

COLLECTIVE BARGAINING AGREEMENT

BY AND BETWEEN

**SERVICE EMPLOYEES INTERNATIONAL UNION, LOCAL 1107
SEIU, LOCAL 1107**

AND

CLARK COUNTY HOUSING AUTHORITY

JULY 1, 2002 to JUNE 30, 2005

TABLE OF CONTENTS

| <u>ARTICLE #</u> | | <u>PAGE</u> |
|------------------|--|-------------|
| | PREAMBLE | 1 |
| 1 | AGREEMENT | 1 |
| 2 | INTENT | 1 |
| 3 | RECOGNITION | 1 |
| 4 | CLASSIFICATIONS | 3 |
| 5 | NON-DISCRIMINATION | 3 |
| 6 | PROBATIONARY PERIOD | 4 |
| 7 | DISCIPLINARY ACTION | 4 |
| 8 | DISCIPLINE AND DISCHARGE PROCEDURES | 5 |
| 9 | GRIEVANCE AND ARBITRATION PROCEDURE | 6 |
| 10 | WORK WEEK AND HOURS OF WORK | 7 |
| 11 | PAY PERIODS | 9 |
| 12 | SENIORITY AND VACATION SCHEDULING | 9 |
| 13 | FILLING OF VACANCIES AND JOB POSTINGS/TRANSFERS AND PROMOTIONS | 10 |
| 14 | EMPLOYEE EDUCATION AND TRAINING POLICY | 11 |
| 15 | SENIORITY/LAYOFF/RECALL | 14 |
| 16 | EMPLOYEE RIGHTS | 15 |
| 17 | UNION RIGHTS AND OBLIGATIONS | 17 |
| 18 | NEGOTIATIONS RELEASE TIME | 20 |
| 19 | UNION MEMBERSHIP | 20 |
| 20 | BULLETIN BOARDS | 20 |
| 21 | LABOR – MANAGEMENT COMMITTEE | 21 |
| 22 | HEALTH AND SAFETY AND HEALTH AND SAFETY COMMITTEE | 22 |
| 23 | DIRECT DEPOSIT OF CHECKS; CREDIT UNION DEDUCTION | 23 |
| 24 | WAGES/HOURLY WAGE RATES | 23 |
| 25 | LONGEVITY PAY | 23 |
| 26 | MERIT INCREASES | 24 |
| 27 | ADMINISTRATIVE ABSENCE, CALL OUT AND OVERTIME PROVISIONS | 25 |
| 28 | HOLIDAY PROVISIONS | 27 |
| 29 | VACATION PROVISIONS | 27 |
| 30 | SICK LEAVE PROVISIONS | 29 |
| 31 | MISCELLANEOUS LEAVES OF ABSENCE | 31 |
| 32 | EQUIPMENT, TOOLS AND UNIFORMS | 33 |
| 33 | ACTING PAY: TEMPORARY RECLASSIFICATION – WORKING TEMPORARILY IN A HIGHER CLASSIFICATION | 33 |
| 34 | BI-LINGUAL PAY | 33 |
| 35 | TRAVEL PROVISIONS | 34 |
| 36 | MILEAGE | 35 |
| 37 | VOTING PROVISIONS | 35 |
| 38 | GROUP INSURANCE | 35 |
| 39 | MISCELLANEOUS BENEFITS | 35 |
| 40 | IRC. SEC. 457 AND 125 PLANS | 36 |
| 41 | WORKERS' COMPENSATION/INDUSTRIAL COMPENSATION | 36 |
| 42 | UNEMPLOYMENT BENEFITS | 38 |
| 43 | PERS/RETIREMENT CONTRIBUTIONS | 38 |
| 44 | DEATH BENEFITS | 38 |

| | | |
|------------|--|----|
| 45 | CLARK COUNTY HOUSING AUTHORITY SUBSTANCE ABUSE POLICY | 38 |
| 46 | BARGAINING UNIT WORK/SUBCONTRACTING | 45 |
| 47 | TERM OF AGREEMENT | 45 |
| 48 | GENERAL SAVINGS CLAUSE | 45 |
| APPENDIX A | CLASSIFICATION AND SALARY RANGES INDEX | |
| APPENDIX B | SALARY RANGES EFFECTIVE JUNE 27, 2002 | |
| APPENDIX C | SALARY RANGES EFFECTIVE JUNE 26, 2003 | |
| APPENDIX D | SALARY RANGES EFFECTIVE JULY 01, 2004 | |
| | SIGNATURE PAGE | 46 |

PREAMBLE

WHEREAS, the Housing Authority is engaged in furnishing essential public services vital to the health, safety and welfare of the low and moderate income population of Clark County, Nevada; and

WHEREAS, both the Housing Authority and its employees have a high degree of responsibility to serve the public without interruption; and

WHEREAS, the Housing Authority recognizes the rights of its employees having formed their Union, the Service Employees International Union, Local 1107, SEIU Local 1107, and of the Union as the exclusive collective bargaining agent and representative of bargaining unit employees for wages, hours of work and terms and conditions of employment; and

WHEREAS, the parties to this Agreement recognize their respective responsibilities, have entered into this Agreement as an instrument and means of maintaining their existing harmonious relationship, with the intention and desire to foster and promote sound, stable and non-adversarial labor relations; and

WHEREAS, the parties have reached an understanding concerning wages, hours and terms and conditions of employment and have caused the understanding to be set forth in this Agreement.

NOW, THEREFORE, the parties agree as follows:

ARTICLE 1 AGREEMENT

This Collective Bargaining Agreement, hereinafter referred to as this "Agreement," is made and entered into on July 1, 2002, by and between the Service Employees International Union, SEIU Local 1107, hereinafter referred to as the "Union," and the Clark County Housing Authority, hereinafter referred to as the "Housing Authority."

ARTICLE 2 INTENT

It is the purpose of this Agreement to promote and provide a responsible labor relations policy between the Housing Authority and the employees covered herein; to secure an orderly and equitable disposition of grievances which may arise under this Agreement; and to set forth the full and entire understanding of the parties reached as a result of good faith negotiations regarding the rates of pay, wages, benefits and other terms and conditions of employment of the employees covered by this Agreement. It is intended by the provisions of this Agreement that there be no abrogation of the duties, obligations or responsibilities of the Housing Authority or the Union expressly provided by federal law, state statutes and/or local ordinances, except as expressly limited herein.

The Housing Authority and the Union agree to jointly conduct training of management and supervisory personnel and other employees relative to the provisions of this Agreement within thirty (30) calendar days of final ratification of this Agreement.

ARTICLE 3 RECOGNITION

The Housing Authority, in accordance with the Election Agreement dated July 29, 1999, and pursuant to the State of Nevada Local Government Employee-Management Relations Board (EMRB) order (Item No. 450) certifying the election results of August 19, 1999, hereby recognizes the Union as the sole and exclusive collective bargaining representative/employee organization/Union of Housing Authority non-supervisory employees, and recognizes that the Union has full and exclusive power to execute agreements with the Housing Authority governing wages, benefits and terms and conditions of employment, has the sole and exclusive right to make a determination as to whether to proceed or not to proceed with a grievance through the contractual grievance procedure and has final authority in presenting, processing and adjusting any individual or group grievance, difficulty or dispute arising under this Agreement.

Any proposed additions, changes or deletions to the classifications covered under this Agreement shall be furnished to the Union in writing to the Executive or Assistant Executive Director of the Union for review and comment thirty (30) calendar days prior to any formal action by the Housing Authority. Upon request, the Housing Authority will meet and confer with the Union to discuss these actions prior to implementation, including but not limited to, to discuss the wage rate and appropriate placement on the wage scale. Both parties recognize that the Union retains its right to appeal under the provisions of the Nevada Revised Statutes.

When a new job classification is established or an existing one is changed, the Housing Authority will submit a description in writing with proposed wage and bargaining unit assignment to the Union thirty (30) calendar days prior to implementation. Any unresolved differences of opinion between the parties in regard to wages will be subject to the grievance/arbitration procedure and differences of opinion in regard to bargaining unit assignment will be subject to the provisions of this Agreement and the Nevada Revised Statutes.

The word "employee" or "employees" when used throughout this Agreement shall mean only those employees included in the bargaining unit as defined herein. It is agreed that the list below is all inclusive of the job classifications represented by the Union under this Agreement at the time of signing. When an employee is hired to perform the duties and responsibilities of a job classification set forth herein, he/she shall be classified and included in the bargaining unit. It is agreed that a title change by the Housing Authority in the listed job classifications, which does not materially and significantly alter and change the duties and responsibilities of the job classification or classifications, will not change the Union's right to represent that job classifications or classifications.

All non-supervisory full time and part time employees of the Housing Authority shall be part of the non-supervisory bargaining unit, as defined and explained herein. A full time employee is defined as an employee who works on average forty (40) hours per week. A part time employee is defined as an employee who works on average twenty (20) or more hours per week. Seasonal, temporary and probationary employees are excluded. The classifications/job titles of the non-supervisory bargaining unit are listed below:

- Accountant
- Accounting Specialist
- Accounting Technician
- Administrative Assistant
- Building Trades Worker
- Buyer/Warehouse Assistant
- Cleaner
- Client Service Specialist
- Development Coordinator
- Eligibility Specialist
- Equipment Mechanic
- FSS Case Manager
- Groundskeeper
- Housing Quality Inspector
- Maintenance Mechanic
- Occupancy Specialist
- Office Assistant I
- Office Assistant II
- Painter
- Painter Assistant
- Property Manager
- Senior Buyer/Warehouse Assistant
- Senior Groundskeeper
- Senior Maintenance Mechanic
- Senior Maintenance Mechanic II

Senior Office Assistant
Senior Services Program Coordinator
Skilled Trades Technician
Support Services Administrator

The following will be exempt when and only if any employee in such classification is assigned to work in the offices of the Executive Director, Deputy Executive Director or the Human Resources Department on a permanent basis: Administrative Assistant, Office Assistant I, Office Assistant II, Senior Office Assistant, HR Assistant and Executive Assistant. If any such employee is assigned elsewhere in the Housing Authority, the employee will be included in the non-supervisory bargaining unit.

ARTICLE 4 CLASSIFICATIONS

It is the intent of the Housing Authority, whenever possible, to meet the staffing needs of the Housing Authority with bargaining unit employees. Non-bargaining unit employees will not be utilized with the intent to eliminate, erode, replace or avoid placement in bargaining unit positions. Operational needs or emergencies may necessitate the hiring of a Seasonal Employee or Temporary Employee.

A Full Time employee is a benefited bargaining unit employee who has completed initial probation and who regularly is scheduled to work a forty (40) hour work week.

A Part Time employee is a benefited bargaining unit employee who has completed initial probation and who is regularly scheduled to work fewer than forty (40) hours per week but is regularly scheduled to work at least twenty (20) hours per week.

A Probationary Employee is an employee, either a Full Time employee or Part Time employee, who has not yet completed the initial probationary period.

A Seasonal Employee is any person employed for a certain period of the year, normally not for more than six (6) months, and includes both those working a forty (40) hour week and those working less than a full work week during seasonal employment.

A Temporary Employee is any person employed for a specific period of time (normally not to exceed 180 calendar days in a twelve month period) to meet a need caused by emergency work, heavy work load, or absence of regular employees.

A Probationary Employee, Seasonal Employee or Temporary Employee shall be paid the appropriate hourly wage for each hour of work commensurate with the wage rate for that position and shall receive benefits which shall be prorated benefits if working less than forty (40) hours per week.

A Seasonal Employee or a Temporary Employee may request to be placed into the next available bargaining unit position, subject to the provisions of this Agreement.

ARTICLE 5 NON-DISCRIMINATION

The Housing Authority shall apply the provisions of this Agreement and all personnel actions (including but not limited to upgrading, promotion, demotion, transfer, layoff or discipline or termination) equally to all employees in the bargaining unit without discrimination as to race, color, creed, ethnicity, religion, sex, sexual orientation, familial status, age, disability, physical or visual handicap, national origin, Union activity or membership or because of political or personal reasons or affiliations, and in accordance with all applicable federal, state or local laws. All employees have the right to a work environment free from harassment and intimidation.

ARTICLE 6
PROBATIONARY PERIOD

Section 1.

Newly hired probationary employees are not in the bargaining unit until they have successfully completed the one hundred and eighty (180) calendar day initial probationary period in a bargaining unit position. The Housing Authority reserves the right to extend the employee's initial probationary period for an additional ninety (90) calendar day period, at thirty (30) calendar day increments to review employee performance. Each probationary employee shall be evaluated at least twice during the probationary period (one after ninety {90} calendar days), and each such evaluation shall be reviewed by the appropriate supervisor. If any category of performance is rated less than "satisfactory" or "needs improvement" or "unsatisfactory" the fact shall be reported to the Division Head immediately. The immediate supervisor shall then review the evaluation and work with the probationary employee to establish specific goals which must be met if probation is to be achieved. Probationary employees shall have no seniority status and may be disciplined or discharged without recourse to the Grievance and Arbitration Procedure. At the completion of the probationary period, seniority shall date from the initial date of hire.

Section 2.

Employees who are hired after resignation or separation from the Housing Authority into a different position or following a break in service of one hundred and eighty (180) calendar days or more shall serve a new probationary period whether or not they previously completed a probationary period. For those employees recalled into a classification not previously held by that employee a 180-day calendar day qualifying period will be required as referenced in Article 15.

Section 3.

An incumbent employee who has passed his/her initial probationary period is covered by the terms and conditions of the Collective Bargaining Agreement, and may apply for transfer, promotion or voluntary demotion into a previously held position or not previously held position for which they qualify. If awarded the new position, the employee will serve a probationary period as follows:

| | |
|---|------------------------|
| Transferred same classification/job title | No probationary period |
| Transferred into not previously held classification/job title | 180 calendar days |
| Promoted | 180 calendar days |
| Voluntary Demoted into previous held classification/job title | No probationary period |
| Voluntary Demoted into not previously held classification/job title | 180 calendar days |

In the event of failure of probation as described in Section 3 of this Article only, the employee shall be returned to his or her prior classification/job title without loss of seniority, and the employee shall not have to serve another probationary period. The affected employee's salary shall revert to the salary he/she would have received if the employee had remained in the former classification/job title throughout the employee's period of service in the "probationary" classification/job title.

