each employee (and supporting documentation, if retained).
- Records related to pay including but not limited to: timesheets, attendance records, payroll records, tax records (including W-4 forms), payroll deductions, direct deposit information, and wage garnishments.
- Files related to safety including but not limited to: safety training records; occupational injury and illness reports; workers' compensation reports (no names listed); and reports related to exposure to toxic substances and/or blood-borne pathogens.
- Information regarding medical or psychological conditions or diagnoses such as doctor's note, FMLA forms, workers' compensation forms, and drug/alcohol test results.
- Documents related to an investigation including copies of complaints, investigation reports, witness statements and investigation notes, notices given to employees, and other related documents.
- Documents related to a grievance including, but not limited to: copies of grievance form, employee's request/appeal for grievance; witness statements and interview notes; copies of each response to the grievance from the organization; copies of requests from employee/union to advance the grievance to the next level in the appeals process; copies of all correspondence sent/received regarding processing the grievance; and other related documents.

## **1.8.2 Master Personnel File**

### **1. Maintenance**

The **District** shall maintain a master personnel file for each employee. An employee's supervisor/manager may elect to maintain a duplicate copy of the documents.

However, this does not supersede or eliminate the **District's** need to maintain the master personnel file for each employee.

## 2. Employee Access

An employee may view the contents of one's own master personnel file upon request in the presence of Human Resources. An employee may request copies of any or all documents in one's own master personnel file but may not remove any documents from the file. The **District** will provide only one set of copies to the employee without charge per year.

## 3. Negative Information

The **District** shall not put negative or derogatory material in an employee's master personnel file unless the employee has had a reasonable opportunity to review the material beforehand. The **District** will require the employee to sign such material to acknowledge they have reviewed and not necessarily agree. If the employee refuses to sign such material, the **District** may place it in the employee's master personnel file with a dated notation that the employee refused to sign such material after having been given an opportunity to do so. Whenever possible, another supervisor or manager should be used as a witness to the employee's refusal and should co-sign the entry along with the originating supervisor.

## 4. Employee Information Submitted

Statements by an employee submitted in rebuttal to adverse material placed in the master personnel file will be included in the employee's master personnel file. The **District** may place other information submitted by the employee in the master personnel file if the **District** finds that such information is relevant to the employee's work history with the **District**.

## 1.9 Confidential Information

### 1.9.1 Identification and Access

The following types of information are considered, without limitation, confidential by the **District** and access to records is limited as listed below.

*Note: This policy has been developed to identify and protect records for internal purposes and is not intended to comply with the Nevada Public Records Act. Public records requests will be evaluated independently on their own merits.*

#### 1. Recruitment and Background Information

The following types of information and records concerning current employees, former employees, and applicants for employment that the **District** maintains are confidential:

- All information related to an employment application including, but not limited to, letters of reference, résumés, and status as an applicant for employment.
- All information that the **District** received or compiled concerning the qualifications of an applicant or an employee including, but not limited to, reports by Districts, law enforcement officials, or other individuals concerning the hiring, promotion, performance, conduct, or background of an applicant or employee.

- Ratings, rankings, scoring sheets, or remarks by members of an evaluation board or individual interviewer, concerning an applicant or results from any testing or employment screening process.
- Materials used in employment examinations including but not limited to answers, rating guides, and score sheets, on any written exam or rating criteria for interviews.

Access to such records is restricted to the following unless specifically provided in a separate policy:

- Employee(s) with a business need-to-know in order to fulfill the responsibilities assigned by **District**;
- The employee's manager/administrator, human resources director/manager, or designee;
- Person(s) authorized pursuant to any state or federal law or court order (i.e., governmental/legal/auditing/ investigating agencies);
- Counsel retained by or on behalf of the **District**; and
- Any other party(ies) with whom the **District** has a contractual relationship in order to enable the **District** to respond accurately and fully to any lawsuit, complaint, grievance, request or other action filed by or on behalf of an employee or former employee against the **District**.

## 2. Personnel-related Information

The following types of personnel-related information are confidential:

- Information maintained in an employee's master personnel file or record of employment which relates to the employee's:
  - Performance;
  - Conduct, including any proposed or imposed disciplinary action taken; and/or
  - Protected class membership, date of birth, or social security number.
- Past or present home address, telephone number, post office box, or relatives;
- All information concerning the voluntary or involuntary termination of an employee, other than the dates of actual employment; and
- The name of an employee's/former employee's designated beneficiary.

Access to these confidential records is restricted to the following unless specifically provided in a separate policy:

- The employee;
- The employee's representative with a current signed authorization from the employee;
- The employee's manager/supervisor, with a need-to-know, or as needed for a reasonable accommodation and human resources;
- Persons authorized pursuant to any state or federal law or court order;
- Counsel retained by or on behalf of the **District**;

- **District's** workers' compensation carrier in order to address a claim filed for workers' compensation; and
- Any other parties with whom the **District** has a contractual relationship in order to enable the **District** to respond accurately and fully to any lawsuit, complaint, grievance, request or other action filed by or on behalf of an employee or former employee against the **District**.

### 3. Medical Information

The following types of medical information are confidential:

- Pre-employment and post-employment medical and psychological examinations;
- Disability and documentation relating to any reasonable accommodation requested by or granted to the employee;
- Drug and alcohol testing;
- Genetic information;
- Pregnancy or related conditions;
- Health care provider's certification and other communication;
- Subsequent Injury Fund Questionnaire;
- Any other medical information that an employee or applicant has voluntarily provided, or the **District** has requested.

*Note: Medical information shall be kept in files segregated from other personnel and employment records. Notations on attendance sheets that an employee took sick leave are not confidential records.*

Access to an employee's confidential medical information is limited to:

- Supervisors/managers, regarding necessary restrictions and accommodations in the employee's duties;
- First-aid and safety personnel;
- Government officials investigating compliance with applicable laws, on request;
- State workers' compensation office officials;
- Insurance company employees when the company requires a medical examination to provide health or life insurance; and
- **District's** workers' compensation carrier in order to address a claim filed for workers' compensation.
- As otherwise required by applicable law.

### 4. Investigations and Grievances

The **District** shall keep all information and documents pertaining to an employee investigation separate from other personnel and employment records, ensuring privacy of all employees, witnesses, and other individuals involved.

Grievance files that include notices, notes, and decisions of appeal will be maintained in a separate file.

Access is limited to only those individuals with a demonstrable business need-to-know, including:

- The employee's manager/supervisor, human resources director/manager, or designee;
- Persons authorized pursuant to any state or federal law or court order;
- Counsel retained by or on behalf of the **District**; and
- Any other parties with whom the **District** has a contractual relationship in order to enable the **District** to respond accurately and fully to any lawsuit, complaint, grievance, request or other action filed by or on behalf of an employee or former employee against the **District**.

### **1.9.2 Disposal of Personal Records**

In compliance with the Fair and Accurate Credit Transactions (FACT) Act Disposal Rule, the **District** shall dispose of any record about an individual that is a consumer report or is derived from consumer reports to ensure there will be no unauthorized access to or use of information in a consumer report.

In addition, any identifying personal information which is stored on electronic files, shall be destroyed or erased so that the information cannot be read or reconstructed.

*Method of disposal:* The **District** shall dispose of consumer report information by shredding or burning any and all documents which contain personal information. Although the law specifically applies to consumer reports and the information derived from consumer reports, the **District** shall, in accordance with good personnel practices, properly dispose of any records containing employee personal or financial information. An electronic record must be destroyed in accordance with the applicable schedule in a manner that ensures the information cannot be retrieved or reconstructed, including, without limitation, overwriting, degaussing and the physical destruction of the storage media.

### **1.10 Related Forms**

- District Personnel Policies - Acknowledgment and Receipt



## 2. EMPLOYEE RELATIONS

### 2.1 Fair Employment Practices

#### 2.1.1 Policy

The **District** recognizes the fundamental rights of applicants and employees to be assessed on the basis of merit. Recognition of seniority and current employment with the **District** may also be considered. Therefore, it is the policy of the **District** to provide equal employment opportunity for all applicants and employees. The **District** does not sanction or tolerate discrimination in any form on the basis of any protected class including race, color, religion, age, gender, pregnancy, sexual orientation, national origin, ancestry, disability, veteran status, domestic partnership, genetic information, gender identity or expression, political affiliation, membership in the Nevada National Guard, or any other class that becomes protected by federal and/or state law.

The **District** will:

- Recruit, hire, train, promote, discharge, and discipline without regard to protected class membership, as well as to ensure that all compensation, benefits, transfers, layoffs, return from layoffs, District-sponsored training, social, and recreation programs will be administered in conformance with the District's policy.
- Comply with all applicable laws prohibiting discrimination in employment.
- Hold all managers and supervisors responsible for ensuring personnel policies, guidelines, practices, procedures, and activities are in compliance with applicable federal and state fair employment practices, statutes, rules, and regulations.

#### 2.1.2 Scope

This policy applies to all persons involved in the operation of the **District** and prohibits harassment, discrimination, and retaliation by any employee, including supervisors and coworkers, volunteers, customers or clients of the **District**, and any vendor or other service provider with whom the **District** has a business relationship. The **District** will not tolerate instances of harassment, discrimination, or retaliation, whether or not such behavior meets the threshold of unlawful conduct.

#### 2.1.3 Equal Employment Opportunity Officer Designated

The primary responsibilities for ensuring fair employment practices for the **District** are promoted and adhered to are assigned to the **District's** designated reporting officer/ Equal Employment Opportunity (EEO) Officer. The designated reporting officer/EEO Officer for **District** is Human Resources the name and work telephone number of the designated individual will be posted at **District** work sites. In the event the designated reporting officer/EEO Officer is unavailable, the General Manager is designated as the alternative reporting officer/EEO Officer.

## 2.2 Anti-Harassment

### 2.2.1 Policy

**District** promotes a productive work environment and does not tolerate verbal, physical, written, or graphical conduct/behavior(s) that harasses, disrupts, or interferes with another's work performance or that creates an intimidating, offensive, or hostile environment based on that person's protected class membership.

### 2.2.2 Prohibited Conduct/Behavior(s)

The **District** will not tolerate any form of harassment based on protected class membership, including but not limited to any conduct/behavior(s) on the part of employees, volunteers, clients, customers, vendors, and contractors, that impairs an employee's ability to perform assigned duties. Examples of prohibited conduct/behavior(s) include, but are not limited to:

- *Offensive verbal communication* including slurs, jokes, epithets, derogatory comments, degrading or suggestive words or comments, unwanted sexual advances, invitations, or sexually degrading or suggestive words or comments.
- *Offensive written communication* including notes, letters, notices, emails, texts, or any other offensive message sent by electronic means.
- *Offensive gestures, expressions and graphics* including leering, obscene hand, finger, or body gestures, sexually explicit drawings, derogatory posters, photographs, cartoons, drawings, or displaying sexually suggestive objects or pictures.
- *Physical contact* when the action is unwelcomed by recipient including brushing up against someone in an offensive manner, unwanted touching, impeding or blocking normal movement, or interfering with work or movement.
- *Expectations, requests, demands, or pressure for sexual favors.*

### 2.2.3 Training

The **District** will periodically provide training to all employees on the prevention of discrimination and prohibited conduct/behavior(s) in the workplace. All new employees will be provided a copy of this policy upon hire and the contents will be discussed during the new hire orientation process. New employees will participate in training on the prevention of discrimination/harassment and prohibited conduct/behavior(s) within thirty days. A copy of this policy will be made available to applicants upon request.

## 2.3 Employee Bullying

### 2.3.1 Policy

The **District** promotes a productive work environment and does not tolerate verbal, physical, non-verbal conduct/behaviors, cyber-bullying, or work interferences that disrupts or interferes with another's work performance or that creates an intimidating environment.

**District** will not tolerate bullying behavior. Employees found in violation of this policy may be subject to disciplinary action, up to and including termination.

The **District** defines bullying as repeated mistreatment of one or more persons by one or more perpetrators that takes one of the following forms:

- Verbal abuse or mistreatment;
- Offensive conduct/behaviors (including nonverbal, physical, and cyber-bullying) which are threatening, humiliating, or intimidating; or
- Work interferences, such as sabotage, which prevents work from getting done.

### **2.3.2 Prohibited Behaviors/Conduct**

The **District** considers the following types of behavior/conduct examples of bullying (this list is not all-inclusive):

- *Verbal Bullying* including slandering, ridiculing or maligning an employee or an employee's family; persistent name calling which is hurtful, insulting, or humiliating; yelling, screaming, and cursing; chronic teasing; belittling opinions or constant criticism.
- *Physical Bullying* including pushing, shoving, kicking, poking, tripping, assault or threat of physical assault, damage to an employee's work area or property.
- *Nonverbal Bullying* including nonverbal threatening gestures or glances which convey threatening messages; threatening actions; socially or physically excluding or disregarding a person in a work-related activity.
- *Cyber-Bullying* including repeatedly tormenting, threatening, harassing, humiliating, embarrassing, or otherwise targeting an employee using email, instant messaging, text messaging, social media, or any other type of digital technology.
- *Workplace Interference* including sabotaging which prevents work from getting done; deliberately tampering with a person's work area or property; unreasonably assigning menial tasks outside of a person's normal job duties.

