



# Staff Report

**TO:** Board of Directors  
**FROM:** Greg Jones, Assistant General Manager  
**DATE:** December 8, 2021  
**SUBJECT:** Updates to District Policies (Consent)

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## *HUMAN RESOURCES*

### **RECOMMENDATION:**

Adopt Resolution No. 2021-42 (Updating Administrative Policies), pertaining to District Policy #2030 - Holidays, #2025 - Vacation, and #2090 - Work Apparel.

### **BACKGROUND:**

The District convened meetings with representatives of the American Federation of State, City and Municipal Employees (AFSCME) over the spring and summer of 2021 to negotiate Memorandum of Understandings (MOUs) for the Supervisory, Field and Office units.

During negotiations, updates were made to the MOU Vacation and Holiday articles to better reflect District practice and to clean up confusing, and sometimes opposing, language therein. In an effort to align Policy and Board direction with these agreements, the attached red-line changes are recommended for Board adoption.

District Policy #2090 - Work Apparel includes a list of currently associated employee classifications. Staff believes that the District Policy Manual is not an appropriate location for such lists to be housed. Staff recommends adding this same list as an appendix to the MOUs.

### **FINDINGS & ANALYSIS:**

The following is a list of findings which staff believes warrant the recommended changes:

1. On August 12, 2021, the three bargaining units of AFSCME voted to ratify the MOUs; and
2. On September 22, 2021 the Board of Directors approved Resolution 2021-31 authorizing changes to vacation and holiday articles in the MOUs, which has

created operational inconsistencies with the current District Policy; and

3. Alignment between District Policy and labor agreements create operational efficiencies and offer clear direction for staff; and
4. Removing the list of employee classifications from District Policy #2090 - Work Apparel, and including the list instead as an appendix to the MOUs offers greater flexibility for management and the union should there be any changes to position duties or classifications in the future.

**ALTERNATIVES:**

1. Accept all Policy changes; or
2. Do not accept changes, and provide staff with direction as to how to best align District Policy with labor agreements.

**CONCLUSION:**

Staff recommends adopting Resolution 2021-42, and accepting all red-lined changes to the attached District Policies.

**BUDGETARY IMPACT:**

None

**ATTACHMENTS (3):**

- Resolution 2021-42 - Updating Administrative Policies
- District Policy 2030 – Holidays (red-lined)
- District Policy 2025 – Vacation (red-lined)
- District Policy 2090 – Work Apparel (red-lined)



# RESOLUTION NO. 2021-42

OF THE BOARD OF DIRECTORS OF THE NEVADA IRRIGATION DISTRICT

## UPDATING ADMINISTRATIVE POLICIES

**WHEREAS**, the Nevada Irrigation District (the “District”) intends to establish, and revise from time to time, administrative policies to guide the operations and management of the District; and

**WHEREAS**, changes to vacation and holiday articles in the MOUs have created operational inconsistencies with current Board Policy; and

**WHEREAS**, alignment between Board Policy and labor agreements create operational efficiencies and offer clear direction for staff; and

**WHEREAS**, removing the list of employee classifications from the Work Apparel Policy #2090 and including them instead as an appendix in the MOUs offers greater flexibility for management and the union should there be any changes to position duties or classifications in the future.

**NOW, THEREFORE, BE IT RESOLVED**, the Board of Directors of the Nevada Irrigation District hereby adopts the following policies as attached, and shall be incorporated herein:

- #2025 – Vacation
- #2030 - Holidays
- #2090 – Work Apparel

**BE IT FURTHER RESOLVED**, that the attached policies shall be incorporated into the District Policy Manual, and the Board Secretary is hereby authorized to assign and revise policy numbers, and format and reformat the attached, as needed for an organized, comprehensive, policy manual.

\* \* \* \*

**PASSED AND ADOPTED** by the Board of Directors of the Nevada Irrigation District at a regular meeting held on the 8th day of December, 2021, by the following vote:

<b>AYES:</b>	Directors:
<b>NOES:</b>	Directors:
<b>ABSENT:</b>	Directors:
<b>ABSTAINS:</b>	Directors:

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President of the Board of Directors

**Attest:**

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Secretary to the Board of Directors

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# Nevada Irrigation District

## POLICY MANUAL

POLICY TITLE:     Holidays  
POLICY NUMBER: 2030

~~2030.1~~ Regular employees will receive a maximum annual allowance of 104 holiday hours.