Employees promoted to supervisory positions shall have the right at any time during the probationary period to elect in writing to return to his/her previous position without loss of seniority rights or benefits. Employees promoted to supervisory positions shall be evaluated at least twice during the probationary period (once after ninety {90} calendar days), and at the end of the probationary period from the date the employee is promoted to supervision.

ARTICLE 7
DISCIPLINARY ACTION

No employee covered by this Agreement who has satisfactorily completed his/her initial probationary period may be disciplined, demoted, suspended or terminated without just cause. Any such discipline, demotion, suspension or termination by the Housing Authority shall be subject to the Grievance and Arbitration provisions of this Agreement. The signature of any employee on a formal

warning, a notice of discipline, or a performance evaluation shall serve solely as an acknowledgment that the employee has received that document and not as an indication of the employee's agreement with the document's contents.

ARTICLE 8

DISCIPLINE AND DISCHARGE PROCEDURES

DISCIPLINE AND DISCHARGE PROCEDURES

The Housing Authority has the right to discharge or otherwise discipline an employee for just cause at any time. Discipline involves actions taken by the employee's supervisor(s) in a timely manner in situations where specific job-related employee behavior or performance is unacceptable in that the employee has violated the employer's established work rules or performance standards, and it is the intent of the employer to document the infraction(s).

Discipline shall be progressive from minor to major forms of disciplinary actions dependent upon the seriousness of the offense, as a serious offense may result in discipline being imposed at some level other than an oral warning.

The employee has the right to resign their employment at any time by submitting a written notice to the immediate supervisor. Normally two (2) weeks notice is required, unless good and sufficient cause exists. Failure to give at least two (2) weeks notice, unless good and sufficient cause exists, will be grounds for denying payment of any terminal leave (vacation and/or sick leave) which may be due, and may be grounds for denying any request for future reinstatement. Consistent with the provision of this Article, an employee will be subject to a disciplinary/discharge process which will include the following:

1. **DISCUSSION AND ORAL WARNING:** When an employee's performance or conduct falls below standard, the employee's supervisor shall discuss the matter with the employee, outline corrective action required and discuss means of bringing the employee's conduct or behavior up to acceptable standards. A reasonable period of time shall be stated for improvement or correction.
2. **WRITTEN REPRIMAND:** In any situation where a discussion and oral warning have not resulted in correction of the condition, a written reprimand shall be prepared outlining the nature of the problem, stating actions required in writing that are to bring behavior and/or performance up to standard and stating a minimum time within which to comply. A copy of the written reprimand shall be furnished to the employee, and a copy shall be placed in his/her personnel file.
3. **SUSPENSION:** When other forms of disciplinary or corrective action have proven ineffective, or when the seriousness of the offense or condition warrants, the Executive Director or his designee shall be authorized to suspend an employee with or without pay. Any action to suspend shall be in writing outlining the nature of the problem. A copy shall be furnished to the employee, his/her supervisor, the appropriate Division Head, the Human Resource Manager, and the Executive Director. A copy shall be placed in the employee's personnel file.
4. **DEMOTION OR DISCHARGE:** The Executive Director or his/her designee shall also be authorized to demote an employee to a lower classification or to discharge the employee when other forms of disciplinary or corrective action have proven ineffective or when the seriousness of the offense or condition warrants.

An employee who is disciplined, demoted or discharged shall have the right to file a grievance under the Grievance and Arbitration Article of this Agreement.

If it is deemed advisable by the Housing Authority to suspend an employee pending discharge, prior to a thorough investigation, said employee shall be paid administrative leave for all days missed in the event the employee is found to be innocent of the allegations of misconduct or the evidence is insufficient to sustain the employer's case.

In such event however, the Housing Authority shall conclude the investigatory process within ten (10) working days from the date the employee is suspended pending discharge.

ARTICLE 9

GRIEVANCE AND ARBITRATION PROCEDURE

The purpose of this grievance procedure is to provide a method to resolve a dispute between the parties as to the interpretation or application of the express terms of this Agreement. Discipline subject to the grievance procedure is defined as a written warning, suspension, demotion or involuntary termination.

Informal Step:

The parties may engage in an informal discussion between the grievant, the grievant's immediate supervisor and the Union in an attempt to resolve the matter prior to filing a formal written grievance.

The Housing Authority or the Union has the right to file a written grievance alleging a violation of the Agreement within ten (10) working days after the act alleged to have violated the Agreement, or within ten (10) working days after the informal discussion if informal discussion is utilized, provided such knowledge is gained within six (6) months of the alleged act. If a grievance is not filed or processed in accordance with the time limits herein, it shall not be subject to the Grievance and Arbitration Procedure, unless the parties have mutually agreed to extend time limits.

STEP 1: An employee who believes that he/she has a grievance shall, within ten (10) working days from the date of alleged violation, or ten (10) working days from the date of the informal meeting, if an informal meeting is held, request a formal meeting with his/her division head to discuss the employee's grievance. The employee, or the Union on behalf of the employee, is required to complete a grievance form and submit a copy to the division head and a copy to the Human Resource Department. The grievance shall be submitted on a form mutually agreed to by both parties and shall state the specific provision(s) of the Agreement alleged to have been violated and the remedy sought. The form may be signed by a union steward prior to submission of the grievance to the division head and human resource department. In any event, the union chief steward will be provided with a copy of the grievance. The employee may be represented at the formal meeting by the Union Steward designated for their area. The division head shall schedule a meeting with the employee to discuss his/her grievance within five (5) working days of the employee's request. The division head shall give an answer in writing to all parties present at the formal meeting within five (5) working days following such meeting. In the event that the division head does not respond within the five (5) working days as herein provided, the grievance shall be considered automatically appealed to Step 2 unless the division head has requested, of the union, an extension of no more than ten (10) working days.

STEP 2: If the employee's grievance is not resolved to his/her satisfaction by the department head, the employee or the Union on behalf of the employee, shall provide a copy of the grievance form to the Executive Director within ten (10) working days of the answer of the Step 1 meeting. The Executive Director or designee shall schedule a hearing within five (5) working days of receipt. The Executive Director or designee shall give an answer in writing to all parties present at the Step 2 meeting within five (5) working days following such hearing.

STEP 3: If the employee's grievance is not resolved to the mutual satisfaction of the parties by the Executive Director, the Union, on behalf of the employee, may within seven (7) working days after receiving the written response from the Executive Director appeal the matter to arbitration by notifying the Human Resource Manager in writing of its intent to appeal the grievance to arbitration.

The parties will then jointly request a panel of arbitrators from the Federal Mediation and Conciliation Service (FMCS) within ten (10) working days after Executive Director's response.

The selection shall be done by the striking of names alternating as to whom strikes the first name. The initial decision to determine which party strikes first will be done by coin flip.

The arbitrator's decision shall be final and binding and it shall be the exclusive remedy for any alleged violation of the Agreement. The arbitrator's jurisdiction is limited to interpreting the Agreement and he or she is not allowed to add to, amend, alter, or modify the Agreement in any way. The arbitrator shall have no authority to rule on any dispute between the parties which is not within the definition of a grievance, as set forth in this procedure. The arbitrator shall consider and decide only the particular issues presented by the Union and the Housing Authority and the decision and award shall be based solely on his/her interpretation of the application of the express terms of this Agreement. Any and all awards issued by the arbitrator shall be limited in retroactivity to the date of the alleged violation or the filing of the grievance as determined by the arbitrator.

The arbitrator shall have thirty (30) days from the date of the submission of the post hearing briefs, if any, to issue a decision.

The cost of the arbitrator and any court reporter shall be shared equally by the parties. Each party shall bear the expense of representing its own case.

The Housing Authority shall not tolerate any form of retaliation against any employee who avails himself/herself of this disciplinary grievance procedure. The disciplinary grievance procedure shall not be construed, however, as presenting, limiting or delaying the Housing Authority from taking disciplinary action against any employee, up to and including discharge, in circumstances where the Housing Authority deems disciplinary action appropriate.

ARTICLE 10

WORK WEEK AND HOURS OF WORK

SECTION 1. Work Week

The work week for all full-time employees shall consist of five (5) consecutive days of eight (8) hours per day, Monday through Friday, for a total of forty (40) hours per week, in accordance with the following:

SECTION 2. Work Week – Maintenance Employees

The normal work week shall be Monday through Friday. However, a different work week (consisting of five {5} consecutive days) may be established for certain positions; no employee shall be assigned to such different work week except with the consent of such employees.

SECTION 3. Work Week – Non-Maintenance Employees

The work week shall be Monday through Friday. However, for computing sick leave, vacation and comp time, the "work week" shall begin on Thursday and end on the following Wednesday. This time period reflects the bi-weekly pay period, which begins on Thursday.

SECTION 4. Hours of Work – Maintenance Employees

The normal work day shall begin at 8:00 a.m. and end at 4:30 a.m., with a half-hour for lunch. However, employees may be assigned different work hours reflecting seasonal differences and hours of daylight, but in no event will the work day begin earlier than 5:00 a.m., except with the consent of affected employees. In addition, each maintenance employee shall be authorized the following:

- A. A ten-minute period for clean-up at the end of the work day.
- B. A five-minute clean-up period prior to the lunch break.
- C. A fifteen-minute break during the morning and a similar period in the afternoon, at such

times as are established by the Director of Maintenance and Modernization.

SECTION 5. Hours of Work – Non-Maintenance Employees

Each full-time non-maintenance employee shall work a total of eight (8) hours between the hours of 8:00 a.m. and 5:00 p.m. unless an alternative work week has been established pursuant to the applicable provisions of this Agreement. Administration building offices shall remain open from 8:00 a.m. to 5:00 p.m.

Most employees will take a one-hour lunch period. However, department and division heads have authority to grant exceptions, but in no case will any employee work fewer than eight (8) hours in any day. Lunch periods will be staggered to ensure that offices remain open. A fifteen-minute break shall be given during the morning and a similar period in the afternoon, at such times as are scheduled by the department and/or division head.

With respect to Section 8 Housing Quality Inspectors, these employees will take a half-hour lunch whenever they happen to be in the field.

SECTION 6. Reporting When Unable to Work

An employee who is unable to report to work for any reason (including illness or injury) shall personally report by telephone or in person to notify the supervisor of such absence, unless the employee is unable to do so, and in such event, another person may so report on the employee's behalf. The individual shall so report no later than the time scheduled to begin work. In the event the employee's scheduled start time is prior to their respective supervisor's scheduled start time, the division head may designate an alternative method of contact. Failure to notify the supervisor or appropriate division head may result in the employee receiving progressive discipline. The supervisor may require continued reporting by the employee for each day (or such other period as may be deemed necessary) after the first day, continuing until the employee is able to return to work.

SECTION 7. Abandonment of Position

An employee off work due to accident or injury, vacation, leave without pay, or on compensatory time, shall return to the job at the time of (a) determination by competent medical authority that the employee is able to return to employment, or (b) determination of the period of time approved for vacation, leave without pay, or use of compensatory time.

An employee who fails to report to his/her supervisor in accordance with the provisions of Section 6 Reporting When Unable to Work, above, or who is absent from work in violation of any of the provisions of the Collective Bargaining Agreement for a period in excess of seventy-two (72) consecutive hours, shall be considered to have abandoned his or her position and to have thereby resigned.

SECTION 8. Alternative Work Week

Once a year, during the term of this Agreement, where the majority of bargaining unit employees in the same work area desire a change in the work schedule, and make such desire known in writing, including the reasons for the change, the Housing Authority and the Union will jointly conduct an election of these employees desiring an alternative work week. Eight (8) hour, nine (9) hour or ten (10) hour shifts may be used in a work area, when a two-thirds (2/3) majority of the affected employees voting in an election supervised jointly by the Housing Authority and the Union vote for a schedule change from their existing shift.

Employees working flex-time schedules shall utilize annual vacation and sick leave at the same rate normally applicable for the day(s) scheduled to be worked. For example, if an employee is scheduled to work ten (10) hours, the employee shall utilize ten (10) hours of annual vacation or sick leave. The Housing Authority may schedule divisions/departments to work a standard 8-hour workday during holiday weeks.

Employees shall receive consecutive days off.

Provided however, the Housing Authority has the right to determine the alternative work week and which classifications, departments or divisions are eligible, to modify or revert back to a five (5) day,

eight (8) hour work week, upon thirty (30) calendar days' notice in writing to the Union, that the alternative work week is having an adverse affect on the Housing Authority's ability to discharge its responsibilities. During the thirty (30) day period, the Housing Authority, upon request by the Union shall meet and confer with the Union to discuss the Housing Authority's decision.

The exercise of the Housing Authority's right and the decision to modify the alternative work week or revert to a five (5) day, eight (8) hour work week shall not be subject to the grievance and arbitration provisions of this Agreement, and is acknowledged by the Union to be a lawful exercise by the Housing Authority of its Management Rights.

**ARTICLE 11
PAY PERIODS**

The Housing Authority pay year will consist of twenty-six (26) pay periods. All employees shall be paid on a bi-weekly basis, within three (3) working days of the end of the established period. The bi-weekly pay period will begin at 12:01 a.m. Thursday and end at midnight on the second Wednesday following the pay period start. Paychecks will be distributed in a closed sealed envelope on Friday following the end of the preceding pay period. The paycheck will include the regular and overtime earnings of the employee for the preceding pay period, plus or minus adjustments.

Employees who have been approved to be off work on annual leave may request paychecks in advance for all wages earned plus the annual leave time accrued up to and including the annual leave period approved. The Union will be notified sixty (60) days in advance of any change in pay periods.