## **2.4 Dealing w/Allegations of Prohibited Conduct/Behavior(s)**

### **2.4.1 Process**

Employees or applicants who believe they are being subjected to any form of prohibited conduct/behavior(s) as described in the Anti-Harassment or Employee Bullying policies by another (e.g., employee, client, customer, vendor, volunteer, contractor), as well as employees or applicants who believe they have witnessed another employee, client or member of the public being subjected to prohibited conduct/behavior(s), have an affirmative duty to bring the situation to the attention of the **District**. Employees covered by a collective bargaining agreement may opt to use the process described in this policy or in an applicable grievance procedure delineated by their collective bargaining agreement but may not use both.

### **2.4.2 Employee Responsibilities**

1. An employee who believes they personally are being or have been subjected to prohibited conduct/behavior(s) and/or are the target of any form of prohibited conduct/behavior(s), or have witnessed any other employee being subjected to these

behaviors, are encouraged to inform the alleged harasser/bully that the behavior/conduct is unwelcome and must stop.

*Note: An employee is NOT required to talk directly to the alleged harasser/bully or to the employee's supervisor. It is critical, however, that employees who believe they have been targeted or have witnessed what the employee believes to be prohibited conduct/behaviors(s) directed to or committed by another, contact one of the individuals listed in sections 2 or 3 below.*

2. If the employee feels uncomfortable in speaking directly to the alleged harasser/bully or if the employee requested the prohibited conduct/behavior(s) to cease, but the request did not produce the results desired, the employee should report the conduct/behavior(s) as soon as possible to any supervisor/manager, **District's** designated reporting officer/EEO Officer, or the HR representative.
3. An employee who believes the reporting officer/EEO Officer has engaged in prohibited conduct/behavior(s) should bring such concerns to the attention of the alternate reporting officer/EEO Officer or to District Counsel who will designate an objective person to conduct an investigation of such allegations. Employees may also report the conduct/behavior(s) to the **District's** attorney.
4. An employee who witnesses or obtains information regarding prohibited conduct/behavior(s) by the immediate supervisor is required to report the incident to the reporting officer/EEO Officer or HR representative.

Any applicant or employee who has concern regarding violations of this policy is encouraged to contact the designated reporting officer/EEO Officer or the alternate.

#### **2.4.3 Supervisor/Manager Responsibilities**

Regardless of whether the employee involved is in the supervisor's or manager's department and regardless of how the supervisor/manager became aware of the alleged prohibited conduct/behavior(s), all supervisors and managers must immediately report all allegations or complaints or observations of such conduct/behavior(s) to the reporting officer/EEO Officer, HR representative, department head, or General Manager the report shall contain all known information including:

- The persons(s) involved;
- A written record of any specific conversations held with the complainant(s) and other persons involved as applicable; and
- All known pertinent facts, including date(s), time(s), and locations(s).

A supervisor's/manager's failure to immediately report such activities, complaints, or allegations will result in discipline, up to and including termination.

*Note: Supervisors/Managers shall not investigate nor conduct further fact-finding without authorization from the reporting officer/EEO Officer or General Manager.*

#### **2.4.4 Investigation**

1. Upon being made aware of allegations or complaints of prohibited conduct/behavior(s), the **District** will ensure that such allegations or complaints are investigated promptly. The **District** treats all allegations or complaints seriously and requires all employees to be candid and truthful during the investigation process. The reporting officer/EEO Officer or General Manager will identify the appropriate individual(s) to conduct the investigation.
2. The **District** will make efforts to ensure that all investigations are kept as confidential as reasonably possible. Employees will be required to refrain from discussing the subject content with other employees or persons who may have information pertinent to the investigation throughout the course of the investigation. Employees shall be required, upon request, to provide information to regulatory agencies. The **District** will release information obtained only to those individuals involved in the investigation and the administration of the complaint with a business need-to-know, or as required by law.
3. The **District** will communicate to the individual who made the initial complaint, as well as the individual against whom the complaint was made, they will be made aware that the investigation is completed and appropriate action, if any, has been taken.
4. If evidence arises that a participant in the investigation made intentionally false statements, that employee may be subject to disciplinary action, up to and including termination.
5. If it is determined that a violation of this policy has occurred, the employee may be subject to disciplinary action up to and including termination. The **District** will also initiate action to deter any future prohibited conduct/behavior(s) from occurring.

#### **2.4.5 Prohibition Against Retaliation**

Retaliation is adverse treatment which occurs because of opposition to prohibited conduct/behavior(s) in the workplace. The **District** will not tolerate any retaliation by management or by any other employee against an employee who exercises rights under this policy. Employees who believe they have been harassed, retaliated, or discriminated against in any manner whatsoever as a result of having filed a complaint, assisted another employee in filing a complaint, or participated in an investigative process should immediately notify the reporting officer/EEO Officer or alternative reporting officer/EEO Officer. The **District** will promptly investigate and deal appropriately with any allegation of retaliation.

## **2.5 Employee Dating**

### **2.5.1 Policy**

The **District** recognizes that an environment where employees maintain clear boundaries between personal and workplace interactions is most effective for conducting business. This policy does not prevent the development of friendships or romantic relationships between employees. However, employees in supervisory/managerial positions are precluded from having a romantic relationship with any subordinate employee.

### **2.5.2 Employee Responsibilities**

Employees are prohibited from engaging in physical contact that would in any way be deemed inappropriate by a reasonable person while anywhere on **District** property, in an **District** vehicle, or on **District** business whether or not such physical contact occurs during work hours.

Violation of this policy may result in disciplinary action up to and including termination.

### **2.5.3 Supervisor/Manager Responsibilities**

Employees employed in supervisory/managerial positions are prohibited from engaging in a romantic relationship with a subordinate employee. Employees employed in supervisory/managerial positions need to be cognizant of their status as role models, their access to sensitive information, and their ability to influence others.

Violation of this policy may result in disciplinary action up to and including termination.

## **2.6 Reasonable Accommodation for Victims of Domestic Violence or Sexual Assault**

### **2.6.1 Policy**

It is the District's policy to comply proactively with the applicable employment provisions of discrimination laws, including NRS 613, which set forth requirements for Districts, absent creating an undue hardship, to provide reasonable accommodation to employees who are victims of domestic violence or sexual assault, or whose family or household members are victims of domestic violence or sexual assault. For the purpose of this policy, "family or household members" include the employee's spouse, domestic partner, minor child, or parent or other adult person who is related within the first degree of consanguinity or affinity to the employee, or other adult person who is or was actually residing with the employee at the time of the act which constitutes domestic violence or sexual assault.

### **2.6.2 Accommodation**

Whenever a manager/supervisor becomes aware that an employee has a need for an accommodation due to domestic violence or sexual assault, the manager/supervisor should promptly notify the reporting officer/EEO Officer. The District is committed to provide reasonable accommodation, as listed in the Accommodation section under Employment Disabilities.

### 2.6.3 Prohibitions

The District will not discharge, discipline, discriminate against, in any manner, or deny employment or promotion to, or threaten to take any such action against an employee because:

- The employee requested accommodation pursuant to this policy; or
- An act of domestic violence or sexual assault was committed against the employee at the workplace.

## 2.7 Drug- and Alcohol-Free Workplace

### 2.7.1 Policy

The **District** recognizes that substance abuse in our nation and our community exacts staggering costs in both human and economic terms. Substance abuse can be reasonably expected to produce impaired job performance, lost productivity, absenteeism, accidents, wasted materials, lowered morale, rising health care costs, and diminished interpersonal relationship skills. This drug- and alcohol-free workplace policy applies to volunteers as well as employees.

1. The **District** is committed to:

- Maintaining a safe and healthy workplace for all employees and volunteers;
- Assisting employees or volunteers who recognize they have a problem with drugs, prohibited substances, or alcohol in receiving appropriate treatment;
- Periodically providing employees and volunteers with information about the dangers of workplace drug use; and
- When appropriate, taking disciplinary action for failure to comply with this policy.

2. The **District** strictly prohibits the following behavior:

- The use, sale, attempted sale, manufacture, attempted manufacture, purchase, possession or cultivation, distribution and/or dispensing of illegal drugs or prohibited substances by an employee, unless otherwise provided by law. For the purpose of this policy, illegal drugs include those classified as such under local, state, or federal laws. Prohibited substances include medical and recreational marijuana (cannabis), the use or possession of prescription medicines for which the individual does not have a valid prescription, and the inappropriate use of prescribed medicines for which the employee has a valid prescription. The prohibition also includes using over-the-counter medications contrary to manufacturer instructions, or consumer products not meant for human consumption. In addition, the District prohibits employees from possessing open containers of alcoholic beverages while on the District's premises and/or while on duty and from working with a blood-alcohol level of .02 or more at any time.
- Bringing alcohol, illegal drugs, and other prohibited substances which may impair the safety or welfare of employees or the public onto the premises controlled by the District or placing in vehicles or equipment operated on behalf of the District.

- Driving an organizational vehicle while on or off duty with a blood alcohol level of .02 or more or under the influence of an illegal drug or prohibited substance, regardless of the amount.

### 3. Reporting Requirements

- A supervisor who receives information or is a witness to any use of illegal drugs, prohibited substances, or alcohol by an employee which violates District's policies or the law, is required to report this information to the supervisor/manager or Human Resources immediately. The information reported must include:
    - The persons(s) involved, including all witnesses;
    - Any information gathered, such as actual observation of drug/alcohol use, the presence of paraphernalia, observation of any unusual physical signs or behaviors;
    - A written record of specific conversations held with the accused and any witnesses;
    - All pertinent facts, including date(s), time(s), and locations(s).
  - An employee who witnesses or obtains information regarding illegal drug/prohibited substance/alcohol use by the immediate supervisor is required to report the incident to that supervisor's supervisor.
4. Specimen collection, drug testing procedures, sample collection, and alcohol testing procedures will comply with all applicable provisions of federal and state law.
  5. Employees in safety-sensitive positions as defined in 49 CFR Part 382, et seq., are subject to the Federal Department of Transportation (DOT) (49 CFR Part 40) and the Federal Motor Carrier Safety Regulations (FMCSR), as prescribed by the Federal Motor Carrier Safety Administration (FMCSA) (49 CFR Parts 382, 383, 387, 390-397, and 399), as well as the **District's Drug- and Alcohol-Free Workplace Policy**.
  6. The **District** receives funding through federal grants and is therefore subject to the Drug-Free Workplace Act of 1988. Marijuana (including medical and recreational cannabis), cocaine, opioids, amphetamines (including methamphetamines), phencyclidine (PCP), and methylenedioxy-methamphetamine (MDMA) are considered illegal Schedule I or II drugs through the federal government. **District** is committed to a policy of a drug- and alcohol-free workplace and employees may not have any detectable level of Schedule I or II drugs in their system while at work. However, this policy is adopted in compliance with the requirements of NRS 678C.

#### 2.7.2 Employee Responsibilities

1. Each employee is responsible for meeting standards for work performance and safe on-the-job conduct.
2. Employees shall not report to work under the influence of alcohol, illegal drugs, prohibited substances, or misused prescription or over-the-counter drugs, regardless of the amount.



3. Employees who suspect they may have a substance abuse problem are encouraged to seek counseling and rehabilitation from the District's Employee Assistance Program (EAP) provider, substance abuse professional, or other treatment provider. The District's medical insurance policy may provide for payment of some or all of the treatment costs.
4. It is the responsibility and obligation of employees in safety-sensitive positions to determine, by consulting a health care provider if necessary, whether or not a legal drug being taken may/or will affect one's ability to safely perform assigned job duties. An employee in a safety-sensitive position whose medication may affect their ability to safely perform their job must contact the human resources director or department director who will attempt to find an appropriate alternative assignment. If none is available, the employee and the District will take steps consistent with the advice of a health care provider which could include the use of sick leave or a leave of absence. If an employee reports to work under the influence of medication and, as a result, endangers oneself or others, the employee may be subject to discipline, up to and including termination.
5. Each employee must report the facts and circumstances of any drug or alcohol arrest resulting from an incident that occurred while the employee was on duty. Each employee must report the facts and circumstances of any drug or alcohol conviction which may impact the employee's ability to perform the duties of the job. If duties involve driving a vehicle or operating heavy equipment, the employee must report to one's supervisor a conviction for driving under the influence (DUI), and/or restriction, revocation, or suspension of the driver's license pending adjudication before resuming work duties.
6. Employees in safety-sensitive positions identified by the District are subject to random drug and/or alcohol testing as provided in this policy.
7. Employees must act as responsible representatives of the District and as law-abiding citizens. It is every employee's responsibility to report suspected or known violations of this policy to the immediate supervisor or to Human Resources. Such reporting is critical in preventing serious injuries or damage to the District's property.
8. Employees who are required to submit to a drug/alcohol test must complete and sign a consent form. Employees acknowledge that by consenting to testing, they are waiving any expectation of privacy between the District and employee in the information provided related to the drug/alcohol test.

### **2.7.3 Manager and Human Resources Responsibilities**

The manager, human resources or designee is responsible for:

1. Authorizing the testing of employees.
2. Coordinating drug and/or alcohol testing.
3. Completion of a required consent form.
4. Notifying employees of positive test results and their right to a retest of the same sample.

5. Implementing disciplinary action against employees who fail to comply with provisions outlined in this policy.
6. Notifying the District's attorney of an employee's conviction of a federal or state drug and/or alcohol violation.
7. Ensuring that the drug and/or alcohol test forms and results are kept confidential and only provided to employees with a business need for the information.
8. Identifying safety-sensitive positions.
9. Notifying employees in department safety-sensitive positions that they are subject to random drug and/or alcohol testing.