~~2030.21~~ Regular and probationary employees will receive the following observed holidays off with pay at a rate of eight (8) hours per holiday. All regular full-time employees are eligible to receive eight (8) hours of pay at their straight time rate for each of the following holidays:

- |  |                             |                                   |
|--|-----------------------------|-----------------------------------|
| <del>New Year's Day</del>                | <del>Labor Day</del>        | <del>Columbus Day</del>           |
| <del>Martin Luther King's Birthday</del> | <del>Columbus Day</del>     | <del>Veteran's Day</del>          |
| <del>President's Day</del>               | <del>Veteran's Day</del>    | <del>Thanksgiving Day</del>       |
| <del>Memorial Day</del>                  | <del>Thanksgiving Day</del> | <del>Day after Thanksgiving</del> |
| <del>Independence Day</del>              | <del>Juneteenth</del>       | <del>Day after Thanksgiving</del> |
| <del>Independence Day</del>              | <del>Labor Day</del>        | <del>Christmas Day</del>          |
|  |                             | <del>Christmas Day</del>          |

~~The above holidays shall fall on the days specified in State or Federal law of order. Regular employees will receive a maximum annual allowance of 112 holiday hours.~~

~~2030.3~~ Regular ~~full-time and probationary~~ employees will receive an additional sixteen (16) hours of floating holiday at their straight time rate at the time of hire and once thereafter at the beginning of each pay per calendar year:

~~2030.3.1~~ Holiday time will consist of an eight (8) hour day: ~~for a full time employee. If an employee is on an alternate work schedule, the employee will be required to use floating holiday hours to make up the difference between the holiday hours provided and the employee's regularly scheduled hours. Employees who exhaust floating holiday hours will be required to use vacation leave to make up any difference. Work schedules at the time the holidays identified in Section 2030.2 above will require the use of floating holiday to make up the balance in the event of alternate schedules.~~

~~2030.3.2~~ If not used or needed for purposes of Section 2030.3.1 above ~~the remaining eight (8) hours floating holiday hours~~ may be used in minimum increments of one (1) hour at the employee's discretion with prior approval of their Department Manager.

2030.3.3 Floating holiday hours must be used and recorded for payroll purposes by the last pay date of the calendar year in which they were accrued.

2030.3.43 Unused holiday hours, including unused floating holiday hours, will not be paid upon separation from the District nor will they be carried over from calendar year to calendar year.

2030.3.5 Employees who begin employment after the start of the year will receive a pro-rated number of floating holiday hours at the time of employment.

**2030.4** Part-time employees shall be eligible for paid District-observed legal holidays and floating holiday hours on a pro-rated basis an in an amount which will coincides with their full-time equivalency. number of work hours scheduled. Upon completion of the probationary period, regular part time employees shall be eligible for any unused annual floating holiday hours. Regular part-time employees may use floating holiday hours after completion of their probationary period.

Definition of Actual Holidays: Any of the above holidays that fall on a workday in the basic workweek, or the true calendar date.

**2030.5** Definition of Observed Holidays: Generally, when any of the above holidays fall on a Sunday, the Monday following will be observed as a holiday. When any of the above holidays fall on a Saturday, the Friday preceding shall be observed as a holiday. An observed holiday will be observed in the year that it occurs. If an employee is required to work on a holiday, the actual holiday will be considered the date on which the holiday is observed. For employees who are given time off for the holiday, the holiday will be observed as follows:

2030.5.1 If the holiday falls on a Sunday, the Monday following will be observed as the holiday

2030.5.2 If the holiday falls on a Saturday, the Friday preceding shall be observed as the holiday.

~~2030.6.~~2030.5.3 In all instances, an observed holiday will be observed in the calendar year in which it occurs.

~~2030.7~~ ~~2030.6~~ Holiday Work: An Employees may be required to work on an observed holiday holidays that fall on their workdays, in which event any such employee shall, in addition to the holiday pay, be compensated at the overtime rate of pay for all time worked on the holiday, such days, or have the day banked to be used at a later time during the calendar year in which the holiday occurred. added to the vacation time. Any banked holidays that are not used in the calendar year in which the hours are banked will be paid out in the first full pay period in the subsequent calendar year.