**ARTICLE 12
SENIORITY AND VACATION SCHEDULING**

- Section 1. A request for use of vacation shall normally be submitted to the employee's supervisor not less than two (2) weeks in advance. Such request may be approved or denied in accordance with the following. Vacation requests shall be granted provided the operational needs of the Housing authority are met and may be approved, modified or disapproved by the division head in order to prevent stoppage of work, to equalize the work-load, to ensure the presence for duty of employees with special skills, or as may otherwise be in the best interests of the Housing Authority, its programs, and its residents and participants. Once approved, vacations will not be changed or denied by the Housing Authority. The only exception to this is in the event of an unforeseen emergency, in which case the Housing Authority will work with the employee to have the employee suffer no economic harm.
- Section 2. Vacation requests shall be granted based on seniority in the following manner: division or office level seniority in Housing Management only; departmental or office level seniority for all other employees. Vacation requests within a department, office or division received before March 1, for the twelve (12) succeeding months after March 1, shall be given on the basis of seniority. Vacation requests received after March 1 for the twelve (12) succeeding months shall be given in order of receipt, with requests received on the same day awarded on the basis of seniority. An employee whose department, division or office closes, or who is involuntarily transferred, will keep and transfer his/her department, division or office seniority from his/her former department, division or office to his new department, division or office.
- Section 3. Vacation shall normally be taken in increments of not less than four (4) hours; however, a supervisor at his or her discretion may permit vacation credit to be used for shorter periods in cases of hardship or for other valid reason. In no event shall vacation credit be used in increments of less than one (1) hour.

Section 4. Vacation requests received in January or February shall be approved or denied no later than March 7. Vacation requests received after March 1 shall be approved or denied within five (5) working days.

ARTICLE 13

FILLING OF VACANCIES AND JOB POSTINGS/TRANSFERS AND PROMOTIONS

It is the policy of the Housing Authority to fill vacancies with the most qualified individual, based on knowledge, skills and ability, through an objective process. Whenever possible, the Housing Authority will fill job vacancies with qualified employees through transfers and promotions rewarding and recognizing employees' performance and time of service (seniority) with the Housing Authority.

Section 1. Whenever a job opening occurs, and the Housing Authority intends to fill the opening, notice of vacancy will be posted for at least ten (10) working days on bulletin boards in all areas or departments normally used to communicate with employees and in the department of Human Resources. The job posting shall list the title, minimum qualifications, job duties and responsibilities and salary range. The Union's Chief Steward will be given and the Union's Executive Director will be mailed a copy of all job postings and promotional announcements. The Housing Authority reserves the right to limit the number of applications issued to outside applicants for any given recruitment.

Section 2. The Housing Authority shall establish an oral board comprising, at a minimum, a member of management, an employee in the bargaining unit that has the knowledge, skills, and abilities to properly evaluate the candidates for the vacancy, and a panelist from outside the agency. The Union will appoint the qualified bargaining unit member for the panel. Human Resources will compile the results of the oral board resulting in the establishment of an eligibility list. The Eligibility List will be considered confidential. The three (3) applicants with the highest scores shall be referred to the requesting department for selection. If an outside applicant with a lower score is selected, the bargaining unit applicant may request an explanation as to why he/she was not selected through human resources. If the bargaining unit applicant(s) disagree(s) with the explanation of the reasons for non-selection, he/she may appeal the decision through the grievance and arbitration procedures outlined in the contract. The Housing Authority will offer the job to the applicant who is most qualified, based on demonstrated knowledge, skills and abilities, and any test results. Criteria to be considered include, but are not limited to:

- a. Length of service (seniority) with the Housing Authority;
- b. Actual work experience and/or training for the position;
- c. Documented disciplinary record, if any;
- d. Attendance record;
- e. Evaluation of technical skills;
- f. Evaluation of education and training that relate to the position;
- g. Demonstrated job performance, based on annual merit reviews, which are grievable.

Section 3. After successful completion of the employee's initial probationary period, full-time and part-time employees are eligible to apply for transfers and promotions. The Housing Authority encourages employees to take advantage of and utilize education and training, as provided for in Article 14, Education and Training, to allow employees career advancement through transfers and promotions. Employees will receive one (1) point for each year of service with the Housing Authority, to a maximum of five (5) points, which shall be added to their point total. In the event two applicants have the same point total, then the applicant with the most seniority will be offered the job. If no current employee applies for a Promotional/Transfer vacancy, or no employees are qualified for the vacancy, then a non-bargaining unit employee or outside candidate who meets the qualifications, based on knowledge, skills and ability, may be offered the vacancy. The applicants will be notified in writing within ten (10) working

days of the end date for the selection process of the final decision. The results of an applicant's interview and test will be maintained in a recruitment file located in Human Resources for review by the applicant for up to one (1) year from the end date of the selection process. Employees who accept transfers or promotions may be required to complete a probationary period, as specified in Article 6, Probationary Period.

ARTICLE 14

EMPLOYEE EDUCATION AND TRAINING POLICY

Section 1. Overview

The goal of this "Employee Education and Training Policy" is to offer employees educational opportunities to improve client service, assure quality of work, and enhance job satisfaction within the limits of resources available.

The Housing Authority will seek training and educational training courses to increase employee knowledge and skill levels in their present positions and/or to prepare employees for new job opportunities.

The Housing Authority may require training when changes in structure, technical skills, federal program requirements, or health and safety procedures occur. The Housing Authority may also require certification to qualify for a specific position.

The Housing Authority does not discriminate against any employee in offering educational opportunities.

The Housing Authority has a recognized responsibility to employees affected by technology or new or revised program requirements. The Housing Authority may provide re-training for affected employees and will make employment opportunities available for anyone who may be affected by any reduction in force in accordance with Board approved Housing Authority policy.

Section 2. Resources and Format

The Housing Authority's objective is to evaluate all resources and determine the most efficient and cost effective method to provide for staff development. Some training sessions may require the employee to travel and expenses will be paid according to Article 35, Travel Provisions. Training and education opportunities may include the following:

- A. On-The-Job-Training will be used for training new employees to inform them of day-to-day operations and specific responsibilities of their positions. This training will be provided by a designated person determined by the manager. This training format will also be used for existing employees to allow them to adapt to ever changing requirements within their responsibilities.
- B. Classroom Training may be conducted in-house or by an outside source in the form of seminars, workshops or conferences. This training will focus on introducing new techniques/regulations or to provide updates. Orientation programs will also be conducted for new and/or existing employees. On-the-job training and staff meetings will compliment classroom instruction.
- C. College or Vocational School Instruction may be provided at Housing Authority expense when management recognizes the need for more formalized education to help employees fulfill their responsibilities.
- D. Tuition Reimbursement may be provided for specific job related courses at graduate schools, colleges and vocational institutions, subject to availability of resources. High school equivalency courses are also included.
- E. Training and Travel Costs will be allocated to the appropriate budgets determined by the Director of Finance. All employees should submit requests in a timely manner to take advantage of discounts whenever possible. Examples: early sign-up discount for a seminar and early booking for airfares. Managers and employees are responsible for a proper time reporting on employee timesheets to ensure labor costs are properly tracked.

Section 3. Recommendations or Requests

- A. Any supervisor or division head may recommend any employee for training or education. This applies to those employees for whom additional training will enhance their skills, promotability, knowledge and job satisfaction; as well as to those employees whose skills need upgrading.
- B. An employee may also request training by asking his or her immediate supervisor for a recommendation. If the employee is not satisfied with the response, the employee may then approach his or her division head.
- C. All recommendations should include how the education will benefit the Housing Authority and the employee, and cost justification if possible.
- D. Each supervisor is encouraged to carefully consider all requests and resources available. The supervisor should document in writing any request that is denied.
- E. An employee may refuse a recommendation to participate in an educational session. Each refusal will be documented in the employee's personnel file. Mandatory training determined to be job-related may not be refused without reasonable cause and must be approved by the Deputy Executive Director.

Section 4. Procedure

A. Outside Vendor Training

An employee must submit the appropriate form, "Request and Recommendation for Approval for Workshop/Seminar" to his/her supervisor for approval, who in turn, will forward it to the Director of Finance to ensure that funds are available and where they should be allocated. The request will then be forwarded to the Deputy Executive Director for recommendation and sent to the Executive Director for final approval. Registration and travel arrangements will be processed by the Executive Assistant. The employee will be notified by receiving a copy of the approved form.

B. In-House Training

Internal training will be conducted on a continuing basis. Division heads and division heads will provide input for a "training calendar" to Human Resources. Human Resources will be responsible for the following:

1. Developing and distributing the training calendar to division and division heads.
2. Posting calendars on employee bulletin boards and forwarding information to the newsletter editor.
3. Coordinating with trainers to schedule time, location and content.
4. Assisting with obtaining names of employees who should attend from division heads and also assist with the notification process if necessary.

C. Personal Computer (PC) Training

All employees who operate, have access to or obtain a PC will be required to attend PC courses. The employee's supervisor and the Information Systems Coordinator will assist with evaluating the necessary courses. The employee/supervisor must submit the appropriate form for approval. Once approved, the request will be forwarded to Human Resources. The training schedule and voucher will be issued to the supervisor by Human Resources.

Section 5. Professional Certifications

- A. **Mandatory Certifications.** The Housing Authority will pay for the required certification (and training, if necessary), where required by HUD or by other governmental agencies (such as the State Fire Marshal for inspection of fire extinguishers or OSHA for use of certain materials), for employees serving in positions for which certification is mandatory.
- B. **"Desirable" Certifications.** These are defined as certifications offered by recognized trade associations, commercial training groups, or educational institutions. For such certifications, where deemed in the best interest of the Housing Authority by the Deputy Executive Director, the Housing Authority will pay for the desired certification. However, employees must be employed at the Housing Authority for twelve (12) months after the date of the certification or the total cost to obtain the certification paid by the Housing Authority will be repaid to the Housing Authority or

deducted from the employee's final check.

- C. The Housing Authority will pay for the initial test and if necessary up to two (2) re-tests.

Section 6. Tuition Reimbursement

The Housing Authority will offer tuition reimbursement to all employees for job-related courses subject to available funds. For all classes and courses approved for tuition reimbursement pursuant to the provisions of this article after July 1, 2002, the classes will be reimbursed at the University of Nevada rate per credit hour with a maximum cap of \$3,000.00 per year. The training components listed above will have priority over tuition reimbursement.

Employees must be employed for one (1) year before they are eligible for tuition reimbursement. The appropriate form, "Tuition reimbursement application", can be obtained from Human Resources and must be approved by the division head and Deputy Executive Director before enrollment in a course. The employee must receive a grade of "C" or better and submit written proof (transcript, receipt of fees) to Human Resources within thirty (30) days after posting of grades to receive reimbursement. Upon completion as outlined above, the employee will be reimbursed for 100% tuition and books. If the employee leaves employment within one (1) year of the completion of the course, 100% of the cost will be repaid to the Housing authority or deducted from the employee's final check with the employee's authorization. In addition, for very specialized training (i.e., master electrician, master plumber, architectural and computer certifications) a three (3) year period of employment following successful completion of certification will be required as established prior to authorized enrollment. If the employee leaves employment after the completion of the course within the time frames mentioned below the total costs of certifications will be repaid to the Housing Authority or will be deducted from the employee's final check with the employee's authorization. Repayment will be prorated as follows:

- 0 – 1 years of employment = 100%
- 1 – 2 years of employment = 66%
- 2 – 3 years of employment = 33%

Section 7. Employee Development Components

- A. Professional Development. This component will assist employees in their professional development.
- Industry-recognized training and certification, i.e., Nan McKay, NAHRO
 - Maintenance training and certification
 - Job-related training and certification
 - Working with People
 - Conflict Resolution
 - Dealing with the Public
- B. Individual Skills Building. This component will enhance employees' individual skills.
- PC operation
 - Conversational Spanish
 - Business Writing Skills
 - Maintenance Technical classes
- C. Tuition Reimbursement. This component is designed to assist employees in obtaining education skills through accredited institutions to meet job goals.
- Job related courses.
- D. Supervisory Managerial. This component is designed to enhance the Housing Authority's operational effectiveness.
- Coaching
 - Delegating

- Progressive Counseling
 - Team building
 - How to delegate
 - Performance Evaluation
- E. Safety and Health. This component is mandatory for employees under the Occupational Safety and Health Act (OSHA).
- Blood Borne Pathogens
 - Accident Prevention
 - Contagious Diseases
 - OSHA required topics
- F. Required Training. This component is mandatory under Housing Authority policy and procedures or federal or state laws.
- New Employee Orientation
 - Defensive Driving
 - Benefits
 - Policies
 - Sexual Harassment
 - Violence in the Workplace

The courses mentioned above are not all-inclusive.

ARTICLE 15

SENIORITY/LAYOFF/RECALL

Section 1. Definition of Seniority

- A. Housing Authority seniority shall mean an employee's continuous length of service with the Housing Authority from most recent date of hire, in accordance with the provisions of this Agreement and except as noted within this Agreement.
- B. No seniority benefits shall apply to an employee until completion of the required initial probationary period. Upon satisfactory completion of the initial probationary period, the employee shall be credited with seniority from the most recent day of hire. An employee on the recall list who is recalled after any length of time within twenty-four (24) months shall have his/her seniority restored and have the time count toward the accrual of seniority, thus bridging the time.

Section 2. Layoffs

Lay-offs shall only occur due to lack of work and/or lack of funds subject to the provisions of NRS 288.150. In the event of any lay-off, non-bargaining unit employees who normally perform bargaining unit work shall be laid off or reduced in hours before bargaining unit employees in the following order: temporary employees, seasonal employees, and then probationary employees. In the event of layoff of bargaining unit employees, those employees assigned to the affected department will be subject to layoff in the inverse order of their Housing Authority seniority. The Housing Authority shall provide the union with a seniority list at the time of the Housing Authority notifies the union of any pending layoff. The seniority list shall include the name, classification and length of seniority of each bargaining unit employee.

Section 3. Bumping

Employees subject to layoff shall be allowed to displace (bump) the employee with the least Housing Authority seniority within their department or classification. A more senior employee may elect to bump a less senior employee in another department or classification provided the employee can meet or perform the minimum qualifications of the job and that such employee is qualified to do the job based on knowledge, skills and ability. An employee who bumps into a lower paying classification shall retain

his/her current rate of pay if their original position is within the salary range of the lesser paying classification or receive the maximum rate of the lesser paying classification bumped into, whichever is lower. If the employee bumps into a classification not previously held by that employee, then that employee shall be subject to a qualifying period of 180 calendar days. In such event that the determination is made that the employee does not meet requirements of that classification and as a result thereof is terminated from that classification the employee shall have full recourse to the grievance and arbitration procedure contained in this contract.