#### **2.7.4 Supervisor Responsibilities**

Supervisors are responsible for:

1. Determining if reasonable suspicion exists to warrant drug and/or alcohol testing and detailing, in writing, the specific facts, symptoms, or observations that are the basis for the reasonable suspicion.
2. Submitting the documentation to the manager, human resources or designee.
3. Complying with the appropriate provisions outlined in this policy that apply to supervisory personnel.

#### **2.7.5 District Responsibilities**

Districts are responsible for:

1. Providing communication and training on this policy to include a training program to assist supervisors to recognize the conduct and behavior that gives rise to a reasonable suspicion of inappropriate drug and/or alcohol use by employees and how to take appropriate corrective action.
2. Receiving and maintaining employee drug and alcohol testing records and files from all sources and assuring that they are kept confidential.
3. Making drug and/or alcohol testing and notice forms available.
4. Notifying appropriate manager or human resources of positive results of drug and alcohol tests.
5. Administering the contract with a third party to provide drug and alcohol testing services.
6. Overseeing the administration of the District's Drug- and Alcohol-Free Workplace Policy.
7. Designating safety-sensitive positions.
8. Notifying manager of their employees randomly selected for drug and/or alcohol testing.
9. Ensuring the administration of all pre-employment drug testing.

#### **2.7.6 Training**

The **District** maintains information relating to the hazards of and treatment for drug- and alcohol-related problems. Proactive training and information shall be sponsored by the

**District** periodically. Any employee may voluntarily seek advice, information, and assistance. Medical confidentiality will be maintained consistent with this policy.

### **2.7.7 Employee Assistance and Voluntary Referral**

1. The **District** strongly encourages employees who suspect they have substance abuse problems to voluntarily refer themselves to a treatment program. A voluntary referral is defined as being one that occurs prior to any positive test for illegal drugs, prohibited substances, or alcohol under this policy and prior to any other violation of this policy, including a conviction of that individual for a drug or alcohol related offense. A decision to participate in the employee assistance or other treatment program will not be a protection or defense from discipline.
2. Any employee who voluntarily requests assistance in dealing with a personal drug and/or alcohol problem may do so through a private treatment program for drug and alcohol problems.
3. The cost of the drug or alcohol rehabilitation or treatment program shall be borne by the employee and, if applicable, the employee's insurance provider. All information regarding an employee's participation in treatment is confidential. Only information that is necessary for the performance of business will be shared by the **District's** management.

### **2.7.8 Reasonable Suspicion Testing**

1. When any supervisor has reasonable suspicion that an employee may be under the influence of alcohol, drugs, or prohibited substances, the employee in question will be directed by the manager or designee or the **District's** Human Resources to submit to drug and/or alcohol testing. This test may include a breath or blood test or urinalysis.
2. The supervisor shall be responsible to determine if reasonable suspicion exists to warrant drug and/or alcohol testing and shall be required to document, in writing, the specific facts, symptoms, or observations which form the basis for such reasonable suspicion. When possible, the documentation will be forwarded to the manager or designee to authorize the drug and/or alcohol test of an employee.
3. The manager or designee or the **District's** Human Resources Department shall direct an employee to undergo drug and/or alcohol testing if there is reasonable suspicion that the employee is in violation of this policy. The employee will be placed on administrative leave with pay pending results of the test.

An employee who is required to submit to reasonable suspicion testing:

- Must sign a consent form. By consenting to testing, the employee acknowledges waiving any expectation of privacy between the **District** and employee in the information provided related to the drug/alcohol test.
- Will be immediately provided transportation by the **District** to the location of the test.
- Will be advised to refrain from eating or drinking before being tested.

- Will be provided transportation by the **District** or transportation arrangements will be made available by the **District** after the employee submits to the test or refuses to be tested.
4. Circumstances which constitute a basis for determining reasonable suspicion may include, but are not limited to:
- Information provided either by reliable and credible sources or independently corroborated.
  - The first line supervisor or another supervisor/manager receives information from a reliable and credible source as determined by the manager that an employee is violating the **District's** policy.
  - Direct observation of drug, prohibited substance, or alcohol use while on duty.
  - The first line supervisor or another supervisor/manager directly observes an employee using drugs, prohibited substances, or alcohol while an employee is on duty.
  - Employee admits using drugs, prohibited substances, or alcohol prior to reporting to work or while at work.
  - Drug, prohibited substance, or alcohol paraphernalia possibly used in connection with illicit drugs, prohibited substances, or alcohol found on the employee's person or at or near the employee's work area.
  - Evidence that the employee has tampered with a previous test for drugs, prohibited substances, or alcohol.
5. The following behaviors will also contribute toward reasonable suspicion and, collectively or independently, on a case-by-case basis may provide a sufficient reason for requesting a test for drugs, prohibited substances, or alcohol:
- *A pattern of abnormal or erratic behavior:* This includes, but is not limited to a single, unexplainable incident of serious abnormal behavior or a pattern of behavior which is radically different from what is normally displayed by the employee or grossly differing from acceptable behavior in the workplace.
  - *Presence of physical symptoms of drug and/or alcohol use:* The supervisor observes physical symptoms that could include, but are not limited to, glassy or bloodshot eyes, slurred speech, poor motor coordination, or slow or poor reflex responses different from what is usually displayed by the employee or generally associated with common ailments such as colds, sinus problems, hay fever, and diabetes.
  - *Violent or threatening behavior:*
    - **First Incident:** If an employee engages in unprovoked, unexplained, aggressive, violent, and/or threatening behavior against any person, the manager may request that the employee submit to drug and/or alcohol testing.
    - **Second Incident:** Whether or not an employee has previously received formal counseling or disciplinary action for unprovoked, unexplained, aggressive, violent, or threatening behavior, upon a second or subsequent episode of similar

behavior/conduct, the manager will request that the employee undergo drug and/or alcohol testing.

- *Absenteeism and/or tardiness:* If an employee has previously received disciplinary action for absenteeism and/or tardiness, a continued poor record that warrants a second or subsequent disciplinary action may, in combination with other relevant behaviors, result in drug and/or alcohol testing.

### 2.7.9 Post-Accident Testing

1. Each employee involved in an accident will be tested for illegal drugs, prohibited substances, and alcohol as soon as possible after the accident, but after any necessary emergency medical attention has been provided. Accidents that trigger testing are those that result in:

- Death;
- Medical treatment of employee or another individual, other than first-aid;
- Loss of consciousness; or
- Property damage estimated to be valued at or in excess of \$500.00

An employee who is subject to a post-accident test:

- Must sign a consent form. By consenting to testing, the employee acknowledges waiving any expectation of privacy between the **District** and employee in the information provided related to the drug/alcohol test.
- Must remain readily available for testing. An employee who leaves the scene without good reason before the test is administered or who does not make oneself readily available may be deemed to have refused to be tested, and such refusal shall be treated as a positive test.
- Will be immediately provided transportation by the **District** to the location of the test.
- Will be advised to refrain from eating or drinking before being tested, and must refrain from consuming alcohol for eight hours following the accident or until the employee submits to an alcohol test, whichever comes first.
- Will be provided transportation by the **District** or transportation arrangements will be made available by the **District** after the employee submits to the test or refuses to be tested.

Upon completion of the test:

- If the employee caused or contributed to the accident, or the **District** determines there is a risk to return the employee to work, the employee will be provided transportation home or the **District** will make transportation arrangements, and the employee will be placed on administrative leave with pay pending the results of this test.
- If the **District** determines the employee did not cause or contribute to the accident, the employee will be transported back to the work site (if medically able) and will resume work.

If the test comes back positive and the District needs to conduct further investigation, the employee will be placed on administrative leave with or without pay.

*Note: NRS 616C states a positive test for illegal drugs, prohibited substances (including marijuana), or alcohol per limits set forth in NRS 484C can cause the denial of workers' compensation claims. By consenting to post-accident testing, the employee waives any expectation of privacy between the District and employee in the information provided related to the drug/alcohol test.*

2. In the event an employee is so seriously injured that a specimen cannot be provided at the time of the accident, the employee must provide necessary authorization, as soon as the employee's physical condition allows, to enable the **District** to obtain hospital records or other documents that indicate the presence of drugs, prohibited substances, or alcohol in the employee's system when the accident occurred.
3. In the event federal, state, or local officials conducted drug and/or alcohol testing following an accident, the employee will be required to sign a release allowing the **District** to obtain the test results from such officials.

#### **2.7.10 Safety-Sensitive Positions**

1. The **District** may conduct pre-employment testing and random testing for drugs, prohibited substances, and/or alcohol for positions identified as safety-sensitive by the **District**. Successfully passing these tests is a condition of future or continued employment.
2. Safety-sensitive positions mean positions which may, in the normal course of business:
  - Require the employee to operate a vehicle or heavy equipment on a regular and recurring basis; and/or
  - Involve job duties which, if performed with inattentiveness, errors in judgment or diminished coordination, dexterity, or composure, may result in mistakes that could present a real and/or imminent threat to the personal health and safety of the employee, coworkers, and/or the public, including positions that require use of dangerous tools/equipment; performance of job duties at heights; use of dangerous chemicals; or carrying firearms in the performance of job duties.
3. The **District** shall maintain a list entitled "List of Positions Designated as Safety Sensitive."

#### **2.7.11 Random Testing**

1. All employees in positions identified as safety-sensitive by the **District** shall be subject to random testing for drugs, prohibited substances, and alcohol.
2. Per DOT testing guidelines for CDL holders, the **District** will test for drugs/prohibited substances at a minimum, 25% of the average number of employee-CDL positions each calendar year. The **District** will alcohol test, at a minimum, 10% of the average number of employee-CDL positions each calendar year.
3. For all other safety-sensitive positions, the **District** will test for drugs/prohibited substances, at a minimum, 25% of the average number of employee positions

designated as safety-sensitive each calendar year. The **District** will alcohol test, at a minimum, 25% of the average number of employee positions designated as safety-sensitive each calendar year.

4. The selection of employees for random testing shall be on a non-discriminatory basis and made from a computer-based random number generator that is matched with the employee's social security number. Random testing will be unannounced and the dates for administering the tests will be spread reasonably throughout the year. Random testing will be performed at any time while the employee is at work.
5. An employee selected for random testing shall proceed immediately to the test site and will be advised to refrain from eating or drinking prior to the test. An employee who engages in conduct which does not lead to testing as soon as possible after notification may be considered to have refused to be tested.
6. Employees selected for a random test but absent due to annual, sick leave, other leave, or on urgent **District** business approved by their manager will not be notified to take the random test until the first day they return to work after random selection.
7. Random selection may result in some employees being tested more than once each year; some may not be tested at all.

#### 2.7.12 Return-to-Work Testing/Follow-Up Testing

1. ~~If the **District** agrees to continue employment, an~~ Employees for whom the **District** agrees to continue employment, who violate this policy may be required to undergo return-to-work testing and undergoes rehabilitation for drugs, prohibited substances, or alcohol will, as a condition of returning to work, be required to undergo follow-up testing as established by the **District**. No employees will be allowed to perform a safety-sensitive function unless the **District** has received a verified negative drug test result for the individual. ~~The extent and duration of the follow-up testing will depend upon the safety and security nature of the employee's position and the nature and extent of the employee's substance use issue. The **District** will review the conditions of continued employment with the employee prior to the employee's returning to work. Any such condition for continued employment shall be given to the employee in writing. The **District** may consider the employee's rehabilitation program in determining an appropriate follow-up testing program.~~
2. Employees for whom the **District** agrees to continue employment, who violate this policy will be required to undergo follow-up testing as established by the **District**. The extent and duration of the follow-up testing will depend upon the safety and security nature of the employee's position and the nature and extent of the employees substance use issue. ~~Any employee subject to return to work testing that has a confirmed positive drug or alcohol test will be in violation of this policy and subject to termination.~~
3. The **District** will review the conditions of continued employment with the employee prior to the employee's returning to work. Any such condition for continued employment shall be given to the employee in writing.
4. The **District** may consider the employee's rehabilitation program in determining an appropriate follow-up testing program.

5. Any employee subject to return-to-work/follow-up testing that has a confirmed positive drug or alcohol test will be in violation of this policy and subject to termination.

### 2.7.13 Consequence of Refusal to Submit to Testing/Adulterated Specimen

The following shall be treated as a positive test and may result in disciplinary action, up to and including termination:

- Refusal to sign a consent form
- Refusal to submit to testing for drugs, prohibited substances, and/or alcohol
- Consenting to a test but failing to appear timely at the collection site
- Failing to provide a sample after reasonable opportunity to do so
- Engaging in conduct which attempts to or does impact the validity of any such testing
- Submitting an invalid, substituted, or adulterated specimen

A diluted positive test result shall also be treated as a positive test.

### 2.7.14 Testing Guidelines

1. The **District** may test for alcohol and illegal/prohibited substances including but not limited to:

- Marijuana (Cannabis)\*
- Cocaine, including crack
- Opioids, including heroin, codeine, morphine, hydrocodone, hydromorphone, oxycodone, and oxycodone
- Amphetamines, including methamphetamines
- Phencyclidine (PCP)

*\*Tests for marijuana for workers' compensation purposes must be a blood test per requirements set forth in NRS 616C.230.*

2. In addition to testing for the above substances, CDL holders are subject to testing for the following substances:

- 6-Acetylmorphine
- MDMA (Ecstasy)

3. Where applicable, the **District** will follow federal testing procedures for drugs and alcohol set forth by the Federal Department of Transportation (DOT) 49 CFR Part 40 and the Federal Motor Carrier Safety Regulations (FMCSR). These regulations may be amended from time to time.