If any of the above holidays fall on a Saturday or Sunday (Observed Holiday in effect) and on a regular workday for the employee, the Actual Holiday will be treated as a holiday worked. If the employee works both the Observed Holiday and the Actual Holiday they are only entitled to treat one of those days as a Holiday Worked.

~~2030.8~~2030.7 Weekday Holidays and Days Off: When any of the above holidays fall during the period of Monday through Friday, but the day on which the holiday is observed occurs upon ison a non-workday of an employee, that employee shall be compensated at the straight time rate of pay for that day, or have the Holiday (8 hours) banked to be used at a later time during the calendar year in which the holiday

occurred. Any banked holidays that are not used in the calendar year in which the hours are banked will be paid out in the first full pay period in the subsequent calendar year, added to vacation time.

~~**2030.9** Holiday Hours Converted to Vacation Time: Any holiday hours converted to vacation time will be counted as holiday hours received for purposes of the maximum annual allowance of 104 hours.~~

Adopted: June 25, 2014 via Resolution No. 2014-40 Revised:  
February 10, 2021 via Resolution No. 2021-03  
Revised: **December 8, 2021 via Resolution No. 2021-42**

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# Nevada Irrigation District

## POLICY MANUAL

POLICY TITLE: Vacation  
POLICY NUMBER: 2025

~~2025.1 This policy shall apply to regular employees in all classifications.~~

### 2025.1 Accrual

~~2025.2.1 After the first (1<sup>st</sup>) six (6) months of continuous service with the District, each full-time employee will receive five (5) days of vacation (40 hours for regular full-time employees) with pay and will accrue vacation with pay in accordance with the following schedule. A regular full-time employee will accrue vacation with pay based on the employee's continuous years of service and in accordance with the following schedule:~~

Years of Service	Accrued Hours/ Pay Period	Max Accrued Days	Max Accrued Hours
0-4	3.079	20	160
5-9	3.692	24	192
10-14	4.615	30	240
15-19	6.166	40	320
20-24	7.691	50	400
25 or More	8.012	52	416

~~2025.2.2 A part-time regular employee will accrue vacation on a pro-rata basis according to their full-time equivalency.~~

~~2025.2.3 Eligible employees will accrue vacation as they work up according to the rates provided above, except that the maximum number of hours in an employee's vacation bank shall not exceed the maximum hours listed above. Unused vacation hours carryover from year to year but are subject to the applicable maximum hours cap listed above. Employees who reach their maximum vacation accrual shall not accrue additional days until vacation is used. Employees in an unpaid status do not accrue vacation.~~

~~2025.2.42 Employees who reach their maximum vacation accrual shall not accrue additional days until vacation is used.~~ In the event work requirements prohibit employees from using vacation, the General Manager may authorize the employee to retain those days. This

review is a case by case basis and will only be authorized by the General Manager. The General Manager's decision is ~~final~~not subject to the Grievance Procedure.

~~2025.2.3~~ ~~Newly hired probationary employees shall not accrue vacation pay during the probationary period; however, if a probationary employee shall become a regular employee of the District, after six (6) months of employment with the District, the period which the employee occupied probationary status shall be included in calculating his/her entitlement to vacation with pay.~~

~~2025.2.4~~ ~~Regular part time employees shall accrue vacation on a pro-rata basis (Example: a four year part time employee working 20 hours per week is equal to 20/40 x 10 days, or 40 vacation hours per year).~~

## 2025.2 Usage and Scheduling

~~2025.3.1~~ ~~The District will not require an employee to take vacation in lieu of sick leave or leave of absence on account of illness. An employee is eligible to begin using vacation time after completing their initial probationary period. Although an employee may accrue vacation before completing the initial probationary period, the employee is not eligible to use accrued hours prior to completing the initial probationary period.~~

~~2025.3.2~~ ~~If an employee has exhausted sick leave and has a medical need to be absent from work, the District may require that the employee use vacation hours to remain in paid status. If a holiday falls on a workday within an employee's vacation period, such employee will not be charged with a day of vacation for the holiday and will be compensated for the holiday.~~