Section 4. Notification

Both the Union and the affected employee(s) will be promptly notified in writing, certified mail, return receipt requested, when a layoff of bargaining unit employees is announced and in no case shall such notification be less than sixty (60) calendar days. The Housing Authority shall meet and confer with the Union over the impact of such action and will consider alternatives put forth by the Union.

Section 5. Recall

Employees on layoff shall retain recall rights and be placed on a recall list for twenty-four (24) months. Such employees shall have the right, noncompetitively, to the first available bargaining unit position they are qualified for based on knowledge, skills and ability and all openings or vacancies will be filled through recall before transfer, promotion or new hire, subject to the above. Notification to the employee and the Union of such a situation shall be made in writing, certified mail, return receipt requested. Any employee placed on the recall list shall provide and kept updated while on the recall list, a current address and telephone number where the employee can be reached. When recalled, the reverse order of the layoff procedure shall be followed (with the most senior employee being recalled). The former employee must respond within ten (10) business days of receipt of the recall letter. The former employee shall have ten (10) business days to report to work after responding to a recall. If the former employee fails to respond within the specified time frame, his/her name shall be removed from the recall list. An employee who refuses an offer of recall to comparable employment shall be considered to have resigned. If an offer of recall is accepted, the employee shall be deemed recalled and be removed from the recall roster. The recalled employee shall return to work and have credit for full seniority for time served on recall and shall earn the salary and benefits the employee would have been earning had the employee worked continuously throughout the period of recall. The Housing Authority shall provide the Union with a seniority list at the time the Housing Authority notifies the Union of any pending layoff. The seniority list shall include the name, classification and length of seniority of each bargaining unit employee.

If the employee is recalled into a classification not previously held by that employee, then that employee shall be subject to a qualifying period of 180 calendar days. In such event that the determination is made that the employee does not meet requirements of the recalled classification and as a result thereof is terminated from that classification, the employee shall have full recourse to the grievance and arbitration procedure contained in this contract.

Section 6. Reduction in Hours

Nothing in this Article will prohibit the Housing Authority from implementing a uniform reduction in scheduled hours for employees in a department of no more than eight (8) hours a week for a period of time not to exceed sixty (60) calendar days in order to avoid the necessity of a layoff, provided that all non-bargaining unit employees performing bargaining unit work shall be laid off first in the following order: temporary employees, seasonal employees, and then probationary employees, and shall not be working any hours while bargaining unit employees are reduced in hours. In the event of implementation of such a reduction, no employee shall be required to work less than twenty (20) hours per week, thus retaining his or her level of health care and insurance benefits.

ARTICLE 16 EMPLOYEE RIGHTS

1. Neither the Housing Authority nor the Union shall interfere with the rights of the employees covered by this Agreement to become members of the Union, and there shall not be

discrimination against employees because of lawful Union membership activity or status. The right to join and participate in authorized and appropriate Union functions shall be recognized as extending to participation in the management of the Union in the capacity of a Union Officer or representative.

2. The Union recognizes its responsibility as exclusive bargaining agent and agrees fairly to represent all employees in the bargaining unit. The right of the Union to charge non-members of the Union a reasonable service fee for representation and related activities shall be governed by applicable law.
3. Each employee shall have the right to review and photocopy materials contained in his/her personnel file. An employee's representative may review and photocopy any and all documents contained in the file if Human Resources is provided with a written authorization from the employee. There shall be only one (1) personnel file and it will be located in Human Resources, except for documents dealing with medical issues, matters subject to privacy issues, and documents covered by attorney-client privilege or work product, which will be maintained in separate files in Human Resources. This file shall contain all official records and documents used to determine the qualifications of the employee and any disciplinary action taken and records and documents pertinent to the employment status and history of the employee. It is understood that the personnel file shall be made available to employees during normal business hours. Files containing medical information dealing with employee privacy will be made available to the employee or representative upon written request and authorization.
4. Each employee shall receive a copy of any formal performance evaluation, of any records kept in his/her personnel file concerning the employee's conduct, qualifications and/or performance, written warning, documentation of an oral warning, or any other materials of a disciplinary and/or derogatory nature, before such material is placed in his/her personnel file. The employee shall sign and date such material as proof of receipt, and not agreement with content. The employee shall have the right to respond in writing within fifteen (15) business days of the date such material is placed in the employee's personnel file, and to have such response placed in the personnel file.
5. Upon written request of the employee to Human Resources, any discipline, oral or written warnings and disciplinary conference notes that were issued more than forty-eight (48) months prior to the request shall be removed from the employee's personnel file providing no ensuing discipline occurred on the same matter and shall not be used in future disciplinary matters or merit reviews. Upon removal, the document will be sent to the employee.
6. The Housing Authority shall not release information in employee personnel files beyond dates of employment and job title unless authorized in writing by the employee or required by law. All reference inquiries should be referred to the Human Resources Department for response. Job related information and confirmations received by the Human Resources Department will be treated confidentially. The personnel record of each current or former employee or candidate for employment will be treated in confidence. Only the employee, an authorized Union representative, Executive or Deputy Executive Director of the Housing Authority, division head, supervisor or Human Resources, the Housing Authority's counsel, or member of the Board of Commissioners, may review an employee's personnel file without authorization of the employee.
7. The Housing Authority shall not tolerate illegal harassment or unprofessional conduct by any employee towards another employee (regardless of bargaining unit status) or the public. Such action will be grounds for disciplinary action.
8. Every employee, upon request, has the right to Union representation in any investigative interview for which he or she reasonably believes could be used as a basis for or that could lead to discipline. The Housing Authority may but is not required to inform an employee of his/her right to Union representation.

If an employee requests Union representation, management may, (1) stop the questioning until the representative arrives, (2) reschedule the interview, or (3) inform the employee that the

interview will be rescheduled unless his or her right to a Union representative is waived.

A Union representative has the right to (1) speak privately with an employee before an interview, (2) assist and counsel an employee during an interview, (3) interrupt an interview to clarify a question, and (4) provide information supporting an employee's case. A Union representative may not tell an employee what to say.

The employee has the right to (1) remain silent at the interview meeting until Union representation is present, (2) consult with the Union representative prior to the meeting with management, and (3) know the topic of the meeting/investigation.

ARTICLE 17

UNION RIGHTS AND OBLIGATIONS

The Housing Authority and the Union acknowledge the rights, obligations, and prohibited practices set forth in Chapter 288 of the Nevada Revised Statutes. In addition, the parties agree:

1. The Housing Authority and the Union recognize and agree that the activities conducted on behalf of the Union by its Officers, Stewards, Bargaining Committee members and Union Representatives are essential in fostering and promoting a positive and productive relationship between the Parties. The Housing Authority agrees that it will not in any manner or form impose restrictions upon or subject such Union members to disparate treatment, discrimination or retaliation. The Housing Authority and the Union agree that employees eligible for membership in the Union shall have and shall be protected in the exercise of their right freely and without fear of penalty and reprisal, to form, join and participate in authorized and appropriate Union functions. The Housing Authority reserves the right to make necessary adjustments to schedules of Union Representatives to ensure the operational needs of the Housing Authority are maintained. Union Representatives will be designated by the Union. The Union is entitled to a maximum of six (6) Representatives (Stewards), including a Vice President and a Chief Steward. These Representatives can perform normal Union representative duties and shall be allowed reasonable time necessary to investigate grievances, attend grievance hearings or conduct Union business. It is agreed that investigations of grievances and attendance at grievance hearings shall be conducted during normal working hours and those employees involved shall be compensated at their normal rate of pay. The Union shall notify the Housing Authority Human Resources Department in writing of the names of the Representatives.
2. Non-employee Representatives of the Union shall be admitted to the premises of the Housing Authority upon reasonable notice to the Executive Director or Human Resources Manager of the Housing Authority, to check on working conditions, assist in grievances and post notices regarding lawful Union activities in a manner that does not interfere with employees' performance of assigned duties. The Housing Authority agrees to provide an area where Union representatives can meet in privacy with employees regarding grievances or consultation to determine if justification exists for a grievance. Union Representatives shall be allowed to post notices and communications on existing bulletin boards or areas used to communicate to employees, in accordance with Article 20, Bulletin Boards. Union Representatives shall have access to employees, and will be allowed to hold meetings and meet with the employees in appropriate rooms or areas of the Housing Authority. Union Representatives shall be given access to employee cafeterias, break rooms, etc., when these are open. Union Representatives shall be given access to the Housing Authority's worksites and may distribute literature to the employees. Employees shall be allowed to wear Union paraphernalia, buttons, lanyards, etc., so long as they are consistent with safety and reasonable dress standards, and in compliance with applicable law.
3. All Union Representatives, including the Chief Steward, shall submit a release time form to his/her immediate supervisor in order to receive release time from duty each time they conduct Union business. Representatives shall be relieved of duty and remain in paid status unless

operational demands prohibit granting the request. Use of Representative time shall not be abused by the employee and use of said time will not be unreasonably withheld by the immediate supervisor. Employees may select other Union Representatives in the absence of the respective Representative who may be unavailable. If no Union Representative is available, the Housing Authority shall provide an employee a reasonable period of time to obtain a Union Representative.

4. Union business shall include the investigation of grievances, representation of employees at meetings scheduled and held with management at any step of the grievance procedure, demotion/suspension/termination hearings, attendance at labor-management meetings and monthly Union Representative meetings. Any other Union related activities shall be deducted from the hours defined in Section 5.
5. For each separate fiscal year (July 1 - June 30) covered by the term of this Agreement, the Union will be allocated a total of 220 hours leave without loss of pay for designated Union members to attend conferences, legislative sessions, conventions, and other Union business not specified in Section 4. If Union bank hours are exceeded, the employee shall be given the option to use accrued leave or any leave without pay. The Housing Authority shall not be responsible for any industrial injury claims resulting from activities performed on behalf of the Union away from Housing Authority locations during normal work hours.
6. The Union shall be allowed fifteen (15) minutes during new employee orientation for the purpose of orienting new employees to the Union and its structure. The time may not be used to make personal attacks or unfavorable comments regarding the administration and/or operations of the Housing Authority. When an employee is hired into a classification in the bargaining unit, the Housing Authority shall notify that employee that the Union is the exclusive representative and shall give him or her a copy of this Agreement.
7. The Housing Authority agrees not to honor any checkoff authorizations or dues deductions authorizations executed by any employee in the bargaining unit in favor of any other labor organization or organizations representing employees for the purpose of negotiation for wages, hours and working conditions, and other fringe benefits for its members unless otherwise authorized by the Local Government Employee Management Relations Board.
8. The Union agrees to indemnify, defend and hold the Housing Authority harmless against any and all claims or suits that may arise out of or by reason of action taken by the Housing Authority in reliance upon authorization cards or information furnished by the Union advising the Housing Authority to furnish moneys to the Union submitted by the Union to the Housing Authority.
9. Dues deduction authorization shall be irrevocable for a period of one (1) year and automatically renewed each year thereafter commencing October 1, except that authorization may be withdrawn by an employee during the month of October each year provided the employee notifies both the Housing Authority and the Union in writing. Failure to follow the proper procedure will not be honored. Such provision will appear on the Membership Application and Dues Deduction Authorization Card. If dues deduction authorization is not revoked during such period it shall continue until the following October. If an employee-member transfers to another bargaining unit position, he/she shall be continued on the dues deduction rolls. It is understood that this Section applies to employees who are in the bargaining unit and that dues deductions cease for employees who transfer or promote out of the bargaining unit or who terminate their employment with the Housing Authority.

The Union will certify through the Housing Authority Human Resources Department, in writing, the current rate of membership dues. Once the Union provides a dues deduction form to the Housing Authority, the Housing Authority will make every reasonable effort to honor the dues deduction by the next payday of the month. However, in no event shall the deduction be accomplished later than the second (2nd) payday following the receipt of the dues deduction form. Dues shall be remitted to the Union and deducted from employees by the Housing Authority on a bi-weekly (every two (2) weeks) basis coinciding with the pay periods of the Housing Authority, together with a list of employees and their social security numbers. The information shall be in

computer readable electronic form, in any one of the following media:

1. 3 ½” diskette in formatted text (space delimited) format
2. CD ROM in formatted text (space delimited) format
3. Zip Disk in formatted text (space delimited) format
4. E-mail the file to the union

The report shall contain header information and be set up so that position “1” is the first position (not position “0”). The positional formatting shall be as follows:

POSITIONS 1-13 Social Security Number with the dashes

POSITIONS 14-54 Name as last, first name

POSITIONS 55-60 The dollar amount of the remittance without a dollar sign, left unjustified

10. The Union will certify through the Housing Authority Human Resources Department, in writing, the current rate of membership dues. Once the Union provides a dues deduction form to the Housing Authority, the Housing Authority will make every reasonable effort to honor the dues deduction by the next payday of the month. However, in no event shall the deduction be accomplished later than the second (2nd) payday following the receipt of the dues deduction form. Dues shall be remitted to the Union and deducted from employees by the Housing Authority on a bi-weekly (every two [2] weeks) basis coinciding with the pay periods of the Housing Authority.
11. The Housing Authority will deduct from each employee’s check an amount voluntarily authorized for the COPE (Committee on Political Education) and submit same bi-weekly (every two [2] weeks) to the Union. Once the Union provides an authorized deduction form for the COPE (Committee on Political Education) to the Housing Authority, the Housing Authority will make every reasonable effort to honor the COPE deduction by the next payday of the month. However, in no event shall the deduction be accomplished later than the second (2nd) payday following the receipt of the COPE deduction form. COPE deductions shall be remitted to the Union and deducted from employees by the Housing Authority on a bi-weekly (every two [2] weeks) coinciding with the pay periods of the Housing Authority.
12. The Housing Authority shall provide by the 10th of each month to the Union the following:
 - A. A separate report identifying new hires, temporary or seasonal employees, current bargaining unit eligible employees, terminated employees, classification changes for employees (promotions, demotions and reclassifications) and transfers.
 - B. Each report shall be submitted in alphabetical order and in an available format requested by the Union. This report shall be in computer-readable form in any one of the following media containing header information and a field record layout:
 1. 3 ½” Diskette in formatted text (space delimited) format
 2. CD ROM in formatted text (space delimited) format
 3. Zip Disk in formatted text (space delimited) format
 4. E-mail the file to the Union

- C. Each report shall list the following information: employee's name, social security number, home address, member/non-member status, classification (job title), employment (full or part time), department name, work location, work phone number, shift, date of hire, and wage rate.
- D. Classification changes (promotions, demotions, reclassifications), in addition to the information identified in Section C. above, shall identify the previous classification and the new classification and the effective date of the change.
- E. Transfers, in addition to the information identified in Section C. above, shall identify the previous department, the new department, and the effective date of the transfer.
- F. All information is furnished for the exclusive use of the Union and shall not be used for any other purpose or be given to any other person or organization without the express written approval of the employee involved. These reports shall be provided to the Union no later than the 15th of each month.