### 2.7.15 Option for Drug/Prohibited Substance Retest

1. In the event that an employee is required to submit to a screen test for drugs/prohibited substances within 30 days of employment, the employee shall have the right to submit an additional screening test, at one's own expense, to rebut the results of the initial screening test. The **District** shall accept and give appropriate consideration to the results of such a screening test. This provision does not apply to the extent that it is



inconsistent or otherwise conflicts with an applicable collective bargaining agreement or federal law, or to a position funded by a federal grant.

2. In all other cases:

- No later than 72 hours after receipt of a positive test, an employee who tests positive may request a confirmatory retest of the same sample at one's expense at a certified laboratory of the employee's choice.
- Upon request, the medical review officer will authorize the laboratory holding the employee's sample to release to a second laboratory, approved by the U.S. Department of Health and Human Services, a sufficient quantity of the sample to conduct a second testing analysis.
- The employee will be required to authorize the laboratory to provide the **District** with a copy of its test results. The accuracy of the test results will be verified by the laboratory conducting the analysis. The result of the confirmatory test is final.

#### **2.7.16 Requirement for Drug/Prohibited Substance Retest**

An employee who tests negative dilute will be required to immediately retest. The employee will:

- Be given the minimum possible advance notice of retest,
- Will be accompanied by a supervisor to the collection site, and
- Will not be allowed to eat or drink between the period of being noticed of the retest and the actual test.

The retest will not be under direct observation unless directed so by the Medical Review Officer. If the retest is also negative dilute, the test will be considered negative and the **District** will not conduct a third test unless directed to do so by the Medical Review Officer.

#### **2.7.17 Searches**

If the **District** suspects that an employee is in possession of illegal drugs, prohibited substances, alcohol, or contraband in violation of this policy, the **District** may search District vehicles, lockers, desks, and work areas as outlined in **District's** Use of District Property and Premises and Searches policies.

#### **2.7.18 Violation of Policy**

1. Employees in violation of the provisions of this policy may be subject to disciplinary action, up to and including termination.
2. An employee may be found to have violated this policy on the basis of any appropriate evidence including, but not limited to:
  - Direct observation of use of drugs or use of prohibited substances; prohibited use of alcohol; or possession of illegal drugs, prohibited substances, alcohol, or related contraband;
  - Evidence obtained from an uncontested motor vehicle citation, or a conviction for use or illicit possession of drugs or prohibited substances, or for the use or being under the influence, of alcohol on the job;

- A verified positive test result; or
- An employee's voluntary admission.

~~Prior to determining its course of action,~~ The **District** may direct an employee who has tested positive to submit to an evaluation by a substance abuse professional **in lieu of termination**. The evaluation will attempt to determine the extent of the employee's use of or dependence on the substance(s) noted in the positive test and, if necessary, recommend an appropriate program of treatment.

If an evaluation is conducted which results in a recommendation for treatment, continued employment may, but is not required, to be allowed if the recommended treatment is immediately begun and successfully completed. The treatment program may include, but is not limited to, rehabilitation, counseling, and after-care to prevent future substance use issues. The treatment program will not be at the **District's** expense; however, employees may use benefits provided by applicable insurance coverage.

When an employee undergoes treatment under this policy, the employee may be required to comply with the following as a condition of continued employment:

- Monitoring of the treatment program and the employee's participation by the **District**;
- Submission to return-to-work testing as required under this policy and continuing follow-up testing as provided in the *Return-to-Work Testing/Follow-Up Testing*; and
- Any other reasonable condition that the **District** deems necessary to maintain a safe and healthy workplace for all employees.

Failure by the employee to enroll in a required treatment program, to consistently comply with the program requirements, to successfully complete the program, and/or to complete any continuing care program will be grounds for immediate termination of employment.

3. Appropriate disciplinary action, **up to and including termination** may also be taken for any job performance or behavior that may otherwise be cause for disciplinary action.

### **2.7.19 Confidentiality**

Test results may only be disclosed to the employee; the appropriate medical and treatment providers; the **District's** attorney; an **District** representative necessary to respond to an alleged violation of this policy; individuals within the **District** who have a need-to-know of drug and/or alcohol testing results; and a court of law or administrative tribunal, as required.

## **2.8 Prohibition of Workplace Violence**

### **2.8.1 Policy**

The **District** is committed to providing for the safety and security of all employees, customers, visitors, and property.

## 2.8.2 Scope

This policy applies to all employees, including full-time, part-time, casual/temporary/seasonal, and elected officials, as well as volunteers and contract employees and anyone else on the **District's** property.

## 2.8.3 Implementation of Policy

1. The **District** will not tolerate any form of workplace violence including acts or threats of physical violence, intimidation, harassment, and/or coercion, which involve or affect the **District**, or which occur on property owned or controlled by the **District** during the course of the employee's performance of job duties, which affect the **District's** business, or which occur at an **District**-sponsored or commissioned event or social gathering. Examples of workplace violence include, but are not limited to, the following:
  - All threats (including direct, conditional, or veiled) or acts of violence occurring on premises owned or controlled by the **District**, regardless of the relationship between the **District** and the parties involved in the incident.
  - All threats of any type or acts of violence occurring off the **District's** premises involving someone who is acting in the capacity of a representative of the **District**.
  - All threats of any type or acts of violence occurring off the **District's** premises involving an employee of the **District**, if the threats or acts affect the legitimate interests of the **District**.
  - Any acts or threats resulting in a criminal conviction of an employee or agent of the **District** or an individual performing service for the **District** on a contract or temporary basis which adversely affect the legitimate interests and goals of the **District**.
2. Specific examples of conduct which may be considered threats or acts of violence include, but are not limited to, the following:
  - Hitting, shoving, or otherwise assaulting an individual;
  - Direct, conditional, or veiled threats of harm directed to an individual or family, friends, associates, or property;
  - The intentional or malicious destruction or threat of destruction of the **District's** property, or property of another employee;
  - Harassing or threatening phone calls, text messages, notes, letters, computer messages, or other forms of communication;
  - Harassing surveillance or stalking;
  - Unauthorized possession or inappropriate use of firearms, weapons, hazardous biological or chemical substances, or explosives while on **District** business;
  - Displaying overt signs of extreme stress, resentment, hostility, or anger;
  - Making intimidating, abusive, or threatening remarks;
  - Displaying irrational or inappropriate behavior.
3. The **District** desires to detect and deter real, potential, or threatened violence. Every employee is required to report immediately any acts of violence or any threat of

violence against any coworker, supervisor, manager, elected official, visitor, volunteer, other individual, or property. Supervisory and managerial personnel who witness or become aware of any acts or threats of violence must notify their superior immediately. Every other person on **District** property is encouraged to report incidents of threats or acts of violence.

4. ~~Reports of violence or threatening behavior should be made to human resources, an employee's immediate supervisor or manager, or any other supervisory or management employee.~~ The **District** is committed to ensuring that employees reporting real or perceived threats in good faith will not be subject to harassment or retaliation. Nothing in this policy alters any other reporting obligation established in the **District's** policies or in state, federal, or other applicable law.

#### **2.8.4 Violation of Policy**

Violations of this policy by any employee may lead to disciplinary action, up to and including termination and/or appropriate legal action. The **District** may also take appropriate disciplinary action against any employee who intentionally makes a false or malicious statement about coworkers or others.

In addition, actions necessary for bona fide self-defense or protection of employees of the **District** or of **District** property shall not be considered to violate this policy.

#### **2.8.5 Temporary Restraining Orders**

The **District** may apply for an order for protection against harassment in the workplace under the terms of NRS 33.200 - 33.360.

### **2.9 Employment of Relatives**

Pursuant to the provisions of NRS 281.210, no officer or appointing authority of the **District** may employ in any capacity on behalf of the **District** any relative of such person who is within the third degree of consanguinity or affinity. Existing employees may continue in their current position following the election or appointment of their relative to an appointing authority position.

In addition, no person shall be employed in a position if such employment would require direct or indirect supervision by a relative who is within the third degree of consanguinity or affinity. For purposes of this paragraph, supervision includes all levels in the chain of command.

***Example:** An employee reports to an immediate supervisor, who reports to a manager, who reports to a department head, who reports to the county manager. The employee may not be related within the third degree of consanguinity or affinity to any of those employees.*

### **2.10 Code of Ethical Standards**

The elected and appointed officers and employees of **District** recognize that holding public office and/or employment is a public trust. To preserve that trust, **District** demands the highest code of conduct and ethical standards. The purpose of this policy is to define and

establish the standards of ethical conduct that are required of public officials and employees so as to ensure their professional integrity in the performance of their duties.

The officers, employees, and volunteers of **District** shall comply with the following provisions. This list is not all-inclusive, but simply provides the basic level of conduct expected.

- All elected and appointed officials and employees will conduct themselves with honesty and integrity in the course of performing their duties and responsibilities.
- They will act with care and diligence in the course of their employment.
- They will treat everyone, including coworkers, subordinates, supervisors, customers and the public, with the utmost professionalism and courtesy.
- They will comply with all applicable federal, state, and local laws.
- They will comply with any lawful and reasonable direction given by someone in the employee's agency who has authority to give the direction.
- They will maintain appropriate confidentiality.
- They will disclose, and take reasonable steps to avoid, any actual or potential conflict of interest in connection with their employment.
- They will use **District** resources in a proper manner.
- They will not provide false or misleading information in response to a request for information that is made for official purposes in connection with their employment.
- They will, at all times, act in a way that upholds the values and the integrity and good reputation of **District**.
- They will comply with any other conduct requirement that is prescribed by the **District**.

In addition, the **District's** officials and employees are required to comply with the provisions of NRS 281A and NRS 281. Employees shall familiarize themselves with Nevada Ethics in Government Manual available through the Nevada Commission on Ethics.

Employees who suspect violations of this policy must report the conduct/behavior(s) as soon as possible to any supervisor/manager or the HR representative. Violations of any of the above provisions may result in disciplinary action, up to and including termination.

The **District** will not tolerate any retaliation by management or by any other employee against an employee who exercises rights under this policy. Employees who believe they have been retaliated against in any manner whatsoever should immediately notify Human Resources. The **District** will promptly investigate and deal appropriately with any allegation of retaliation. In the event retaliation is substantiated, disciplinary action up to and including termination may be taken.

## 2.11 Political Activity

### 2.11.1 Policy

Employees shall not engage in political activity of any kind during working hours. This includes, but is not limited to: soliciting money, influence, service, or any other valuable thing to aid, promote, or defeat any political committee or the nomination or election of any person to public office. Wearing or displaying of apparel, buttons, insignia, or other items

which advocate for or against a political candidate or a political cause is also an example of prohibited political activity during work hours. Furthermore, no person shall attempt to coerce, command, or require a person holding or applying for any position, office, or employment, including a citizen requesting service supplied by **District**, to influence or to give money, service, or other valuable thing to aid, promote, or defeat any political committee, or to aid, promote, or defeat the nomination or election of any person to public office.

Employees may not participate in any of the above-mentioned activities off duty while wearing a uniform, name tag, or any other item identifying them as a representative of the **District**.

Employees are expressly forbidden to use any **District** resources, including but not limited to: interoffice mail, email, telephone, fax machines, the Internet, or copy machines to engage in any political activity outside the approved scope of the employees' official duties.

### **2.11.2 Running for or Holding Political Office**

While employees are encouraged to participate in the political process, they must understand the **District** also has an obligation to provide service to the public.

Employees who are seeking, or who have been elected or appointed to public office, shall not conduct any campaign-related business while on duty.

If there is a conflict with, or the activities hinder the performance of the duties with **District**, the employee will comply with one of the following (final approval is at the **District's** sole discretion):

- The employee will be expected to resign their position;
- The employee may apply and seek approval for use of accrued leave time; or
- The employee may request unpaid leave per **District's** Leave of Absence Without Pay policy.

The maximum duration of unpaid leave time approved will be thirty days. **District's** leave policies addressing continuation of health insurance, retirement benefits, accrual of additional leave time, and job and seniority status will be applied in this situation.

### **2.11.3 Election-Related Communications**

Pursuant to NRS 294A, any election-related communications published in support of or opposition to a candidate which contain official contact information of **District** must state that the communication is not endorsed by, and is not an official publication, of **District**.

## **2.12 Solicitation Prohibited**

### **2.12.1 Employee Activities**

Distribution of literature by employees in work areas or solicitation by employees during work time on behalf of any club, society, labor union, religious organization, political party, philanthropic or similar organization, or for any purpose whatsoever is strictly prohibited. Distribution of information and correspondence related to the administration of a collective

bargaining agreement by officers, consultants, and business representatives of a recognized employee organization may be allowed pursuant to the terms of a collective bargaining agreement.

### **2.12.2 Non-Employee Activities**

Non-employees will not be allowed on the premises for the purpose of distribution of literature to employees or solicitation of employees at any time whatsoever, except as specifically provided below.

1. Consultants and business representatives of recognized employee organizations are allowed access to employees as allowed by the specific terms of a current collective bargaining agreement.
2. Representatives of employee benefit programs (e.g., supplemental insurance or deferred compensation) specifically approved by the **District** for payment through payroll deduction may meet with employees during designated work time at designated places or on **District** property as may be approved by the appropriate **District** representative.