~~2025.3.3~~ ~~Employees should submit written requests for vacations to their Department Manager, or his/her designee, at least one week prior to the requested vacation and in compliance with the Department's workload scheduling procedures. Whenever possible, vacations will be approved by the Department within five days of submitting. If the vacation request is denied due to District needs, the Department will work with the employee to find alternative dates that are acceptable to both parties. Vacations may be scheduled at any time from the first of the year to the end of the year with the approval of the Department. However, employees occupying positions that require their presence on the job during certain parts of the year will not be permitted to take their vacations during those periods. If an employee falls ill while on a pre-approved period of vacation leave, the employee may request to use sick leave hours in lieu of vacation time during the period of the employee's illness. Any such request must be submitted at the time that the employee falls ill and will be denied if submitted after the employee returns from vacation. Requests must be made to the employee's supervisor using the call out procedures that would have applied if the employee had been scheduled to be at work and needed to be absent due to illness. An employee may be required to provide documentation in support of a request to use sick leave under this provision.~~



**2025.3.4** Regular employees whose employment with the District is terminated for any reason will, at the time of termination, receive any unused vacation pay previously earned. If a holiday falls on a workday within an employee's vacation period, such employee will not be charged with a day of vacation for the holiday and will receive holiday pay instead.

**2025.3.5** Employees who are on a leave of absence without pay will not accrue vacation leave. Employees should submit written requests for vacations to their Department Manager, or their designee, at least two weeks prior to the requested vacation and in compliance with the Department's workload scheduling procedures. Whenever possible, vacations will be approved by the Department within five business days of submitting. If the vacation request is denied due to District needs, the Department will work with the employee to find alternative dates that are acceptable to both parties. Vacations may be scheduled at any time from the first of the year to the end of the year with the approval of the Department. However, employees occupying positions that require their presence on the job during certain parts of the year will not be permitted to take their vacations during those periods.

**2025.3.6** Vacation may be used in minimum increments of at least 1 hour. Vacation is paid at an employee's base hourly rate.

### **2025.3 Vacation Upon Separation**

**2025.4.1** An employee may not use vacation to delay their separation date.

**2025.4.2** A regular employee who has not completed their initial probationary period and whose employment with the District is terminated for any reason is not eligible to receive payment for any accrued vacation hours.

**2025.4.3** A regular employee who has completed the initial probationary period and whose employment with the District is terminated for any reason will receive payment for any previously accrued and unused vacation pay as part of their final paycheck.

Adopted: June 25, 2014 via Resolution No. 2014-40  
Revised: October 25, 2017 via Resolution No. 2017-3  
Revised: **December 8, 2021 via Resolution No. 2021-42**

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# Nevada Irrigation District

## POLICY MANUAL

**POLICY TITLE:** Work Apparel

**POLICY NUMBER:** 2090

- 2090.1** Employees working in designated classifications shall be issued work apparel in order that a standardized appearance is presented to customers and citizens. Sufficient quantities of working apparel shall be provided so that each designated employee will report for work appropriately dressed in clean apparel each work day. Work apparel will be neat, clean and shirttails will be tucked into trousers. Employees may elect to wear their own dark shaded trousers provided they are clean and neat in appearance. Shorts may be worn by certain Recreation Department employees where safety is not an issue and on approval by the General Manager; otherwise, shorts will not be worn by field personnel while on duty. Employees in designated classifications must wear work apparel at all times.
- 2090.2** The routine cleaning and normal maintenance of the work apparel, excluding t-shirts will be the responsibility of the District and shall be accomplished by a clothing apparel company of the District's selection. Loss of clothing when not in the custody of the District or cleaning contractor will be chargeable to the employee and improper care and handling on the part of the employee shall be reason to charge the repair cost or replacement to the employee. Employees furnished work apparel will deposit five (5) sets (shirt and trouser) of soiled clothes on a designated day, in the clothing container provided. Clean working clothes will be available for pick up at the same time.
- 2090.3** The District recognizes the need for employees working out-of-doors to wear headgear, both as protection against the weather and for safety reasons. Upon hire standardized headgear (baseball type or beanie) will be provided to those classifications not required to wear hard hats. Headgear shall be kept clean or replaced by the District. Should an employee's headgear become extremely dirty or no longer serviceable or presentable, the employee may take the headgear to Purchasing for a replacement at any time during the year. For safety reasons, pins or emblems will not be allowed to be affixed to the headgear. Employees are required to wear only the approved NID headgear.
- 2090.4** A logo identifying the Nevada Irrigation District will be placed in a conspicuous place on the shirt. Distinctive clothing for supervisory personnel will be provided so that immediate identification of the crew leader will be apparent.
- 2090.5** Temporary employees will be provided T-shirts and standardized work caps.
- 2090.6** All work apparel must be returned to the District upon separation of employment or if a change in position results in a change of work apparel issued or type of work apparel issued.