ARTICLE 18

NEGOTIATIONS RELEASE TIME

The parties agree that negotiation dates will be established as far in advance as possible. The Union is entitled to up to five (5) bargaining unit employees to be on the Union Bargaining Committee. The Housing Authority shall compensate employees, granting them leave with full pay including any differentials or premiums and the accrual of all earned benefits, for participating in the negotiations and for all meetings held for the purpose of negotiating the terms of this Agreement, during the normal business week and during normal business hours or when such employees are scheduled to be on duty. On days when there is bargaining meetings, Bargaining Committee members' work hour schedules will be changed to allow the employee to attend bargaining meetings during their scheduled work hours, at the option of the Bargaining Committee member (i.e., changed to 8:00 a.m. to 5:00 p.m., allowing the employee's shift to accommodate bargaining meetings). On any day where such change occurs, if the bargaining meeting ends before the shift is completed, the Bargaining Committee member is to return to work.

ARTICLE 19

UNION MEMBERSHIP

Section 1. Union membership shall be at the sole discretion of the employee.

Section 2. Union membership shall not be considered in respect to decisions regarding employment, pay, discipline, promotion, transfer, reclassification or any other benefit or term or condition of employment.

Section 3. In January of each year during the term of this Agreement, the Union shall furnish the Housing Authority in writing with the names of its current Officers, stewards and authorized Union staff Representatives.

ARTICLE 20

BULLETIN BOARDS

- 1. The Housing Authority will provide access to and use of a bulletin board of approximately 4 feet by 4 feet in the Administration Building, in the Warehouse behind the Administration building, and the Landsman Shop in Henderson, and reasonable access to bulletin boards (approximately 2 feet by 2 feet) in a readily accessible area in each department or work area that is normally used for communications to employees, to the Union for the posting of materials related to Union business, to post meeting notices, Officer or representative election notices and results or other information that is of interest to the membership. Any materials posted must be dated and

initialed by a Union Officer, the Executive or Assistant Executive Director of the Union, or Steward responsible for the posting (and a copy of all materials posted must be provided to the Human Resource manager prior to the time of the posting).

2. Union notices relating to the following matter may be posted without the necessity of receiving the Human Resource Manager's prior approval:
 - a. Union recreational and social affairs;
 - b. Notice of Union meetings;
 - c. Union Officer and Committee appointments;
 - d. Notice of Union elections;
 - e. Results of Union elections;
 - f. Report of standing committees and independent arms of the Union; and
 - g. Publications, rulings or policies of the Union.
3. All other notices of any kind not covered by (1) or (2) above must receive prior approval of the Human Resource Manager. It is also understood that no material may be posted on bulletin boards at any time which contains the following:
 - a. Personal attacks upon any other member or employee;
 - b. Scandalous, scurrilous or derogatory attacks upon the administration;
 - c. Scandalous, scurrilous or derogatory attacks upon a candidate for a partisan political office.

ARTICLE 21

LABOR – MANAGEMENT COMMITTEE

The parties agree to establish a joint labor – management committee which shall be composed of six (6) employees – three (3) members representing the Union and three (3) representing the management. Union committee members shall be appointed by the union, and management committee members shall be appointed by the Housing Authority. Members of the committee shall serve at the pleasure of the appointing party. The committee shall meet at least every four (4) months or more frequently when mutually agreed. The meeting will be held at mutually agreed upon times and on mutually agreed upon dates and shall be for the purposes of:

1. Discussing the administration of this Agreement;
2. Exchanging general information of interest to the Parties;
3. Giving the Union Representatives the opportunity to share the views of their members and/or make suggestions on subjects of interest to their members;
4. Discussing changes in personnel policies; and
5. Any other matters of mutual concern to the Parties, excluding pending grievance(s) and arbitration matters.

To facilitate the adjustment of work schedules, if needed, the committee will notify all members and their immediate supervisors of the dates and times of committee meetings immediately after the Parties reaching mutual agreement as to the date of any such meeting.

Union committee members shall not lose pay or benefits for the time spent in any meetings authorized by the provisions of this Article. Time spent in any meeting authorized by the provisions of this Article shall be counted as time worked for the purposes of computing overtime only if the time spent falls within the employee's regularly scheduled work hours.

The agenda shall be established and distributed to committee members one (1) week prior to the meeting.

ARTICLE 22
HEALTH AND SAFETY AND
HEALTH AND SAFETY COMMITTEE

Section 1. Safe Workplace

A safe workplace is required by the Housing Authority, federal and state law. Both the Housing Authority and the employees desire a safe workplace. No employee shall be required to work in an unsafe workplace. Employees have a right to a safe workplace.

Section 2. Reporting of Unsafe Working Conditions

If an employee believes that working conditions exist that may be hazardous to his/her health or welfare, he/she must immediately contact his/her immediate supervisor. Employees are encouraged to report all incidents or situations they in good faith believe pose unsafe working conditions to their supervisors and will not be disciplined or retaliated against for reporting such conditions. If an employee finds him/herself in imminent danger for life, health or safety, the employee is to do the following when applicable: remove him/herself from the situation, notify the appropriate authority or agency, and report to the immediate supervisor as soon as possible.

Unsafe working conditions must be reported to the appropriate supervisor, division head or to the Executive Director. Upon receipt of such report, if the risk of serious injury or illness appears to be imminent, corrective action shall be taken immediately. In all other situations, corrective action shall be taken as soon as practicable.

The employee, the employee's Union representative, if requested, and the employee's immediate supervisor shall expeditiously investigate the situation. If the supervisor determines that an unsafe working condition exists, then immediate efforts shall be made to correct the situation.

If the employee is dissatisfied with the determination of the supervisor, he/she may request a review by the Safety Officer. If the Safety Officer and the immediate supervisor cannot reach an agreement, they will request that the next level of supervision make the determination.

In a situation where an employee is in an unsafe work location or situation that has been determined to be unsafe, the employee shall be assigned to work elsewhere to another work location in the Housing Authority until a safe work environment has been determined to exist, if work is available, or until circumstances warrant the employee's return to the original assignment or to a new assignment.

Section 3. Health and Safety Committee

The labor-management health and safety committee established and maintained pursuant to NRS 618.383 and the regulations adopted by the Administrator of the Division of Industrial Relations of the Department of Business and Industry shall be composed of an equal number of management and Union representatives, with each party appointing three (3) members of its choosing, with the chair being taken by the Union and management in alternate meetings. The Health and Safety Committee will meet as often as needed. Minutes of any substantive recommendations, issues or actions shall be kept and transcribed in a permanent set of documents and given to the members of the committee and the safety officer. To facilitate the adjustment of work schedules, if needed, the committee will notify all members and their immediate supervisors of the dates and times of committee meetings immediately after the Parties reaching mutual agreement as to the date of any such meeting. Union committee members shall not lose pay or benefits, including overtime, for the time spent in any meetings authorized by the provisions of this Article. The agenda shall be established and distributed to committee members one (1) week prior to the meeting, however emergent or new items not on the agenda may be addressed at the meeting. Recommendations from the Health and Safety Committee shall be referred to the Executive Director.

Section 4. Compliance with Applicable Law and Regulations and Providing for Devices, Apparel, etc.

The Housing Authority agrees to comply with all local, state and federal health and safety laws, regulations and guidelines. Special protective devices, wearing apparel and other equipment, coveralls, goggles, hard hats and shoes, determined by the Housing Authority, Housing Authority Safety Committee or appropriate Governmental Agency to be necessary for protection from accident and health

hazards shall be provided by the Housing Authority. Where such protective devices, etc., as listed above, are required for the safety of employees, the employees must wear them while working or in the required area, and failure to do so may lead to progressive discipline.

Section 5. Emergency Plan

The Housing Authority shall prepare an emergency plan for each location at which employees are assigned. An employee shall be allowed an opportunity to review the emergency plan which has been developed for work locations to which he/she is assigned if the employee or the Union so request. All emergency plans shall be posted in outlying rental offices, maintenance shops, the central warehouse and the administration building.

Section 6. Accidents

In case of an accident on the job, the Housing Authority shall make available the necessary accident reports, and provide assistance in completing the form if requested.

Employees who witness or are involved in an accident will cooperate with official investigations conducted by the Housing Authority, Housing Authority Safety Committee or appropriate Governmental agency. Employees will not be disciplined or retaliated against for cooperating with official investigations.

ARTICLE 23

DIRECT DEPOSIT OF CHECKS; CREDIT UNION DEDUCTION

An employee may authorize direct deposit of his/her pay check to the employee's account in a bank or credit union. Such authorization shall be in writing, and may be revoked by the employee at any time.

An employee eligible for membership in a credit union may have payroll deductions made for deposit to the credit union or for repayment of credit union loans, upon giving the required authorization to the finance department. An employee may revoke the authorization at any time in writing to the finance department.

ARTICLE 24

WAGES/HOURLY WAGE RATES

Effective the first pay day in July 2002 (pay period starting June 27, 2002), all steps in the Classification and Salary Ranges listed in Appendix A shall be increased by three percent (3.00%), and this shall be reflected in Appendix B, resulting in a three percent (3.00%) wage increase for each employee.

Effective the first pay day in July 2003 (pay period starting June 26, 2003) all steps in the Classification and Salary Ranges listed in Appendix B shall be increased by three percent (3.00%), and this shall be reflected in Appendix C, resulting in a three percent (3.00%) wage increase for each employee.

Effective the first pay day in July 2004 (pay period starting July 1, 2004), all steps in the Classification and Salary Ranges listed in Appendix C shall be increased by two and three-quarter percent (2.75%), and this shall be reflected in Appendix D, resulting in a two and three-quarter percent (2.75%) wage increase for each employee.

Classification and Salary Ranges are listed in Appendices A, B, and C, which are attached, hereto by this reference and are made part of this Agreement.

ARTICLE 25

LONGEVITY PAY

All regular employees (including full-time and part-time) shall be eligible for longevity pay in accordance with the following provisions:

1. For employees hired prior to August 16, 1978, longevity shall be accrued as follows:

| <u>Length of Service</u> (as of December 1) | Percentage Accrued Per Pay Period (for 26 pay periods/year) | <u>Total Annual Longevity Credit</u> |
|--|---|--|
| Fifteen or more years | 4% per pay period | 100% of one bi-weekly pay |
| 2. For employees hired after August 16, 1978 longevity shall be accrued as follows: | | |
| With more than five but less than ten years | 1% per pay period | 25% of one bi-weekly pay |
| With ten thru fourteen years service | 2% per pay period | 50% of one bi-weekly pay |
| With fifteen thru nineteen years service | 3% per pay period | 75% of one bi-weekly pay |
| With twenty or more years service | 4% per pay period | 100% of one bi-weekly pay |
| 3. Longevity pay shall be administered in accordance with the following criteria: | | |
| A. Conditions of eligibility in a given year are: | | |
| (1) an employee must have completed the required number of consecutive years of service prior to December 1 and must be on the payroll as of that date; | | |
| (2) any employee who is terminated for any reason or resigns prior to December 1 shall not be eligible; | | |
| (3) an employee who retires prior to December 1 shall receive benefits prorated for each month of service prior to retirement. | | |
| B. Longevity shall be calculated as a percentage of base pay only; premium pay, acting pay, and any other form of supplemental pay shall be disregarded. | | |
| C. Longevity pay shall be distributed in a lump sum to each eligible employee in December. | | |
| D. The following shall be included in determining periods of service for longevity purposes only: | | |
| Probationary appointment. | | |
| Leave for military service (involuntary). | | |
| Absence due to illness or injury. | | |
| Absence for court or jury duty. | | |
| All regular employment (full-time, part-time and seasonal). | | |
| Lay-off due to lack of work or lack of funds, if employee was subsequently recalled within ninety (90) days of such layoff. | | |
| E. The following shall not be included in determining periods of such service for longevity: | | |
| Voluntary enlistment in the military service (except during wartime or national emergency). | | |
| Any previous service with the agency which was terminated by resignation, dismissal or retirement. | | |
| Unpaid Family and Medical Leave. | | |
| Leave without pay. | | |

ARTICLE 26
MERIT INCREASES

Salary and wage schedules shall provide for periodic merit increases. All rates of pay, increases, or changes in rate shall be made in accordance with the approved schedule and in accordance with this Agreement.

New employees shall normally be hired at the first step of the applicable range except that when it becomes difficult to attract qualified applicants, or in order to provide compensation at a range and step above that of a subordinate employee, the Housing Authority may authorize employment at a step above the entry-level step at its discretion.

In-range increases shall be of not more than one step, nor granted more often once annually (except that the first such increase shall be made upon successful completion of the required

probationary period).

Step increases shall be granted only on the basis of evidence of adequate performance on the job, as reflected in the employee performance evaluations prepared by each employee's supervisor and the person reviewing each such evaluation. Failure of an employee to meet the minimum job requirements shall be grounds for withholding a step increase at the time it would be due, until such time as the supervisor and reviewer certify that the employee has improved in performance to the minimum acceptable level.