### **2.13 Work Stoppage Prohibited**

No employee will instigate, promote, encourage, sponsor, or engage in any strike, picketing, slowdown, concerted work stoppage, sick out, or any other intentional interruption of work. Any employee who violates the provisions of this section may be subject to disciplinary action, up to and including termination.

### **2.14 Use of District Property and Premises**

#### **2.14.1 Policy**

Employees will use the **District's** property and equipment including, but not limited to, monies and funds, communication equipment, vehicles, tools, equipment, and facilities only for work-related purposes as directed or approved by management. When using **District** property and equipment, employees are expected to exercise care, perform required maintenance, and follow all operating instructions as well as comply with safety standards and guidelines. Employees will not misuse, destroy, or otherwise use in an improper or unsafe manner any property of the **District**. Employees are prohibited from making unauthorized copies, any other unauthorized use of, or allowing or facilitating the unauthorized possession by others of **District** keys or other access devices. Employees are prohibited from transporting non-employees in the **District's** vehicles unless specifically authorized to do so by their supervisor.

#### **2.14.2 Searches**

The **District** may authorize the examination of lockers, desks, vehicles, and all other property and spaces owned or controlled by the **District** to check for the presence of any unauthorized material, weapons of any type, or controlled substances including, but not limited to, alcohol, illegal drugs, and prohibited substances. Prior notice to employees that

**District-owned property or space is to be searched is not required; entrance onto or use of District property is deemed consent.**

If an individual is asked to submit to a search and refuses, that individual will be considered insubordinate and will be escorted off the job site and disciplined, as appropriate. The **District** may take whatever legal means are necessary, consistent with this policy, to determine whether unauthorized material, weapons of any type, or controlled/prohibited substances are located or being used on **District** premises. The **District** may call upon law enforcement authorities to conduct an investigation if deemed necessary.

Searches will be conducted by management personnel or law enforcement authorities and may or may not be conducted in the presence of the person whose work area is searched. Any suspected contraband will be confiscated and may be turned over to law enforcement as appropriate. Any person whose property is confiscated will be given a receipt for that property by the **District's** representative conducting the search.

## **2.15 Personal Vehicle Use**

At times, employees may use their own personal vehicles for work-related purposes. In these cases, employees are expected to exercise care, perform required maintenance, and follow all operating instructions as well as comply with laws, safety standards and guidelines. Employees are prohibited from transporting non-employees in personal vehicles while conducting District business unless specifically authorized to do so by their supervisor. Employee must clearly disclose any personal travel and/or annual leave to be taken in conjunction with District's business prior to travel and specific permission must be first obtained from the General Manager. Employees must also comply with all related District policies including but not limited to Workplace Safety, License/Occupational Certification, and Vehicle Liability Insurance.

## **2.16 Phone Policy**

The **District's** policy covers phone usage while at work, including the use of cell phones while operating motor vehicles.

### **2.16.1 Personal Calls & Texts**

Personal phone calls, messages, texting, audio/video recording, and other features of employee's private cell phone or the **District's** equipment, are

Limited to reasonable times during work hours.

Excessive personal communication can result in lost productivity and distract coworkers.

**District-issued** cell phones are to be used only for official business reasons. If an emergency situation arises and the **District-issued** cell phone must be used for a personal call or text and the employee is not able to obtain prior authorization from a supervisor, the employee is required to notify the supervisor as soon as is practicable. The employee is required to furnish the reason for the call/text and, if requested, the number called.



Employees are expected to protect the **District**-issued mobile equipment from loss, damage, or theft.

### **2.16.2 Cell Phone Use in Vehicles**

1. All employees are expected to follow applicable state and federal laws regarding the use of cell phones, or other hand-held devices at all times. Employees on duty and/or conducting **District** business at any time while operating a motor vehicle are prohibited from using cell phones while the vehicle is in motion unless using a hands-free device. This includes dialing, answering, texting, and checking messages. Employees are neither required nor expected to use a cell phone while the vehicle is in motion. Safety must come before all other concerns.
2. Employees shall pull off the road and safely stop before placing or accepting calls, texting, checking and responding to messages, unless they are using hands-free operations/devices.
3. This provision does not include passenger use of cell phones.
4. This prohibition is in effect regardless if the cell phone is issued by the **District** or is privately owned by the employee.
5. An exception to this rule is the legitimate use of cell phones by specific departments and for specific reasons as established by each department and under NRS 484B. For example, the police, fire, ambulance, and EMT departments may operate vehicles while using cell phones only in direct response to emergency calls, but must always keep safety a paramount concern.

### **2.16.3 Phone Use in Business Meetings**

Phone use during meetings, to include texting, unless specifically required and authorized by management, should be limited and only work-related.

## **2.17 Information Technology**

### **2.17.1 Policy**

The **District** requires employees to use information technology (computer systems, telecommunication and other devices, and electronic information/communication) responsibly and in a manner which is not detrimental to the mission and purpose of **District**. To maintain a level of professionalism, any publication through any means (electronic or otherwise) which is potentially adverse to the operation, morale, public perception, or efficiency of **District** will be deemed a violation of this policy.

Employees are prohibited from engaging in any conduct which would violate **District** policy or procedure. Use of personal or **District** electronic devices to engage in such conduct can create liability for **District**, and as such, obligates **District** to undertake reasonable procedures to investigate such allegations, including but not limited to inspection of such equipment. In the event an employee becomes the subject of such an investigation and the allegations include potential violations of **District** policies, whether on work or personal time, and whether using **District** or personal devices, the **District** will undertake such an investigation and inquiry by all means allowable under state and federal law.

The District will periodically provide training to all employees on this policy and best practices in preventing phishing attempts, ransomware infections, or social engineering attempts.

### **2.17.2 Privacy**

Employees should not expect privacy with respect to any of their activities when using the **District's** computer and/or electronic and telecommunication property, systems, or services even when accessing from a personal device. Use of passwords or account numbers by employees does not create a reasonable expectation of privacy and confidentiality of information being maintained or transmitted. The **District** reserves the right to review, retrieve, read, and disclose any files, messages, or communications that are created, sent, received, or stored in the **District's** network, or on the **District's** computer systems, and/or equipment. The **District's** right to review, also called monitoring, is for the purpose of ensuring the security and protection of business records, preventing unlawful and/or inappropriate conduct, and creating and maintaining a productive work environment.

In accordance with provisions of NRS 613.135, the **District** will not request usernames and passwords for personal social media accounts and will not take any type of employment action against an employee who refuses to provide the username and password for their personal social media account. This provision does not prevent an **District** from requiring an employee to disclose the username and password for access to the **District's** computer or information system.

### **2.17.3 Use**

1. The computers, electronic equipment, associated hardware and software, including, but not limited to electronic mail (email or instant messaging "IM") and access to on-line services, as well as voice mail, pagers, smart phones, and faxes, even when accessed from a personal device, belong to the **District** and, as such, are provided for business use. Very limited or incidental use of **District**-owned equipment by employees for personal, non-business purposes is acceptable as long as it is:

- Conducted on personal time (i.e., during designated breaks or meal periods);
- Does not consume system resources or storage capacity;
- Does not involve any prohibited uses; or
- Does not reference **District** or themselves as an employee without prior approval.

This includes, but is not limited to:

- Text which identifies **District**.
- Photos which display **District** logos, patches, badges, or other identifying symbols of **District**.
- Information of events which occurs involving **District** without prior approval.
- Any other material, text, audio, video, photograph, or image which would identify **District**.

2. Employees loading, importing, or downloading files from sources outside the **District's** system, including files from the Internet, social media sites, and any computer disk/drive, must ensure the files and disks/drives are scanned with the **District's** current virus detection software before installation and execution. Compliance to copyright or trademark laws prior to downloading files or software must be adhered to explicitly.
3. Employees may use information technology, including the Internet, and social media sites during work hours on job-related matters to gather and disseminate information, maintain their currency in a field of knowledge, participate in professional associations, and communicate with colleagues in other organizations regarding business issues.
4. An employee's use of the **District's** computer systems, telecommunication equipment and systems, and other devices or the employee's use of personally owned electronic devices to gain access to **District's** files or other work-related materials maintained by **District** constitutes the employee's acceptance of this policy and its requirements.
5. Employees must attain authorization from General Manager prior to:
  - installing copyrighted software to ensure **District** has an active license, and
  - distributing or copying property protected by copyright, trade secret, or patent, or other intellectual property.

#### 2.17.4 Prohibited Activities

The following activities are strictly forbidden by this policy:

1. Violations of the rights of any person or entity protected by copyright, trade secret, patent or other intellectual property, or similar laws or regulations, including but not limited to the installation or distribution of "pirated" or other software products that are not appropriately licensed for use by **District**.
2. Unauthorized copying of copyrighted material including but not limited to digitization and distribution of photographs from magazines, books or other copyrighted sources, copyrighted music, and the installation of any copyrighted software for which **District** or the end user does not have an active license.
3. The installation of software on **District** computers without the prior approval of the Chief Information Officer (CIO) is prohibited.
4. Exporting software, technical information, encryption software or technology, in violation of international or regional export control laws. The **District** CIO should be consulted prior to export of any material that is in question.
5. Introduction of malicious programs into the network or server (e.g., viruses, worms, Trojan horses, email bombs).
6. Allowing access to confidential or proprietary information on **District** systems. This includes family and other household members when work is being conducted at an employee's home.
7. Using **District** equipment or systems to actively engage in procuring or transmitting materials that is in violation of sexual harassment or hostile workplace laws.
8. Making fraudulent offers of projects, items or services originating from any **District** account.

9. Making statements about warranty, expressly or implied, unless it is a part of normal job duties.
10. Effecting security breaches or disruptions of network communication.
11. Port scanning or security scanning, unless conducted by or on behalf of the CIO or designee during his or her duties on behalf of **District**.
12. Executing any form of network monitoring which will intercept data not intended for the employee's host unless this activity is a part of the employee's normal job/duty.
13. Circumventing user authentication or security of any host network or account.
14. Interfering with or denying service to any user other than the employee's host (e.g., denial of service attack).
15. Using any program/script/command, or sending messages of any kind, with the intent to interfere with, or disable, a user's terminal session, via any means, locally or via the Internet/intranet/extranet.
16. Sending unsolicited email messages, including the sending of "junk mail" or other advertising material to individuals who did not specifically request such material (email spam).
17. Any form of harassment via email, telephone or paging, whether through language, frequency or size of messages.
18. Unauthorized use, or forging, or email header information.
19. Solicitation of email from any other email address, other than that of the poster's account, with the intent to harass or to collect replies.
20. Creating or forwarding "chain letters" or "Ponzi" or other pyramid schemes of any type.
21. Use of unsolicited email originating from within **District's** networks or other Internet/intranet/extranet service providers on behalf of, or to advertise, any service hosted by **District** or connected via **District's** network.
22. Physical alteration or repair of any hardware or software such as computers, laptops, printers, fax machines, phones, online services, email systems, bulletin board systems, recording equipment, copiers, monitors, mice, keyboards, or any other software that is owned, licensed by or operated by **District**; users must report any problems with hardware or software to the **District** CIO.

#### **2.17.5 Permitted Activities**

Use of **District** computers and electronic communications resources are for program and business activities of **District**. All use of such resources shall be conducted in a framework of honest, ethical and legal activities that conform to applicable license agreements, contracts, and policies regarding their intended use. Although incidental and occasional personal use of the organization's communications systems are permitted, users automatically waive any rights to privacy.

### **2.18 Social Networking (Social Media) Policy**

#### **2.18.1 Policy**

The **District** takes no position on an employee's decision to start or maintain a blog or participate in other social networking activities. However, employees' use of social media

can pose risks to **District's** confidential and proprietary information and reputation, can expose **District** to discrimination and harassment claims, and can jeopardize **District's** compliance with business rules and laws. To minimize these business and legal risks, to avoid loss of productivity and distraction from employees' job performance, and to ensure that the **District's** IT resources and communications systems are used appropriately as explained below, **District** expects its employees to adhere to the following guidelines and rules regarding social media use. The **District's** social networking policy includes rules, guidelines, and best practices for **District**-authorized social networking and personal social networking and applies to all **District** personnel policies.

### **2.18.2 General Provisions**

Social media includes all means of communicating or posting information or content of any sort on the Internet, including but not limited to, employee's own or **District's** video or wiki posting, social networking sites such as Facebook, LinkedIn, and Twitter, personal blogs, personal websites, or other similar forms of online communication journals, diaries, or personal newsletters not affiliated with the **District**.

Unless specifically instructed, employees are not authorized and, therefore, restricted to speak on behalf of the **District**. Employees are expected to protect the privacy and well-being of the **District** and its employees. Employees are prohibited from disclosing confidential employee and non-employee information as outlined in Confidential Information policy and any other non-public information to which employees have access to the extent such discussion or disclosures are not protected under state or federal law.

### **2.18.3 Social Media Post Disclaimer**

Social media postings by employees from **District** email addresses should contain the following disclaimer stating that the opinions expressed are strictly their own and not necessarily those of **District**, unless the posting is in the course of business duties:

- Any views or opinions presented in this message are solely those of the author and do not necessarily represent those of **District**. Employees of **District** are expressly required not to make defamatory statements and not to infringe or authorize any infringement of copyright or any other legal right by electronic communications.

Any such communication is contrary to **District** policy and outside the scope of the employment of the individual concerned. **District** will not accept any liability for such communication, and the employee responsible will be personally liable for any damages or other liability arising.