2090.7

~~The following list of Job classifications identified in Exhibit A of the Benefit & Compensation plan and/or MOU or at the discretion of the employee's department manager are eligible for a boot allowance. will be issued work apparel and may from time to time be amended to either add or delete specific classifications. Employees in these job classifications must wear work apparel at all times. The District will pay \$180 toward the purchase and/or repair of work boots. for District Employees listed below and/or at the discretion of the employee's department manager. Payment will be made within two (2) weeks by the first full paycheck of the employee's date of hire, and annually thereafter."~~

Boots must meet applicable OSHA standards for the duties assigned.

**Administration**

~~\*Environmental Resources Administrator~~

~~\*Environmental Resources Technician I/II~~

~~\*Safety Technician I/II~~

~~\*Watershed Resources Planner~~

**Engineering Department**

~~Construction Inspector I/II~~

~~Construction Inspector Supervisor~~

~~\*Engineering Technician I/II — (Encroachment and Survey Sections)~~

~~\*Senior Engineering Technician — (Encroachment and Survey Sections)~~

**Finance Department**

~~Senior Storekeeper~~

~~Storekeeper~~

**Hydroelectric Department**

~~Hydroelectric Hydro-Electrical Machinist I/II~~

~~Hydroelectric Communications Technician I/II~~

~~\*Hydroelectric Compliance Technician I/II~~

~~Hydroelectric Generation Superintendent~~

~~Hydroelectric Generation Supervisor~~

~~Hydroelectric Maintenance Superintendent~~

~~Hydroelectric Maintenance Supervisor~~

~~Hydroelectric Maintenance Technician I/II~~

~~Hydroelectric Plant Operator I/II~~

~~Hydroelectric Plant Operator I/II — Resident~~

~~Hydroelectric System Technician I/II~~

~~Hydroelectric Utility Worker~~

~~Hydroelectric Water Systems Operator I/II~~

~~Hydrographer I/II~~

~~Senior Hydrographer~~

~~Senior Hydroelectric Hydro-Electrical Machinist I/II~~

~~Senior Hydroelectric Plant Operator~~

~~Senior Hydroelectric System Technician I/II~~

**Maintenance Department**

~~All classifications except those listed below:~~

~~\*\*Management Assistant~~

~~\*\*Maintenance Manager~~

~~\*\*Office Assistant I/II~~

**Operations Department**

~~All classification except those listed below:~~

~~\*\*Business Services Technician I/II~~

~~\*\*Cashier~~

~~\*\*Customer Service Administrator~~

~~\*\*Dispatcher~~

~~\*\*Finance Assistant I/II~~

~~\*\*Management Assistant~~

~~\*\*Senior Finance Assistant~~

~~\*\*Water Operations Manager~~

**Recreation Department**

~~Senior Facility Ranger Recreation Facility Superintendent~~

~~Senior Park Ranger~~

~~Facility Ranger~~

~~\* Work apparel for employees in these classifications are to be worn when out in the field~~

~~\*\* These positions are not eligible for Work Apparel~~

Adopted: December 10, 2014 via Resolution No. 2014-51

Revised: October 12, 2016 via Resolution No. 2016-35

Revised: October 25, 2017 via Resolution No. 2017-32

Revised: December 8, 2021 via Resolution No. 2021-42

Adopted: December 10, 2014 via Resolution No. 2014-51  
Revised: October 12, 2016 via Resolution No. 2016-35  
Revised: October 25, 2017 via Resolution No. 2017-32  
Revised: December 8, 2021 via Resolution No. 2021-42