ARTICLE 27

ADMINISTRATIVE ABSENCE, CALL OUT AND OVERTIME PROVISIONS

SECTION 1

Definition of "Exempt" and "Non-Exempt" Classifications: For purposes of determining eligibility for overtime pay, and in accordance with the provisions of the Federal Fair Labor Standards Act, the following are determined to be exempt or non-exempt from provisions of the Act:

Exempt Classifications:

Non-Maintenance

Executive Director
Deputy Executive Director
Director of Finance
Director of Housing Management
Human Resources Manager
Procurement & Warehouse Manager
Resident Program Coordinator
Section 8 Manager
Eligibility Manager
Section 8 Program Assistant
Senior Accountant

Maintenance

Director of Maintenance, Modernization & Dev.
Modernization Supervisor
Building Maintenance Supervisor
Paint Supervisor

Non-Exempt Classifications:

Accountant
Accounting Specialist
Accounting Technician
Administrative Assistant
Building Trades Worker
Cleaner
Client Service Specialist
Development Coordinator
Eligibility Specialist
Equipment Mechanic
Executive Assistant
FSS Case Manager
Groundskeeper
Housing Quality Inspector
Information Systems Coordinator
Lead Groundskeeper
Maintenance Mechanic
Management Analyst/ Quality Control Specialist
Occupancy Specialist
Office Assistant I
Office Assistant II
Painter

Painter Assistant
Property Manager
Senior Buyer/ Warehouse Assistant
Senior Groundskeeper
Senior Maintenance Mechanic
Senior Maintenance Mechanic II
Senior Office Assistant
Senior Service Program Coordinator
Skilled Trades Technician
Support Services Administrator

SECTION 2 Exempt Classification.

Individuals employed in exempt classifications are not eligible for compensatory time off nor for overtime for hours worked in excess of forty (40) hours in one week. Further, such employees are required to place greater emphasis on the accomplishment of program objectives, rather than on the actual number of hours worked. Such exempt employees with the exception of the Executive Director and the Deputy Executive Director shall be covered by a program of authorized leave time with pay for work activities related to fulfilling program responsibilities, rather than by scheduled hours, under the following plan, which shall be known as the "Exempt Time Off" (ETO) Program.

SECTION 3 Non-Exempt Salaried Classifications.

Non-exempt salaried employees (those paid on a bi-weekly basis) who are shown in a working status on the payroll for more than forty (40) hours per week (not including time in holiday, vacation, sick leave, or comp time status) shall be paid or credited with compensatory time at the option of the employee, at the rate of one and one-half hours for each hour of authorized overtime performed, under the following conditions:

1. Such overtime shall be authorized in writing in advance by the employee's division head.
2. Compensatory time off must be calculated at the time and one-half rate for each hour so authorized and actually worked.
3. Compensatory time so earned may be accrued at the discretion of the division head, except that any amount in excess of 50 hours (based on straight time computation) shall be approved by the Executive Director. Accrued time must be taken within twelve (12) months of the time earned, or it shall be forfeited.
4. Use of compensatory time shall be governed by the following:
 - a. Use may be for any purpose authorized under vacation or personal leave (such as meeting with insurance agent, going to bank, meeting with an attorney, etc.).
 - b. Time may be used in lieu of sick leave (as defined in Section 7.3 of these rules), or in situations where an employee has exhausted his or her sick leave accrual.
 - c. All use of compensatory time shall be given only upon the prior authorization of the appropriate supervisor.
5. Credit for compensatory time shall accrue to the employee only, and is neither assignable nor transferable to any other employee, except when so assigned under provisions of Section 7.3.7. of these rules.

SECTION 4 Non-Exempt Maintenance Classifications.

Non-exempt hourly maintenance employees who work more than eight (8) hours in one day or forty (40) hours in one week shall be paid for such excess hours at a rate of time and one-half of the regular hourly rate for all authorized hours in excess of the eight (8) in one day or forty (40) in one week. Compensation for such overtime shall be made in accordance with the following:

1. Such overtime must be authorized in accordance with the current administrative rules governing overtime to be eligible for payment.
2. For any callout, an employee shall be paid for a minimum of one (1) hour, or a maximum of

the time actually devoted to the work. Reimbursement shall include time beginning when the employee responds from his home and shall end when he returns to his home.

- 3. Overtime (particularly call-outs) shall be held to the minimum consistent with protection of the health and safety of residents, and with protection and well-being of housing units.

**ARTICLE 28
HOLIDAY PROVISIONS**

SECTION 1 Establishment of Paid Holidays.

| <u>Day</u> | <u>Date</u> |
|-------------------------|---|
| New Year's Day | January 1 |
| Martin Luther King, Jr. | 3 rd Monday in January |
| Presidents' Birthday | 3 rd Monday in February |
| Memorial Day | Last Monday in May |
| Independence Day | July 4 |
| Labor Day | 1 st Monday in September |
| Admission Day | Last Friday in October |
| Veterans Day | November 11 |
| Thanksgiving Holidays | 4 th Thursday/Friday in November |
| Christmas Day | December 25 |

SECTION 2 Holiday Provisions

Holidays shall be celebrated in accordance with the following:

1. The Board may authorize any additional, special holiday, which may be proclaimed by the President of the United States, or the Governor of Nevada. Any such holiday occurring between Board meetings may be authorized by action of the Chairman.
2. Any holiday falling on a Saturday shall be celebrated by taking the preceding day as the holiday; any falling on a Sunday shall be observed by taking Monday as the holiday.
3. A holiday falling during an employee's use of vacation shall not be charged against vacation accrual. A holiday occurring during travel to or from or attendance at an authorized training program, conference or seminar shall be compensated for by granting another day off in lieu of the established holiday.
4. An employee who is off work without pay due to unauthorized absence either the work day before or the work day after a holiday shall forfeit the holiday and shall receive no pay therefore.
5. An employee who regularly works less than full-time shall receive holiday pay commensurate with the rate of pay normally received, i.e., half-time, on an hourly basis, etc.

**ARTICLE 29
VACATION PROVISIONS**

SECTION 1 Vacation Year and Credit Earned

The vacation year shall be the calendar year. Vacation credit shall be earned, accrued and carried over from one vacation year to the next in accordance with the following provisions:

1. Full vacation credit shall be earned only by full-time employees; those working less than full-time shall earn credit proportional to the time worked.
2. Vacation credit will be earned from the initial date of employment, but may not be accrued nor used until the employee has successfully completed the six-month probationary period.
3. Vacation shall be earned and accrued on the basis of years of service with the Authority, and accrued credit may be carried over to the next vacation year as follows:

| | | |
|------------|--------------|---------|
| Accrual in | Accrual Rate | Maximum |
|------------|--------------|---------|

| <u>Years of Service</u> | <u>Work Days</u> | <u>(Semi-Month)</u> | <u>Carry-Over</u> |
|--|------------------|---------------------|-------------------|
| 1 st year | 10 days | 3.333 hours | 80 hours |
| 2 nd thru 10 th year | 15 days | 5 hours | 240 hours |
| 11 thru 15 years | 18 days | 6 hours | 280 hours |
| 16 thru 20 years | 21 days | 7 hours | 320 hours |
| 21 thru 24 years | 24 days | 8 hours | 320 hours |
| 25 or more years | 27 days | 9 hours | 320 hours |

SECTION 2 Use of Accrued Vacation Credit

1. A request for vacation shall normally be submitted to the employee's supervisor not less than two weeks in advance. Such request may be approved, disapproved or modified by the division head in order to prevent stoppage of work, to equalize the workload, to ensure the presence for duty of employees with special skills, or as may otherwise be in the best interests of the Authority, its programs, and its residents and participants. Once approved, vacations will not be changed or denied by the Housing Authority. The only exception to this is in the event of an unforeseen emergency, in which case the Housing Authority will work with the employee to have the employee suffer no economic harm.
2. Vacation shall normally be taken in increments of not less than four (4) hours; however, a supervisor at his or her discretion may permit vacation credit to be used for shorter periods in cases of hardship or for other valid reason. In no event shall vacation credit be used in increments of less than one (1) hour.
3. Vacation may be used in connection with pregnancy or childbirth of the employee, in connection with use of sick leave and/or family medical leave for the same purposes. Any time off required beyond the total of accrued sick leave and vacation may be granted at the discretion of the division head, and shall be without pay.
4. An employee may voluntarily exchange up to eighty (80) hours of vacation credit accrued for cash per year, under the following conditions: (a) the employee must have at least forty (40) hours of accrued vacation credit left after the exchange; (b) the employee must have used at forty (40) hours of vacation credit during the calendar year; and (c) such exchanges may be made twice not to exceed eighty (80) hours per calendar year and once made may not be rescinded.
5. Vacation credit shall accrue to the employee only, and is neither assignable nor transferable to any other employee, except as provided under Catastrophic Leave policy.

SECTION 3 Payment for Accrued Vacation Credit

An employee who has successfully completed the initial probationary period will be reimbursed for accrued vacation credit in accordance with the following:

1. In full, upon resignation in good standing, with the giving of at least two (2) weeks notice of such resignation.
2. In full, at the time of retirement as defined herein.
3. In full, at the time of permanent and total disability, as defined by provisions of state law.
4. In full, to the employee's estate in the event of death.
5. An employee will not be paid accrued vacation in the event of termination for cause.

SECTION 4 "Hold Harmless" Provisions

No employee on the payroll as of July 17, 1985 shall lose any benefits accrued prior to that date under the former annual leave plan, regardless of any of the terms, conditions or restrictions placed in effect as of the date of implementation of the revised vacation/sick leave plans.

ARTICLE 30
SICK LEAVE PROVISIONS

SECTION 1

Sick leave credit shall be earned and accrued in accordance with the following provisions:

1. Sick leave for full-time employees shall be earned and accrued at the rate of four (4) hours per pay period, or a total of 13 days per calendar year. Sick leave for less than full-time employees shall be proportional to the time worked.
2. Sick leave accrual shall begin at the time of initial probationary appointment. Use of sick leave during probation shall be only upon recommendation of the employee's supervisor and upon prior written approval by the division head.
3. There shall be no limit on the maximum amount of sick leave accrued.

SECTION 2 Use of Sick Leave Credit

Sick leave may be used for injury, illness, pregnancy or childbirth involving the employee; injury or illness of a member of the immediate family requiring the absence of the employee from work; or for medical or dental appointments for the employee. Sick leave credit may be used only in accordance with the following:

1. To be eligible for sick leave, the employee must personally report by phone to his supervisor no later than the scheduled time for start of work. The reporting requirements referred to in Article 10, Section 6, of this Agreement must be met.
2. The employee's supervisor may require medical evidence of the employee's condition if the employee has used sick leave three (3) or more times in a six-month period, and will require such evidence if the employee is off work for five (5) or more consecutive working days.
3. In cases of use of sick leave due to illness or injury to another member of the employee's family, medical evidence shall be required to substantiate the need for the employee to be absent.
4. Once an employee's sick leave accrual is depleted the employee must then use vacation credit or leave without pay until able to return to work.
5. Sick leave credit shall accrue to the employee only, and is neither assignable nor transferable to any other employee, except as provided under Section 7.3.7.1. of these rules, or Catastrophic Leave Policy of these rules.

SECTION 3 Payment for Use of Sick Leave

Payment for sick leave usage shall be made from and after the first day of illness or injury to the employee, or from and after the commencement of such other illness or injury as may be covered by these rules.

SECTION 4 Abuse of Sick Leave Provisions

Abuse of any of the provisions of the sick leave policy may be grounds for disciplinary action. Abuse is defined as frequent and excessive use of sick leave without cause.

SECTION 5 Payment for Accrued Sick Leave Credit

Payment for accrued sick leave credit earned but not used will be made in accordance with the following:

1. Persons employed prior to July 17, 1985:

| | | |
|-----------------------------|-------------------------|-------------------|
| Years of Service | Layoff or Resignation | |
| <u>With Authority</u> | <u>in Good Standing</u> | <u>Retirement</u> |
| 10 thru 14 years of service | 25% of accrual | 50% of accrual |
| 15 or more years of service | 50% of accrual | 100% of accrual |
2. Persons employed after July 17, 1985:

| | | |
|-----------------------------|------------------|-----------------|
| 2 thru 9 years of service | 12.5% of accrual | 25% of accrual |
| 10 thru 14 years of service | 25% of accrual | 50% of accrual |
| 15 thru 19 years of service | 37.5% of accrual | 75% of accrual |
| 20 or more years of service | 50% of accrual | 100% of accrual |

3. Accrued sick leave credit will be reimbursed as set forth in subsections 5.1 or 5.2. In the event of resignation in good standing (giving at least two weeks notice); at the time of permanent and total disability, as defined by state law, and to the employee's estate in the event of death.
4. Accrued sick leave credit will be reimbursed at the time of retirement as follows:
 - A. If retirement occurs at the time as set forth in the definition of "retirement" herein, benefits shall be paid as set forth in paragraphs 1 and 2 of this Section 5 as appropriate.
 - B. If an employee who has years of creditable service necessary to retire but has not attained the required retirement age, elects to retire at an earlier age, then the benefits set forth in paragraphs 1 and 2 of this Section 5 shall be reduced by 4% of the appropriate amount for each full year and .33% for each additional month that the employee is under the appropriate normal retirement age at the time he/she elects to retire.
5. No sick leave credit will be paid to an employee who is terminated for cause.

SECTION 6 "Hold Harmless" Provisions

No employee on the payroll as of July 17, 1985 shall lose any benefits accrued prior to that date under the former annual leave plan, regardless of any of the terms, conditions or restrictions placed in effect as of the date of implementation of the revised vacation/sick leave plans.