### **2.18.4 District Monitoring**

Employees are cautioned there is no expectation of privacy while using **District's** Internet, equipment, or facilities for any purpose, including authorized posting or editing to social networking sites. Employee's posting can be viewed by anyone, including the **District**. The **District** reserves the right to monitor its Internet, equipment, and facilities that are used to post comments or discussions about the **District** or its employees on social networking

sites. The **District** may use search tools and software to monitor use of its Internet, equipment, and facilities, for posting to social networking sites.

The **District** reserves the right to use content management tools to monitor, review, or block content on **District's** social networking sites that violate this policy. Employees consent to such monitoring by acknowledgment of this policy and use of the **District's** IT resources and systems.

#### **2.18.5 Reporting Violations**

The **District** requests and strongly urges employees to report any actual or perceived violations of this policy to their immediate supervisor, manager, human resources, or general manager.

Employees must report any suspected phishing attempts, ransomware infections, or social engineering attempts through the Phish Alert Button (PAB) on their email app, and/or to the IT department immediately.

#### **2.18.6 Violation of Policy**

The **District** will investigate promptly and respond to all reports of violations of the social networking policy and other-related policies. Violation of the **District's** social networking policy may result in disciplinary action, up to and including termination. The **District** reserves the right to take legal action where necessary against employees who engage in prohibited or unlawful conduct.

#### **2.18.7 Authorized District Social Networking**

The goal of authorized social networking is to become a part of the community conversation and promote web-based sharing and exchange of **District** information and feedback from members of the public. Authorized social networking is used to convey information about **District** operations and services; promote and raise awareness of the organizational culture; search for potential new equipment and training tools; communicate with other employees, members of the public, and interested parties; issue or respond to breaking news or other matters of public interest; and discuss organization-specific activities and events.

When social networking, the **District** must ensure that use of these communication paths maintain honesty, integrity, courteousness, and reputation while minimizing actual or potential legal risks, whether used inside or outside the workplace.

#### **2.18.8 Rules and Guidelines**

The following rules and guidelines apply to entries made on all **District**-related social networking sites.

1. Only authorized employees can prepare and modify content for the **District's** social networking sites. If an employee is required to use social media as part of assigned job duties, for **District's** marketing, public relations, recruitment, communications, or other business purposes, the content must be relevant, add value, and be approved by the

- District** in advance of posting. If uncertain about any information, material, or conversation, employees must contact their supervisor or manager, human resources, or general manager to discuss the content.
2. Note that **District** owns all social media accounts used on behalf of **District** or otherwise for business purposes, including any and all log-in information, passwords, and content. **District** owns all such information and content regardless of the employee that opens the account or uses it and will retain all such information and content regardless of separation of any employee from employment with **District**.
  3. If an employee's job duties require one to speak on behalf of **District** in a social media environment, the employee must still seek approval for such communication from the supervisor or manager, human resources, or general manager who may require the employee to receive training before posting and may impose certain requirements and restrictions regarding the employee's social media activities.
  4. All employees must identify themselves as employees of the **District** when posting comments or responses on the **District's** social networking sites. If an employee is contacted to comment about the **District** for publication, including any social media outlet, the request should be directed to the General Manager who will then determine the response to be provided on behalf of the **District**.
  5. Any copyrighted information where written reprint information has not been obtained in advance cannot be posted.
  6. All employees of the **District** are responsible for ensuring all social networking information complies with the **District's** written policies. Management is authorized to remove any content posted on an **District** social media site that does not meet the rules and guidelines of this policy, any other **District** policy, or that may be illegal, prohibited, or offensive. Removal of such content will be done at the discretion of the **District** without permission or advance warning.
  7. The **District** expects all **District**-authorized guests to social networking sites to abide by all rules and guidelines of this policy. The **District** reserves the right to remove, without advance notice or permission, all guest content considered malicious, defaming, obscene, threatening, or intimidating. The **District** also reserves the right to take legal action against guests who engage in prohibited or unlawful conduct.
  8. Employees must not expose themselves or the **District** to legal risk by using a social media site in violation of its terms of use. Review the terms of use of all social media sites visited to ensure compliance with those terms of service.

### **2.18.9 Personal Social Networking**

The **District** respects the right of employees to use social networking sites and does not want to discourage employees from self-publishing and self-expression. However, employees are expected to follow the rules and guidelines as set forth in this policy to provide a clear line between the employee as the individual and/or as an employee of the **District**. In accordance with provision of NRS 613.135, the **District** will not request usernames and passwords for personal social media accounts. This policy applies to all board members, management, employees, and volunteers. The **District** does not

discriminate against employees who use these sites for personal interests and affiliations or other lawful purposes.

1. Commenters are personally responsible for their commentary on social networking sites and can be held personally liable for commentary that is considered malicious, defamatory, obscene, threatening, intimidating, or libelous by any offended party, not just the **District**. Remember that what is published might be available to be read by the masses (including the **District**, future Districts, and social acquaintances) for a long time. Employees should keep this in mind before posting content.
2. Employees are prohibited from using **District** equipment, including computers, licensed software or other electronic equipment, or facilities on work time to conduct personal social networking activities. Employees are prohibited from using their work email address to register on social networking sites utilized for their personal use.
3. Employees shall not use social networking sites to harass, threaten, discriminate, or disparage against employees or anyone associated with or doing business with the **District**. Social media should never be used in a way that violates any other **District** policies or employee obligations. If an employee's social media activity would violate any of the **District's** policies in another forum, it will also violate them in an online forum.
4. If employee chooses to identify oneself as an employee of **District**, note that some readers may view the employee as a spokesperson for the **District**. Because of this possibility, employees are required to state their views expressed on the social networking site belongs to the employee alone and is not reflective of the **District** or of any person or organization affiliated or doing business with the **District**.
5. Employees should use good judgment about what is posted on social media and remember that anything posted can reflect on **District**, even if a disclaimer is used. Employees should always strive to be accurate in their communications about **District** and remember that posted statements and materials have the potential to result in liability for the employee and the **District**. **District** encourages professionalism and honesty in social media and other communications.
6. Employees cannot post the name, trademark, or logo of the **District** or any business with a connection to the **District**. Employees cannot post **District**-privileged information, including copyrighted information or **District**-issued documents.
7. Authorized employees posting to **District**-owned social media accounts may not post photographs of other employees, volunteers, members of the public, vendors, and suppliers on the **District** premises, nor can employees post photographs of persons engaged in **District** business without prior authorization by immediate supervisor, manager, human resources, or general manager.
8. Employees cannot post any advertisements or photographs of **District** products and services, nor use the **District** in advertisements without disclosing the employee's connection to the **District**.
9. Employees cannot link from a personal social networking site to the **District's** internal or external websites.



This policy is not intended to restrict communications or actions protected or required by federal or state law.

#### **2.18.10 Media Contacts**

If contacted by the media, press, or any other public news source about employees' post that relates to **District** business, employees are required to obtain written approval from the immediate supervisor, manager, human resources, or general manager prior to responding on behalf of the **District**.

#### **2.18.11 Prohibition Against Retaliation**

The **District** will not tolerate any retaliation by management or by any other employee against an employee who reported a violation of this policy or cooperating with an investigation. Employees who believe they have been retaliated against in any manner whatsoever should immediately notify the EEO Officer or alternative EEO Officer. The **District** will promptly investigate and deal appropriately with any allegation of retaliation.

### **2.19 Use of Tobacco or Smoking Products**

The **District** is committed to providing a safe and healthy workplace and to promoting the health and well-being of its employees. As required in accordance NRS 202.2483 (Nevada Clean Indoor Air Act), smoking in any form, including electronic smoking devices and similar products, is prohibited within any building owned, leased, contracted for, and utilized by the **District**. This prohibition extends to areas that are routinely or regularly used by employees, including but not limited to: work areas, restrooms, hallways, employee lounges, cafeterias, conference and meeting rooms, lobbies, reception areas, and vehicles **District** owns or uses. The **District** may designate an outdoor smoking area for its employees. The **District** shall not allow the use of tobacco or smoking products during staff and training meetings.

### **2.20 Outside Employment**

#### **2.20.1 Policy**

In order to maintain a workforce that is available to provide proper services and carry out functions of the **District**, employees are prohibited from engaging in outside employment which presents real or potential conflict with or negatively impacts their employment with the **District**.

#### **2.20.2 Conflicting Employment**

Outside employment may be classified as in conflict with the **District's** interests if it:

1. Interferes with or negatively impacts the employee's ability to perform assigned job.
2. Prevents the employee's availability for work beyond normal working hours, such as emergencies or peak work periods, when such availability is a regular part of the employee's job.
3. Is conducted during the employee's work hours.
4. Requires the services of other employees during their normally scheduled work hours.

5. Makes use of the **District's** telephones, computers, supplies, or any other resources, facilities, or equipment.
6. Is represented as an activity of the **District** or an activity endorsed, sanctioned, or recommended by the **District**.
7. Takes advantage of the employee's employment with the **District**, except to the extent that the work with the **District** may demonstrate expertise or qualification to perform the outside work.
8. Requires the employee to schedule time off at specific times that could disrupt the operation of the **District**.
9. Involves employment with a firm that has contracts or does business with the **District**. Exceptions to this policy have been identified in *Code of Ethical Standards* policy.
10. Negatively impacts the public's perception of the integrity or credibility of the **District**.

### **2.20.3 Procedure**

1. An employee must request written approval from the direct supervisor/manager for outside employment, including self-employment. The proposed outside employment may not be construed as an extension of assigned duties or responsibilities with the **District**.
2. In order to determine if there is a conflict with the employee's duties, the supervisor/manager may request information, such as:
  - The outside employer's name;
  - Nature of the work performed by the outside District;
  - Whether the activity of the outside employment requires employee to disclose information obtained with **District** and/or impairs employee's independence or ethics;
  - Proposed work schedule;
  - Job location; and
  - Duties to be performed.
3. If the supervisor/manager denies the request, the employee may request a review by the department head or designee whose decision will be final.
4. The **District** may withdraw approval of the outside employment if a conflict is determined.
5. Employees who engage in outside employment which is prohibited by this policy may be subject to discipline, up to and including termination.

## **2.21 Personal Appearance**

### **2.21.1 Policy**

1. Each employee is expected to dress and groom appropriately for the job, presenting a clean, safe, and neat appearance. An employee unsure about whether attire or grooming is appropriate should consult with the direct supervisor or manager.
2. Employees working in office areas should dress professionally. Appropriate attire includes, but is not limited to, slacks, khakis, capris, or crop pants (if they portray a

business appearance), knit blouses or tops, dress shirts, polo and cotton shirts, skirts and dresses, turtlenecks, sweaters, loafers, and sandals. T-shirts, and sweat suits are not appropriate office dress. Leggings are acceptable as long as they are worn with a long shirt/sweater that reaches at least mid-thigh, and maintain the professional standards set forth in this policy.

3. For those employees who do not have direct contact with the public, dress should still be neat and clean and pose no safety hazard to themselves or others.
4. On approved casual days, employees may dress in casual clothing, including T-shirts, although dress standards still require a neat, clean appearance.
5. Field employees are required to wear the assigned work uniform provided by the **District**. If a work uniform has not been assigned, employees may wear jeans and T-shirts. Any employee who performs any work assignments in the field must wear closed-toe shoes. Long hair must be tied back to ensure the employee's personal safety. Loose clothing or dangling jewelry that poses a safety hazard to employees also is prohibited.
6. Under no circumstances may employees wear halter tops, strapless tops, spaghetti straps, tank tops, cropped tops, clothing with offensive wording (sexually related references or inappropriate language) or that promotes the use of illegal drugs, prohibited substances, or alcohol, clothing that shows undergarments (sheer), torn clothing, clothing with holes in it, or tight-fitting, revealing, or oversized clothing. All clothing must be clean, neat, and fit properly. Safe, neat, and clean shoes should be worn at all times.
7. For all employees, professional appearance means that the **District** expects employees to maintain good hygiene and grooming while working. Facial hair is permitted as long as it is neat and well-trimmed. Earrings in the earlobe are acceptable; however, gauges, extenders, and/or o-rings must be removed while working. Rings/studs through the nose, eyebrow, tongue, or body parts other than the ear lobe that are visible to the public may not be worn while working. All tattoos must be small in size or covered at all times and may not be offensive in nature (sexually related references, inappropriate wording, and the promotion of illegal drugs or prohibited substances is prohibited). Employees are expected to be conservative in the wearing of makeup, scented products, and hairstyles.
8. If an employee requires a reasonable accommodation regarding personal appearance for bona fide legal reasons, the employee shall contact the direct supervisor or manager to discuss an exception to the personal appearance guidelines. Unless it would constitute an undue hardship or safety hazard, the **District** will accommodate such requests.

### 2.21.2 Enforcement

1. All employees should practice common sense rules of neatness, good taste, and comfort. Provocative clothing is prohibited. **District** reserves the right to determine appropriate dress at all times and in all circumstances.
2. When the **District** believes an employee's dress or grooming does not comply with the personal appearance guidelines, the immediate supervisor will discuss the issue with

the employee. If counseling fails to result in the desired response, the supervisor may initiate disciplinary action.

3. **District** may require employees to change clothes should it be determined that dress is not appropriate.

## **2.22 Children, Animals, and Visitors in the Workplace**

To avoid disruptions to the employee and coworkers, potential distractions in serving members of the community, and to reduce personal and property liability, employees shall not bring children and/or animals to the workplace and are limited in having family and friends visit.

This policy is intended to address the presence of children and animals while the employee is on duty and does not include official functions or activities promoted by the **District** which may allow children and/or animals.