SECTION 7 Catastrophic Leave Policy

1. Establishment. There shall be a Catastrophic Leave Plan and Leave Bank for the employees. Any employee having completed a probationary period may donate accrued vacation, compensatory time, or exempt time off into the Leave Bank by completing a leave donation form and submitting it to Human Resources. Leave donations may be in a lump sum or on a periodic leave deduction basis. Any donations shall be strictly voluntary, and shall be anonymous. Sick leave may not be donated.
2. Eligibility for Catastrophic Sick Leave Usage. To be eligible for withdrawal from the leave bank, an employee must have:
 - A. Successfully completed the standard six-month initial probationary period.
 - B. Been absent due to such injury or illness not due to or resulting from an approved service-connected disability or other injury for which the employee has received compensation under any disability plan, including the Housing Authority's current workers' compensation carrier.
 - C. Catastrophic illness or injury is defined as an injury or illness that significantly impacts on an employee's ability to perform work related activities. This may include but not be limited to the following conditions: Traumatic brain injury, amputation of limbs, loss of major senses, spinal cord injury, 3rd degree burns over 15% or more of the body, internal injury, organ damage, assault-gunshot or stab wounds, electrocution resulting in hospitalization, terminal stages of cancer, stroke, heart attack and cardiac complication.
3. Catastrophic Leave Committee. Provisions of this program shall be coordinated and leave credits allocated by a Catastrophic Leave Committee, which shall consist of (a) the Deputy Executive Director, (b) the Senior Accountant and (c) the Human Resources Manager.
4. Use of Catastrophic Leave. Once an eligible employee has exhausted all accrued sick leave and vacation, and has been in status of "leave without pay" for at least forty (40) hours as a result of the catastrophic illness or injury, the employee or his designated agent may file a written request for catastrophic leave with the Human Resources Manager. The request must specify the length of time the employee wishes to be covered and must be accompanied by the following:
 - A. A medical statement from the attending licensed health care provider, explaining the nature of illness or injury, prognosis, with an estimate of the length of time the employee

will be receiving care and

- B. Evidence that the employee has received permission from the Executive Director to be absent for the length of time estimated by the licensed health care provider.
5. Review of Approval of Catastrophic Leave. Leave may be granted under the following terms and conditions:
- A. The Catastrophic Leave Committee shall review the request and verify the employee's eligibility for catastrophic leave. If the employee is found eligible, the Committee shall grant the employee an appropriate amount of leave from the bank, providing that balance in the bank is sufficient to do so. Should an insufficient amount be available from the bank, the Committee may grant such lesser amount as or as may become available. A written notice shall be provided to the employee indicating whether he/she is eligible, with an explanation if the employee is not found eligible.
 - B. Donated accrued catastrophic leave shall not be returned to any contributor, and shall not be available for any use other than as herein defined.
 - C. The leave recipient or his/her designated agent shall be responsible for notifying the Human Resources Manager of the termination of the medical emergency for which leave has been granted. The Committee shall have the authority at its sole discretion to verify the continuing need for use of any time.
 - D. Payment for catastrophic leave shall be at the same rate of pay as the beneficiary was receiving at the time of incurring the catastrophic illness or injury. The Director of Finance in arrears on the regular Authority bi-weekly payroll shall make payment until (a) the total allocation has been expended, or (b) such earlier time as the Committee may determine based on medical evidence relating to the continuing need for such leave.
6. Nature of Catastrophic Leave. The Catastrophic Leave Plan is entirely voluntary; no employee shall be required to contribute to the plan, and no employee shall have any entitlement or property right to any benefit that may be available under the plan.

ARTICLE 31 MISCELLANEOUS LEAVES OF ABSENCE

SECTION 1 Leave Without Pay

The executive Director at his/her discretion may grant a leave of absence without pay, and when such leave does not interfere with the essential operations of the Authority. Such leave shall not earn credit for vacation, sick leave, or longevity purposes, and shall not exceed a maximum of ninety (90) days.

SECTION 2 Military Leave

1. An employee who leaves his or her position to enter military service in time of war or any period of national emergency declared by the President in connection with national defense, shall be carried on the rolls of the Authority in a military leave status. Upon honorable separation or discharge, he or she shall be entitled to restoration to his or her prior position with the Authority, provided that he or she applies for reemployment within ninety (90) calendar days after separation or discharge, or before the expiration of any statutory right to reemployment.
2. Regular employees who are reservists of the Armed Forces or members of the National Guard engaged in active duty, training, or military aid to enforce the law, shall be granted a military leave of absence, with pay, in accordance with the number of days permitted or required by State or Federal law.

SECTION 3 Court or Jury Leave

Leave for the purpose of appearing in court or serving on a jury shall be granted in accordance with the following:

1. A summons or subpoena must be legally served for either serving as a witness or for jury duty. An employee shall immediately report receipt of a summons or subpoena to his supervisor.
2. Regular pay will continue for any employee who has received a summons or subpoena. However, any stipend or fee received (except reimbursement for travel or other direct expenses) shall be turned over to the Authority to be credited against continuation of the regular salary.

SECTION 4 Bereavement Leave – Death in Family

An employee shall be granted a special leave of absence with pay in the event of a death in his or her extended family. The employee will be granted three (3) working days for bereavement leave. An employee may request additional leave; however he or she must request leave under the vacation and sick leave policy. Bereavement leave shall be paid for in accordance with the following:

1. The employee shall be reimbursed at the regular rate of pay for each work hour or workday lost during bereavement leave.
2. To be eligible for bereavement leave, the employee shall attend any funeral or memorial services for the deceased.

SECTION 5 Family Medical Leave

An eligible employee may be granted unpaid family leave for a total of up to 12 weeks in a 12-month period to care for the employee's child after birth, or placement for adoption or foster care; to care for employee's spouse, son or daughter or parent who has a serious health condition; or for a serious health condition that makes the employee unable to perform the employee's job.

To qualify for FMLA leave, continuing care must be of a nature that requires absence by the employee in a manner that prevents the employee from doing his or her job. Documentation will be requested from the employee showing eligibility for family leave. Accrued vacation and/or sick leave are to be used in connection with the FMLA leave, up to a total of 12 weeks for each qualified absence.

An employee shall be granted family leave provided that he/she has worked for the Authority for at least 1,250 hours in the previous year. As a condition of approval, the employee's immediate supervisor must be kept informed, in writing, of the employee's status on a periodic basis as required.

1. The procedure for requesting FMLA leave shall be that the employee shall notify his or her immediate supervisor in writing of his or her request. This will include (a) the approximate date of the beginning of the leave, (b) the approximate ending date of the leave and (c) the qualifying conditions for requesting the leave. The immediate supervisor will forward the request to the Human Resources who will review request to determine qualification under FMLA. Human Resources will forward the request to the Executive Director for approval. The Executive Director will grant approval, provided that all conditions of this and any related provisions have been met.
2. Copies of all documents relating to the employee's FMLA leave shall be placed in his or her FMLA file.
3. In accordance with FMLA, employees who are salaried and among the highest paid 10 percent (10%) of the employees employed by the Authority may be denied return to the position of employment held when the leave commenced, or an equivalent position with equivalent benefits, pay and other terms and conditions of employment, if such denial is necessary to prevent substantial and grievous economic injury to the operations of the Authority; and the Authority notifies the employee of its intent to deny reinstatement on such basis at the time the Authority determines that such injury would occur; and in any case in which the leave has commenced, the employee elects not to return to employment after receiving such notice.

4. The Authority makes assurances of continuation of seniority and return to comparable job status and health care coverage during and following family and medical leave status. The employee must meet his or her insurance obligations during and following family and medical leave status. The employee is not eligible to draw unemployment benefits or accrue sick leave, vacation leave, state retirement or longevity while in unpaid status.
5. If the leave is specifically for maternity purposes, the following criteria apply:
 - A. An employee upon becoming aware of her pregnancy, shall obtain from her physician a certificate stating that the physician is acquainted with the type of work being performed by the employee, and that it will not be injurious to her health or the health of the expected child for her to continue working.
 - B. After the initial certificate has been presented, a similar certificate shall be presented monthly, beginning at the sixth month of pregnancy, or earlier if health conditions appear to so indicate.
 - C. An employee complying with these provisions may work so long as she is able to present certification or until the date specified by her physician as the date beyond which she should not be permitted to work. If the employee fails to present the required monthly certificate within five (5) calendar days of the date when it is due, she may be placed on FMLA leave after a three (3) calendar-day notice by the Authority.

ARTICLE 32

EQUIPMENT, TOOLS AND UNIFORMS

Each maintenance employee shall be furnished all required hand tools and clean uniforms. The Housing Authority will replace tools that are lost or missing through the fault of the employee and the cost will be charged to the employee. Each maintenance employee will be responsible for all items issued.

ARTICLE 33

ACTING PAY: TEMPORARY RECLASSIFICATION – WORKING TEMPORARILY IN A HIGHER CLASSIFICATION

An employee may be authorized by the Housing Authority or the division head to fill a position in a higher classification during the temporary absence of the incumbent who is absent on vacation, sick leave or other authorized absence.

Should temporary reclassification cover only one (1) working day, there shall be no change in the employee's rate of pay. Should such temporary reclassification exceed one (1) working day, then the employee shall be compensated for each working day from the second working day until the temporary assignment ends; in such event, the employee shall be paid not less than the beginning rate for the higher classification, or the next step above the employee's regular salary or wage step, whichever is higher.

ARTICLE 34

BI-LINGUAL PAY

An employee required to perform a significant portion of his or her duties in a second language in the regular course of conducting Housing Authority business, and when so specifically authorized and directed shall be paid a differential of five percent (5%) for performance of such additional duties, in addition to regular rate of pay.

The number of positions to be included in bi-lingual pay shall be as approved by the Board and so budgeted in the appropriate budget(s) under which an employee is compensated. If an employee not designated for bi-lingual pay performs such duties and qualifies for bi-lingual pay, such pay will not be unreasonably withheld.

Determination of the need for and performance in a second language shall be made by the appointing authority upon the recommendation of the appropriate division head.

ARTICLE 35 TRAVEL PROVISIONS

Authorized travel is made available for the benefit of the Authority, to attend meetings with HUD or professional organizations in the field of subsidized or assisted housing. No employee has a vested right or interest in any proposed travel, even though specific travel may be included in one or more approved budgets.

Travel within and outside the jurisdiction of the Authority shall be in accordance with the following provisions:

SECTION 1 Authorization for Travel Outside Clark County

Each trip to a destination outside the jurisdiction in the Authority (except to or at the express invitation of the HUD Office in San Francisco) shall be specifically authorized by the Board, approving the trip as essential to the conduct of the program or project involved in accordance with the following:

- A. Authorization may be made by (a) the Board's prior approval of the appropriate operating budget which includes travel for the purpose and to the destination involved, or (b) by adoption of a Resolution for any unanticipated or unscheduled travel not included in an operating budget.
- B. In those instances where the need for essential travel arises between Board meetings, the Executive Director shall obtain verbal approval from the Chairman (or in his or her absence, the Vice Chairman). Such action shall be documented and included in a Resolution to be considered and approved at the next regular Board meeting.

SECTION 2 Reimbursement of Transportation and Related Travel Costs

Costs incurred by all persons authorized to travel on official business shall be reimbursed on the basis of the following:

- A. Transportation shall be on the basis of tourist or similar type of airline travel. An employee who chooses to drive his or her personal vehicle may do so provided that (a) any time in excess of that required for air travel shall be charged to the employee's time, and (b) reimbursement to the employee shall be based on the actual miles driven (at the current authorized allowance per mile, in accordance with Article 36 Mileage) or the lowest available airfare to the destination, whichever is lower in cost.
- B. The cost of reasonable and necessary taxi fares, Authority-related telephone calls, toll or parking fees, and similar items necessarily incident to the performance of official business are allowable as reimbursable items.
- C. An employee traveling on official business outside the jurisdiction of the Authority shall be reimbursed for actual subsistence costs, including standard, non-luxury hotel or motel accommodations and the reasonable cost of standard meals, with the following stipulations:
 - 1. The person must keep a record of all expenditures and submit a statement of expenses upon return.
 - 2. Reimbursement for meals (including breakfast, lunch and dinner) will be based on current approved travel policies and procedures.
 - 3. The cost of luxury accommodations or gourmet meals will not be reimbursed.

SECTION 3 Administration of Travel Provisions

Administration of the travel provisions shall be in accordance with the following:

- A. Forms and procedures for travel requests, approval and claims for reimbursement shall be prescribed by the Executive Director.
- B. All travel outside the area of jurisdiction of the Authority shall be authorized in advance, and

reimbursement shall be authorized only in accordance with these provisions.

- C. Authorization for reimbursement of use of a personal vehicle for local travel shall be made only by the Executive Director in advance of such use. Reimbursement shall be authorized only upon certification of the actual miles traveled, and shall be at the rate established by the I.R.S. per mile actually traveled on Housing Authority business.

**ARTICLE 36
MILEAGE**

When an employee uses his/her personal vehicle in the performance of Housing Authority business, he/she shall be reimbursed at the rate established by the I.R.S. In the event an employee is required to transport a client for any purpose, the Housing Authority must provide an appropriate vehicle. An employee using his/her personal vehicle to conduct Housing Authority business must possess a valid Nevada driver's license and provide the Human Resources Department with evidence of current liability insurance.

**ARTICLE 37
VOTING PROVISIONS**

Appropriate arrangements shall be made to permit employees to vote, in accordance with Nevada statutory requirements.

**ARTICLE 38
GROUP INSURANCE**

SECTION 1

The Housing Authority shall provide to employees covered by this Agreement health insurance benefits, medical dental, vision, prescription drug benefits and life insurance, as specified in the Plan(s). Employees shall have coverage specified by the contract provider(s). Effective July 1, 2002, the Housing Authority shall pay 60% of the full premium for employee, employee +1 and/or dependent coverage. Employees will be responsible for paying the remainder of the insurance premium or 40% for employee and/or dependent coverage.

SECTION 2

The parties agree that within thirty (30) days from the date of full ratification of this Agreement, an equally seated joint labor management committee, consisting of three (3) representatives from the Housing Authority Management and three (3) representatives appointed by the union, will be created for the purpose of researching and soliciting a more cost effective medical benefits plan including but not limited to the Service Employees International Union Health and Welfare Plans. Any cost savings as a result of the parties changing carriers and/or plans shall be shared equally pursuant to the above cost sharing arrangement.

**ARTICLE 39
MISCELLANEOUS BENEFITS**

SECTION 1 Group Insurance Benefits

Group medical, life, vision, dental, short-term disability and accidental death and dismemberment insurance shall be provided to all employees and their dependents. The proration of cost between the Authority and employee shall be in accordance with this Collective Bargaining Agreement. Each employee's contribution shall be deducted from his or her paycheck.