Supervisors may grant a temporary exception to the rule prohibiting children in the workplace, not to exceed one workday, to accommodate the employee. If an exception is granted, it is the responsibility of the employee to supervise and control the movements of the child. It is not acceptable to request an accommodation to bring sick children into the workplace.

The **District** understands that an occasion may arise when an employee receives a visit from a family member or friend during working hours and allows such visits, providing they are short in duration and not disruptive to other employees or the public.

## **2.23 Reporting Convictions, Investigations, and Change of License**

### **2.23.1 Reporting Convictions**

All employees and volunteers are required to immediately report convictions, guilty or nolo contendere pleas, or deferred adjudications for felony, misdemeanor (excluding juvenile adjudication), or any lesser crime other than minor traffic infractions to their supervisor or manager. Convictions shall not automatically impact the employees' employment or the volunteer's assignment. The **District** will make an assessment of the effect of the conviction to the essential duties of the position the employee holds or the duties the volunteer performs.

### **2.23.2 Reporting Investigations**

All employees and volunteers are required to immediately report to their supervisor or manager if they are under investigation by a licensing board or other regulatory entity for actions related to their employment or volunteer assignment.

### **2.23.3 Reporting Change of License**

An employee or volunteer must immediately notify the direct supervisor or manager of any suspension, restriction, or revocation of one's driver's license, permit, or other license or certification required for the performance of assigned job duties.

#### **2.23.4 Prohibition of Threats or Coercion**

An officer or employee shall not directly or indirectly use or attempt to use the officer's or employee's official authority or influence to intimidate, threaten, coerce, command, influence, or attempt to intimidate, threaten, coerce, command, or influence another officer or employee in an effort to interfere with or prevent the disclosure of information concerning improper governmental action or to pressure another officer or employee to take reprisal or retaliatory action. The provisions of this policy shall not be used to harass another officer or employee.

In accordance with NRS 281.631, an officer or employee is required to use official authority or influence to remedy any reprisal or retaliatory action of which the officer or employee becomes aware. Use of "official authority or influence" may include taking, directing others 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.

Employees who believe a reprisal or retaliatory action against the officer or employee for disclosing information concerning improper governmental action as defined in NRS 281.611 may file a written appeal, per NRS 281.641.

**District** will further comply with its obligations per NRS 281.611-671, inclusive.

#### **2.23.5 Disclosure of Untruthful Information**

This policy does not preclude the **District** from initiating proper disciplinary action against an individual who discloses untruthful information concerning improper governmental action.

### **2.24 Workplace Safety**

Employees have a duty to comply with all safety rules and are expected to take an active part in maintaining a hazard-free environment. Nevada OSHA requires that each new employee reads, understands, and signs the Nevada Workplace Safety Employee Rights and Responsibilities form. Employees are to direct questions to their supervisor.

Employees are expected to observe all posted safety rules, adhere to all safety instructions, and properly use all equipment. Employees are required to report any accidents or injuries, and any breaches of safety to the direct supervisor as soon as possible.

Disciplinary action, up to and including termination, may be imposed for violation of known safety policy and/or procedure.

Employees with ideas, concerns, or suggestions for improved safety within the workplace are encouraged to raise them with their supervisor or with another member of management. Reports and concerns about workplace safety issues may be made anonymously if the employee wishes. All reports made in good faith may be made without fear of discrimination or retaliation.

## **2.25 Related Forms**

- Acknowledgment of Ethical Standards
- Alcohol Test Informed Consent: Applicants
- Documentation for Reasonable Suspicion Drug/Alcohol Testing
- Drug/Alcohol Test Informed Consent: Current Employees
- Drug Test Informed Consent: Applicants
- Investigation Checklist
- Investigation Report Template
- Last Chance Agreement – Drug and Alcohol
- Nevada Consanguinity/Affinity Chart
- Nevada Workplace Safety Employee Rights and Responsibilities
- Notice – Designation of Equal Employment Opportunity Officer
- Outside Employment Disclosure Form
- Subsequent Injury Fund Questionnaire
- Suggested Steps for Reasonable Suspicion Drug-Alcohol Testing

## 3 EMPLOYMENT

### 3.1 Scope

The **District** will involve department management in the recruitment, examination, and selection process.

### 3.2 Source of Applicant

Regular positions may be filled by applicants selected from within or outside the organization. Applications from present employees may be considered for open positions before non-employee applicants are considered. For open recruitments, the position vacancy announcement will be posted internally and externally.

Promotional recruitments limit consideration of applicants to qualified employees currently working for the **District** within a single department of the **District** (departmental/promotions) or to qualified employees currently working within the **District** (**District-wide/promotional**). Departmental/promotional recruitments shall be limited to employees in regular or introductory status who have completed at least twelve months of service. **District-wide/promotional** recruitments are limited to regular or introductory employees of the **District** with at least twelve months of service.

### 3.3 Job Announcements

Prior to initiating recruitment, the **District** may verify the essential job functions; identify knowledge, skills, and abilities needed, and determine what education, experience, and credentials will provide the desired knowledge, skills, and abilities.

#### 3.3.1 Open Recruitments

The **District** will announce all vacancies for regular positions. Position vacancies will be publicized to allow potentially qualified and interested individuals to learn of employment opportunities and to encourage qualified applicants from diverse backgrounds to apply. Recruitment announcements will always be posted at the employee information board of the **District** and in such other places as the **District** feels appropriate. The announcement will normally include:

1. Title and pay range ~~of the class of the vacancy~~;
2. Nature of the work to be performed, including the essential job functions;
3. Minimum as well as any preferred qualifications, including education and/or experience, knowledge, skills, and abilities, or other special criteria associated with the position;
4. License or certifications required;
5. Manner of applying (where, how and deadlines); and
6. A declaration that the **District** is an Equal Employment Opportunity (EEO) **District**.

7. Regular employees will be released from work, on paid status, to take an examination and participate in an interview held during their scheduled work time.  
Casual/temporary/seasonal workers will not be paid for time taken to participate in an examination or interview.

### **3.3.2 Promotional Recruitments**

Notice of promotional recruitments will be posted in the **District's** work locations as appropriate. When an eligible list is to be established as a result of a promotional recruitment and used to fill more than the current vacancy, the announcement will state the time period during which the list will be used and state that only the most appropriately qualified applicants will be placed on the list. The announcement will include the criteria outlined above in sub-section *Open Recruitments*, items 1-6.

Regular employees will be released from work, on paid status, to take a promotional examination and participate in an interview held during their scheduled work time. Casual/temporary/seasonal workers will not be paid for time taken to participate in a promotional examination or interview.

## **3.4 General Requirements for Filing of Applications**

### **3.4.1 Application Forms**

1. Applicants must complete a separate application form for each vacancy unless the job announcement indicates otherwise. The District may also require résumés, completed supplemental questionnaires, and other evidence of education, training, experience, or other lawful requirements, including licenses and certifications. Applications **and related documents** submitted become the property of the District.
2. The following provisions apply to all applicants except an applicant for a position that is a peace officer, firefighter, or has physical access to a computer or other equipment used for access to the Nevada Criminal Justice Information System or the National Crime Information System.
3. Applications for employment must be made in writing on prescribed forms (whether hard copy or electronic) which will include a statement that a record of conviction will not necessarily bar the applicant from employment and certain factors will be considered, such as:
  - Whether any criminal offense charged against an applicant or committed by the applicant directly relates to the responsibilities of the position for which the applicant has applied;
  - The nature and severity of each criminal offense charged against the applicant or committed by the applicant;
  - The age of the applicant at the time of the commission of each criminal offense;
  - The period between the commission of each criminal offense and the date of the application for employment; and
  - Any information or documentation demonstrating the applicant's rehabilitation.



### 3.4.2 Signatures

Applications must be signed by the applicant. An electronic signature is acceptable.

### 3.5 Application Filing Periods

Recruitment announcements will specify the application filing period. Applications must be received by the date specified. The filing period may end on a specific date and/or may allow acceptance of applications until a sufficient number of appropriately qualified applicants have applied. The **District**, consulting with department management, will determine when sufficient applications have been received.

Application periods will end at the close of the business day or at the specific time stated on the recruitment announcement. A job announcement may be cancelled at any time and for any reason as determined by the **District**.

### 3.6 Eligibility of Applicants

An applicant may be disqualified from further participation in the recruitment process and/or from placement on an eligible list by the **District** for material reasons, including, but not limited to:

1. The application does not indicate the applicant possesses the qualifications required for the position.
2. The application is not fully and/or truthfully completed.
3. The applicant has prior convictions that relate to the position for which the applicant is being considered as a peace officer, firefighter, a position for an agency which provides child welfare services or residential mental health treatment to children; or a position which entails physical access to computer and/or equipment used to access the Nevada Criminal Justice Information System or the National Crime Information Center, as provided for in Nevada statute, as applicable; or other positions exempted by state or federal law.
4. The applicant has been discharged from or resigned in lieu of dismissal from any prior employment for any cause which would constitute a reason for dismissal from employment with the **District**.
5. The applicant does not appear at the time and place designated for an examination or interview.
6. The applicant is a former employee of the **District** who, absent a compelling reason, quit without notice.
7. Applicant's failure to possess a valid license, certificate, permit, or occupational certification. If a prospective applicant for a position cannot obtain the required license, certificate, permit, or occupational certification required for the job, the applicant will not be given any further employment consideration. Any job offer, offer of promotion, or offer of transfer previously made will be withdrawn.
8. The applicant is a former employee whose performance evaluations indicated below acceptable performance and/or behavioral problems, such as insubordination, leave abuse, or excessive tardiness.

### **3.7 Limitation of Applicant Pool to Most Qualified**

The **District** may determine at any point in the recruitment process that only those applicants who are deemed most qualified for the vacancy being filled will continue to be considered.

### **3.8 Examination Process**

#### **3.8.1 Administration of Examinations**

All examinations for initial employment, whether formal or informal, are conducted under the direction of the **District**. The techniques used in the examination process shall be consistent, impartial, practical, and relate to the qualifications and suitability of applicants to perform the job duties and responsibilities of the position.

#### **3.8.2 Factors Evaluated**

Examinations may be used to evaluate applicants' qualifications and suitability for the position. Factors evaluated through the examination process may include, but are not limited to, the knowledge, ability, skill, achievement, physical and mental fitness, and job-related competencies such as customer service skills.

#### **3.8.3 Minimum Standards**

In any examination, the **District** may include qualifying and/or competitive components and may establish minimum standards or scores for each component and/or the examination as a whole.

### **3.9 Interviewing Applicants**

Once applications have been evaluated and a determination of whether to interview has been made, applicants may be notified as to their status.

Each applicant applying for the same position will be asked the same job-related questions and rated using the same evaluation form to measure the extent to which each applicant possesses the necessary knowledge, skills, and abilities required for the position. Whenever necessary, follow-up questions should be asked to clarify the response of the applicant. Questions which are unlawful or on inappropriate subjects must be avoided.

Applicants who are selected for an interview will be provided the pay range of the position for which was applied.

### **3.10 Selection**

Employment decisions will be based solely on merit. Consistent with applicable federal, state, and local laws and regulations, employment decisions may not be influenced by any protected class membership or the applicant's wage or salary history. The **District** will not request usernames and passwords for personal social media accounts. The hiring manager has ultimate responsibility for selection of the applicant for hire; however, input of the other members of the interview team may be taken into consideration. The hiring manager

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is responsible for ensuring the selected applicant meets the required qualifications. The hiring manager will document the basis of the decision to select a particular applicant; e.g., why the applicant is the most qualified and the best fit for the position. The hiring manager should also document why other applicants were not selected; the Applicant Interview Evaluation Form is a good tool for this. The hiring manager will submit the documentation regarding the reasons the selected applicant was chosen and notify Human Resources of the selection.

In compliance with NRS 281.060(2), if all other qualifications of applicants are considered equal, the **District** will give preference first, to honorably discharged military personnel who are citizens of the State of Nevada, and second to citizens of the State of Nevada.

### 3.11 Correction of Administrative Errors

If the **District** should discover any administrative error regarding the process of filling a vacancy, the **District** will correct the error at any time during the duration of the eligible list. No such correction shall affect an appointment.

### 3.12 Reference Checks

Acquiring and providing accurate employment references is an important component of acquiring, retaining, and providing relevant information concerning employees. Therefore, the **District** is committed to adhering to the following procedure whenever conducting a reference check for an applicant for employment or when responding to inquiries from others for information regarding a current or former employee.

#### 3.12.1 Acquiring References

Reference checks are conducted to assist the **District** in assessing an applicant's fitness for employment with the **District**. Only those employees designated by the Human Resources Department may acquire employment references. Any authorized employee of the **District** who attempts to acquire reference information on an applicant must comply with the following:

1. Obtain an **District** employment application that is signed and dated by the applicant. The applicant must have completed all relevant sections of the application.
2. Obtain authorization from the applicant by means of the applicant's signature directly on the application and/or separate release form for the release of information from former Districts, military, educational institutions, other institutions, personal references, and other individuals listed on the application. Authorization for release of such information by the applicant shall include a release from liability of any company, institution, or individual providing such information. Applicants who refuse to sign such a release will be eliminated from further consideration for employment with the **District**.
3. Inform the applicant that the **District** will conduct a reference check and that evaluating the applicant's suitability for employment includes contacting employment and other

references, educational institutions, and personal and professional associates to verify information provided.

4. Develop questions that are related to the essential functions of the position and are non-discriminatory. Questions related to an applicant's training, knowledge, skills, production, timeliness, quality of work, and ability to work with others are examples of appropriate inquiries. Discriminatory or non-work-related questions such as family or marital status, disabilities, age, and related areas are not appropriate.
5. Identify the appropriate individual(s) to question regarding the applicant's work performance, knowledge, skills, and abilities related to the essential functions of the position.
6. Adequately document the conversation and record refusals to provide information.
7. Maintain strict confidentiality of all reference information. Only employees, supervisors, or management officials of the **District** who have a demonstrable work-related need-to-know should be accorded access to such information.

***Note:** For positions that require a CDL or otherwise defined as safety-sensitive positions by 49 CFR Part 382 and U.S. Department of Transportation regulations, the **District** shall obtain, pursuant to an applicant's written consent, information on the applicant's alcohol tests and/or verified positive controlled substance test results, and refusals to be tested within the preceding two years from date of application which are maintained by the previous Districts.*

### **3.12.2 Providing References**

All requests for employment information shall be referred to Human Resources. Only those personnel designated by the **District** are authorized to release employment information to third parties.

The **District** has a neutral reference policy as well as a confidential information policy. Only the following personnel information and employment records that the **District** maintains concerning current and former employees shall be provided upon request:

- Name
- Class/Job Title
- Dates of employment
- Rate of pay

Information regarding an employee terminated for violent actions in the workplace or who may have demonstrated dangerous behavior in the workplace will be provided only after consultation with **District's** legal counsel.

Employment information and documented incidents regarding the character, honesty, and potential for violence of the **District's** employees may be provided to governmental Districts, including, but not limited to, any federal, state, county, municipality or city Districts, or any other private (non-governmental) **District** where the employee's character, honesty, sexual misconduct, and potential for violence are relevant issues. Examples include, but are not limited to, jobs which involve public safety, entrustment for the care or

safety of children, the elderly or health care patients, or positions having access to money and/or valuables. Information in this section may be provided after consultation with **District's** legal counsel.

In addition, Districts will:

- Provide information requested by public safety agencies in accordance with NRS 239B.
- Provide information requested by public schools, private schools, charter schools, university schools for profoundly gifted pupils, and/or contractors or agents who work at schools in this state in accordance with Nevada law.
- Make available to subsequent Districts upon receipt of written request from the employee or former employee, records which are required for employees in safety-sensitive positions, as defined in 49 CFR Part 382 and U.S. Department of Transportation regulations.

In accordance with NRS 239.012, a public officer or employee who acts in good faith in disclosing or refusing to disclose information and the District of the public officer/employee are immune from liability for damages, either to the requester or to the person whom the information concerns.

### **3.13 Background Checks**

The **District** desires to maintain a productive, efficient, effective, healthy, and safe work environment and, as a result, will conduct pre-employment background checks of applicants, and current employees as necessary.\* Background checks may include verification of employment, educational background, criminal/court history records check; credit report check; military records check; drug test for safety sensitive positions; character references, and other publicly available information deemed to be job related. In addition, if the position requires driving a vehicle, a Department of Motor Vehicles (DMV) search may be conducted. If the position involves contact with minors or with any persons having diminished capacity to care for themselves, a search of government sex offender registries may be conducted. If the position requires licensing or certification, the institution and/or licensing authority may be contacted to verify possession of education, licenses, and/or certificates.

If these background checks are conducted by external third parties (also called "consumer reporting agencies"), they will be governed by relevant provisions of the Fair Credit Reporting Act (FCRA) and the Fair and Accurate Credit Transactions Act (FACT). FCRA and FACT cover background checks and other investigations for prospective employees, and current employees in certain situations, such as a promotion to positions requiring additional information. FCRA and FACT specifically exclude misconduct investigations, such as unlawful harassment charges. Nevada law (NRS 613.580) restricts the use of consumer credit information to limited positions;

Unless, pursuant to a specific provision of state or federal law, the criminal history of an applicant for employment may be considered only after the earlier of:

- The final interview conducted in person; or
- A conditional offer of employment has been made.

### **3.13.1 Consumer Reporting Agencies Reports**

The types of reports that may be requested from consumer reporting agencies under this policy include, but are not limited to: credit reports, criminal records checks, court records checks, driving records, and/or summaries of educational and employment records and histories. These reports or checks are also called "consumer reports." The information contained in these reports may be obtained by a consumer reporting agency from public record sources or through personal interviews with the applicant's or employee's coworkers, neighbors, friends, associates, current or former Districts, or other personal acquaintances. These are sometimes referred to as "investigative consumer reports." Any information contained in such reports may be taken into consideration in evaluating an applicant's or employee's suitability for employment, promotion, reassignment, or retention.

## **3.14 Offers of Employment**

### **3.14.1 Policy**

The following provisions apply to all applicants except for a position that is a peace officer, firefighter, or has physical access to a computer or other equipment used for access to the Nevada Criminal Justice Information System or the National Crime Information System, or other positions exempted by State or federal law.

1. Unless, pursuant to a specific provision of state or federal law, the criminal history of an applicant for employment may be considered only after the earlier of:
  - The final interview conducted in person; or
  - A conditional offer of employment has been made.
2. The **District** may, before selecting an applicant as a finalist for a position or extending to an applicant a conditional offer of employment, notify the applicant of any provision of state or federal law that disqualifies a person with a particular criminal history from employment in a particular position.
3. The **District** may decline to make an offer of employment or rescind a conditional offer of employment extended to an otherwise qualified applicant who has criminal charges pending against the applicant that were filed within the previous six months or has been convicted of a criminal offense only after considering:
  - Whether any criminal offense committed by the applicant directly relates to the responsibilities of the position for which the applicant has applied;
  - The nature and severity of each criminal offense committed by the applicant;

- The age of the applicant at the time of the commission of each criminal offense;
  - The period between the commission of each criminal offense and the date of the application for employment; and
  - Any information or documentation demonstrating the applicant's rehabilitation.
4. The **District** shall not consider any of the following criminal records in connection with an application for employment:
- An arrest of the applicant which did not result in a conviction;
  - A record of conviction which was dismissed, expunged or sealed; or
  - An infraction or misdemeanor for which a sentence of imprisonment in a county jail was not imposed.
5. If the criminal history of an applicant is used as a basis for rejecting an applicant or rescinding a conditional offer of employment, such rejection or rescission of a conditional offer of employment must:
- Be made in writing;
  - Include a statement indicating that the criminal history of the applicant was the basis for the rejection or rescission of the offer; and
  - Provide an opportunity for the applicant to discuss the basis for the rejection or rescission of the offer with the director of human resources or a person designated by the director.

### 3.14.2 Job Offer Letters

1. The following procedures apply to *all applicants* except an applicant for a position that is a peace officer, firefighter, or has physical access to a computer or other equipment used for access to the Nevada Criminal Justice Information System or the National Crime Information System (the provisions outlined in *Job Offer Letters*, *Pre-Employment Drug Screening for Safety-Sensitive Positions*, and *Other Conditions* are applicable).
- After an applicant has been selected for employment or promotion, the General Manager will notify the Human Resources Department who will extend (when applicable), the following:
    - A “conditional offer of employment pending background check” if criminal background checks are required.
    - A “formal job offer letter” once all applicable criminal and medical checks and exams have been passed; this letter will include the terms and conditions of employment.
  - Prior to selecting the applicant as a finalist or extending letters, the Human Resources Department may:
    - Contact the applicant by telephone to determine whether there is continued interest in employment and to indicate that a request to hire has been made, but must state that only a notification in writing can be considered an official job offer.

- Notify the applicant of any provision of state or federal law that disqualifies a person with a particular criminal history from employment in a particular position.

*Note: All non-medical background checks must be completed before applicant is subject to medical exams.*

### **3.14.3 Pre-Employment Drug Screening for Safety-Sensitive Positions**

1. The **District** may require successful applicants for safety-sensitive positions to consent to a pre-employment screen test for drugs/prohibited substances. The **District** will advise the applicant that the presence of one or more drug metabolites may be cause for rejection from further consideration for employment, and that offers of employment are contingent upon a negative test result. The applicant may be asked to authorize the **District**, as a condition of employment, to conduct through the **District's** designated laboratory testing facility, a screen test for drugs/prohibited substances. Refusal to authorize and participate in a screen test shall eliminate the applicant from further consideration for the position.
2. The **District** may direct applicants to an appropriate collection facility. The screen test must be undertaken as soon after notification as possible, and in no circumstances later than 48 hours after notice to the applicant.
3. The **District** will advise applicants of the opportunity to submit medical documentation to support a legitimate use for a specific drug. Such information will be reviewed only by medical consultants determining whether the applicant is lawfully using an otherwise illegal drug or prohibited substance.
4. The **District** will not extend a formal job offer letter to any applicant with a verified positive test result, and such applicant will not be considered for any vacancy of the **District** for a period of twelve months. The **District** shall disqualify the applicant on the basis of failure to pass the applicable test(s).
5. **Current employees in safety-sensitive positions may be required to consent to a pre employment screen test for drugs/prohibited substances listed above after a leave of absence before performing safety-sensitive duties.**

### **3.14.4 Other Conditions**

1. All offers of initial employment are conditioned upon the applicant furnishing satisfactory evidence of identity and legal authority to work in the United States. Each applicant must attest to one's identity and legal authority to work in the United States in accordance with the applicable federal statute by completing and signing INS Form I-9 (Employment Eligibility Verification).
2. Human Resources will notify all unsuccessful applicants that they have not been selected, either verbally or in writing. The hiring supervisor will document any verbal notification.
3. Employees required to report the abuse or neglect of a child must be provided notice, in writing or electronically, of their duty as a mandatory reporter. The employee must sign acknowledgment of this notice which is to be filed in employee's personnel file



(This requirement is not necessary if the employee is licensed, certified, or endorsed by a board in the state).

### **3.15 Orientation**

The **District** recognizes that an appropriate and timely orientation program can aid the assimilation of new staff members. The hiring supervisor or manager will be responsible for the orientation of each new employee. Orientation may include, but is not limited to, a review of the organization and services of the **District**, work rules, standards of performance, and personnel policies and procedures including the policies relating to fair employment practices, prohibited conduct/behavior, workplace violence, alcohol and drug abuse, and workplace safety. Additionally, the supervisor or manager will ensure that the new employee:

- Has completed all new hire paperwork including payroll and benefit forms;
- Will receive or be provided access to the **District's** personnel policies;
- Has been introduced to other employees; and
- Has had the opportunity to have questions addressed.

### **3.16 Introductory Period**

All new and rehired employees, except elected officials, casual, temporary, or seasonal employees, and those identified as "at-will," will serve a twelve month introductory period beginning with the day the employee initially reports for work. Current employees who are promoted or transferred will also be required to serve a six month introductory period. During this introductory period, the employee and the **District** have the opportunity to evaluate one another and determine whether the employment relationship should be continued. At its sole discretion, the **District** may extend this introductory period up to twelve months when the **District** has had insufficient opportunity to assess the employee's ability to perform the job functions or such extension is determined appropriate. During the introductory period, the employment relationship is at-will and can be terminated by the employee or by the **District** at any time during the introductory period or during the extension of the introductory period, with or without cause or advance notice.

The supervisor will conduct performance evaluations as outlined in *Performance Management* section of this policy manual, to ascertain the advisability of continued employment.

### **3.17 Failure to Appear for Work**

If a selected applicant fails to report for work within the time period prescribed by the **District**, that applicant may be deemed to have declined the position.

### **3.18 Transfers**

A transfer is a lateral move to a job in the same pay range as the employee's present position for which the employee meets the minimum education and/or experience requirement.

### **3.18.1 Employee-Requested Transfer**

If the transfer is to another department, the employee may submit a transfer form or contact the hiring supervisor or manager, who will consider the transfer request by conducting discussions with the employee and appropriate supervisors or managers with knowledge of the employee's job performance. The hiring supervisor will also consider the employee's past performance, qualifications, abilities, and job experience as key factors in evaluating transfer requests. Approval of the transfer is at the sole discretion of the **District**.

### **3.18.2 Agency-Directed Transfer**

A manager/department head may, after giving ten working days' notice, transfer an employee to another position in the same class or a comparable class for the purpose of providing continued services to the citizens of the **District** or other appropriate cause. A transfer pursuant to this section must not be made to harass or discipline an employee. A regular employee who is required to transfer to a geographical location more than ten miles from their current work location, and who declines the transfer, has layoff rights as provided in the Layoffs policy.

## **3.19 Promotions**

The **District** encourages employees to apply for promotional opportunities for which they are qualified. Promotions will be based on the ability, qualifications, and potential of all applicants for the positions. Employees interested in announced positions must follow the application instructions outlined in the job announcement.

## **3.20 Rehire**

Regular employees, or employees serving an introductory period following promotion who subsequently resign, may be rehired without undergoing any recruitment within two years of the effective date of their resignation. The rehire must be to a position in the same class or a class comparable to the one in which the employee formerly served as a regular employee.

The decision to rehire shall be at the complete discretion of the **District** and no former employee shall have any right to or expectation of such rehire. Background and reference checks applicable to the position will be conducted for all rehires who resigned more than six months prior to being considered for rehire.

Upon rehire, the employee shall be required to successfully complete an introductory period. No credit for former employment shall be granted in determining eligibility for leave or other benefits.

***Note:** Limitations exist for rehiring retired public employees (NRS 286.523).*