ARTICLE 40
IRC. SEC. 457 AND 125 PLANS

IRC Sec. 457 Plan

The Housing Authority agrees to continue an IRC Sec. 457 Plan to which the employees may make voluntary contributions, said plan to meet requirements as established by the Internal Revenue Service.

IRC Sec. 125 Plan

The Housing Authority agrees to continue an IRC Sec. 125 Cafeteria Plan which allows an employee the opportunity to pay non-taxable benefit premiums for health insurance with before tax dollars through salary reduction rather than with after tax dollars.

ARTICLE 41
WORKER'S COMPENSATION/INDUSTRIAL COMPENSATION

All employees are covered under Nevada law and governed by the following in regard to any job-related accident or injury. The Housing Authority will continue to pay the full contribution and administrative cost for employees to provide worker's compensation/industrial compensation.

All employees shall be covered by a workers compensation program that conforms to the provisions of the Nevada Industrial Insurance Act (NRS Chapter 616), and the Nevada Occupational Diseases Act (NRS Chapter 617), and that provides for payment of industrial accident benefits and compensation for partial and total disability arising from industrial injuries and occupational diseases. In the event an employee is absent from work due to a service-connected disability, he/she shall receive compensation as provided by NRS Chapter 616 or 617.

Section 1. Reporting Accidents and Injuries

Nevada Revised Statutes provide that, "Whenever any accident occurs to any employee, he shall forthwith report the accident and the injury resultant therefrom to his employer."

Each employee suffering an accident or injury of any kind (regardless of how insignificant the employee may believe it to be) shall report such accident or injury to his supervisor immediately. Should such occur outside of regular working hours, such report shall be made immediately upon returning to work on the next regular work day.

Section 2. Investigation/Reporting of Facts

It shall be the responsibility of the injured employee's immediate supervisor to ascertain the facts, and to make a report to the Division Head, which shall include the following:

- A. The date, time and place of the accident.
- B. The circumstances which led to the accident or injury.
- C. The apparent extent of injuries.
- D. Names of all witnesses or others who may have material knowledge of the facts relating to the incident.
- E. The location of the place of treatment for the injury.

A copy of the report shall be furnished to the Human Resources Manager for preparation of the reports required by the workers' compensation carrier.

Section 3. Examination and Treatment

State law provides that the employer immediately upon the occurrence of any injury to any of his employees, shall render to the injured employee all necessary medical treatment, including the cost of transportation of the injured employee to the nearest place of proper treatment if the injury is such as to make it reasonably necessary for such transportation.

Each injured employee shall be taken to the nearest treatment facility as authorized and directed by regulations of E-Care.

Section 4. Preparation of Accident Forms

An injured employee will complete the appropriate form "Notice of Injury or Occupational

Disease,” which is to be executed by the employee and a representative of the Housing Authority. Following this, the Human Resources Manager will complete the appropriate form and submit it to the Workers’ Compensation carrier.

Section 5. Payments for Medical Costs, Etc.

An employee injured in connection with his or her work shall receive medical treatment and/or other required services. In addition, such employee is governed by the following:

- A. Medical Expenses Only. An employee injured in connection with employment is covered by direct payment of medical and related expenses to the treating clinic, physician, etc.
- B. Lost Time – Fewer than Five Days. An employee who is injured and off work due to such injury for fewer than five (5) days, is not eligible for industrial compensation. However, an employee may use sick leave or accrued vacation credit for such period.
- C. Lost Time – Five Days or More. An employee who is injured and loses five (5) or more working days due to injury is entitled to workers’ compensation for such lost time, computed from the date of injury. However, such employee may elect to use sick leave or vacation in lieu of the authorized workers injury compensation. If the employee elects to use sick leave or vacation, the Finance Department will charge the leave time to the employee’s leave bank. When the employee receives his/her workers’ compensation check, he/she shall turn in the check to the Finance Department. At that time, the Finance Department will credit leave time back to the employee at the hourly rate. This will result in the total amount received by the employee from the disability compensation and the Housing Authority to equal his/her salary at the time of his/her disability. If the employee is receiving no compensation for time missed from work through the Workers’ Compensation program, the employee may use sick leave or accrued vacation in the amount that would equal his/her salary at the time of his/her disability.
- D. Off-The-Job Injuries. Injuries not connected with employment are not covered. However, an employee injured off the job may use sick leave or accrued vacation credit if he/she is unable to work as the result of such injury.
- E. Short Term Disability. The Housing Authority provides an optional (at the employee’s option) wage continuation plan which is not applicable to injury or illness arising from employment with the Authority. This plan does cover illness or injury otherwise incurred but only after accrued sick leave has been exhausted. The plan provides as follows: Disability is defined as, “Complete inability of the member to engage in his regular occupation.” Upon evidence that the individual is so disabled, and is under treatment of a physician, payment will be made on the following basis: Elimination (waiting) period. There is no waiting period for an off-the-job accident not covered under the Workers’ Compensation carrier. There is a seven (7) day waiting period for illness. The maximum benefit period is twenty-six (26) weeks. The short-term disability gross payment is \$150.00 per week.

Section 6. Failure to Report Injury

The Nevada Revised Statutes provide that “... an employee ... is barred from recovering compensation... if he fails to file a notice of injury or a claim for compensation.”

Section 7. Forfeiture, Reduction and Suspension of Compensation

The Nevada Revised Statutes provide in part as follows: Compensation is not payable for an injury:

- A. Caused by the employee’s willful intention to injury himself.
- B. Caused by the employee’s willful intention to injure another.
- C. Proximately caused by the employee’s intoxication.
- D. Proximately caused by the employee’s use of a controlled substance.

Section 8. Effect of Employee’s Refusal to Submit to Physical Exam

The Nevada Revised Statutes provide as follows: "If an employee is properly directed to submit to a physical examination and the employee refuses to permit the treating physician or chiropractor to make an examination and to render medical attention as may be required immediately, no compensation may be paid for the injury claimed to result from the accident."

ARTICLE 42
UNEMPLOYMENT BENEFITS

All eligible employees will be provided Unemployment benefits through the Nevada Employment Security Division.

ARTICLE 43
PERS / RETIREMENT CONTRIBUTIONS

All employees shall participate in the Public Employees Retirement System of the State of Nevada ("PERS") in accordance with the rules of that system. The Housing Authority shall pay one hundred percent (100%) of the contribution.

ARTICLE 44
DEATH BENEFITS

In case of the death of any employee, the employee's designate beneficiary (or estate) shall be paid all benefits accrued, including but not limited to: wages, salaries, compensatory time, and Annual Leave. A form shall be available at Human Resources and distributed to all employees for such designation and the completed form shall be maintained in the employee's personnel file.

ARTICLE 45
CLARK COUNTY HOUSING AUTHORITY SUBSTANCE ABUSE POLICY

POLICY ON DRUG AND ALCOHOL FREE WORKPLACE

It is the policy of the Housing Authority and the Service Employees International Union, Local 1107, SEIU Local 1107, to foster and provide a drug and alcohol free workplace for all employees. A drug and alcohol free workplace protects the safety of the public as well as the Housing Authority's valuable workforce.

While the Housing Authority will be supportive of those who seek help voluntarily, the Housing Authority will be equally firm in identifying and disciplining those who continue to be substance abusers and do not seek help.

1. Guiding Principles:

There are four (4) guiding principles underlying the adoption of this policy.

They are:

- a. Education – The Housing Authority and the Union believe that education and training of all employees in the effects and treatment of substance abuse will contribute to a safer and more efficient workplace for everyone.
- b. Deterrence – The Housing Authority and the Union are committed to eliminating the effects of substance abuse in the workplace. All employees are prohibited from using, possessing, buying or selling drugs or alcohol in the workplace, and are prohibited from reporting to work or being subject to work (specifically on standby or on break) with prohibited drugs active in their systems or while under the influence of alcohol.
- c. Enforcement – The substance abuse policy will be strictly enforced. Violations of the policy or procedures will be cause for discipline, up to an including termination of employment.
- d. Treatment – The Housing Authority and the Union are committed to helping employees

with admitted substance abuse problems overcome those problems, and encourage voluntary rehabilitation options.

2. Policy Purposes:

The purposes of the substance abuse policy are:

- a. To implement a fair and balance approach to eliminating substance abuse and its effects on the job;
- b. To protect the public and employees; and,
- c. To provide a strong incentive for voluntary rehabilitation and return to work.

3. Rules:

The Housing Authority and the Union have formulated clear rules and penalties to ensure compliance with the substance abuse policy. The primary rules are:

ALCOHOL

- a. The consumption of an alcoholic beverage by an employee on duty will result in immediate termination with no Last Chance Agreement. The possession of an open alcoholic beverage by an employee on duty shall be cause for disciplinary action up to and including termination. The only exception to disciplinary action for the possession of an open alcoholic beverage while on duty is when the handling of an open alcoholic beverage is incidental to the employee's assigned duties.
- b. An employee will also be subject to disciplinary action up to and including termination and may be placed on a Last Chance Agreement when the consumption of alcoholic beverages is at a time proximate to his or her work time, has an adverse effect on his or her work performance, causes impairment while on duty or on standby, or creates a risk of harm to self, others, or Housing Authority or private property.
- c. If an employee who is required to drive as part of his/her assigned duties has his/her driver's license suspended or revoked, temporarily or permanently, due to a substance related offense, the employee must notify his/her supervisor of these circumstances when next reporting to duty. Failure to do so shall be cause for disciplinary action up to and including termination.
- d. The felony conviction of an employee as a result of alcohol while off Housing Authority premises and not on duty shall be cause for disciplinary action up to and including termination.

DRUGS

- a. The unlawful manufacture, distribution, dispensation, possession, or use of an illegal drug or controlled substance by an employee in the workplace or during work hours is prohibited. Employees in violation of this policy will be terminated with no Last Chance Agreement.
- b. The use of any drug which negatively affects performance or the ability of an employee to work in a safe manner may be cause for discipline where the employee knew or should have known that the drug would adversely diminish his/her capabilities to perform the job. For the purpose of this policy, the term "drug" shall include but not be limited to sedatives (i.e., valium, downers), stimulants (i.e., speed, uppers), hallucinogens (i.e., LSD), cocaine, crack, cannabinoids (i.e., marijuana), opiates, phencyclidine (PCP), and volatile solvents (inhalants).
- c. Whenever an employee is prescribed a drug by a licensed health care provider or uses an over-the-counter medication which may negatively affect his/her performance or ability to perform in a safe manner, the employee shall notify his/her supervisor. An employee who fails to notify his/her supervisor may be subject to disciplinary action up to an including

termination and may be placed on a Last Chance Agreement when the use of drugs by that employee contributes to an accident or incident that results in property damage or injury to a person. Supervisors shall ensure that employees are not placed in capacities that may jeopardize the safety of others.

- d. The possession or use of illegal drugs while off Housing Authority premises and while not on duty may be cause for discipline up to and including termination, where such conduct can be shown to have a direct and material adverse effect on the County's interests, including public image.
- e. If an employee who is required to drive as part of his/her assigned duties has his/her driver's license suspended or revoked temporarily or permanently, due to a substance related offense, the employee must notify his/her supervisor of these circumstances when next reporting to duty. Failure to do so shall be cause for disciplinary action up to and including termination.
- f. The felony conviction for the possession or being under the influence of illegal drugs while off Housing Authority premises and while not on duty shall be cause for disciplinary action up to and including termination.
- g. The conviction of an employee for the sale or possession with intent to sell illegal drugs is cause for immediate termination with no Last Chance Agreement.
- h. Employees must notify their immediate supervisor of any personal criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction. Failure to notify the immediate supervisor shall result in disciplinary action.

DRUG AND ALCOHOL TESTING

The Housing Authority may require an individual to submit to a drug and alcohol test under the following circumstances:

1. Pre-Employment/Recall:

The Recall Provision will be applicable to employees who are laid off in excess of ninety (90) calendar days. The Housing Authority will require an applicant selected as a new hire to take and pass a drug and alcohol screening. A positive result from the drug and/or alcohol screening may result in the applicant not being hired where the applicant's use of drugs and/or alcohol could affect requisite job standards, duties and responsibilities.

2. Reasonable Cause:

An employee will be required to undergo immediate drug and alcohol testing in accordance with the following procedures if there is reasonable cause that the employee is under the influence of a drug and/or alcohol. Reasonable cause that an employee is under the influence of a drug and/or alcohol will be based on specific facts and/or reasonable inferences derived from those facts. Examples of circumstances, although not inclusive, which constitute a basis for determining reasonable cause are specified on the "Observation/Incident Report" included as part of this policy.

3. Post-Accident:

An employee involved in an accident while on duty shall be required to undergo a drug and alcohol test when there is:

- a. property damage and/or
- b. personal injury (requiring professional medical attention)
- c. The employee was a contributing factor in the cause of the accident.

4. Testing Procedures for Reasonable Cause and Post-Accident:

- a. Any supervisor evaluating an employee for reasonable cause shall complete the Housing Authority "Observation/Incident Report". The Observation/Incident Report shall be sent to the appropriate division head and Human Resources. Supervisors and managers will not be permitted to use this policy as a vehicle to harass employees. Supervisors and

managers shall be subject to the disciplinary process up to and including termination if they engage in harassing behavior towards employees.

- b. The suspected employee shall be afforded the right, if he/she so desires, to request that, in addition to the first supervisor, another on-duty supervisor provide a second opinion as to reasonable cause. If another supervisor is not able to report to observe the suspected employee within 30 minutes due to the distance a second supervisor would have to travel to observe the employee, the employee's request for a second opinion will not be granted.
- c. If the employee is an eligible member of a bargaining unit, the first supervisor advises him/her right to have a Union representative prior to testing and allow the same 30 minutes for a Union representative to appear. If mitigating circumstances warrant, the supervisor may wait up to a maximum of one (1) hour for a Union representative.
- d. If it is determined that reasonable cause exists, the employee shall be relieved of duty and transported to a drug testing specimen collection site for a drug and alcohol screening. Once the test sample is collected arrangements will be made to have the employee-transported home by taxi or other safe means. The sample will be tested and confirmed and chain of custody maintained by a Substance Abuse Mental Health Services Administration (SAMHSA) certified laboratory facility. As sufficient amount of a sample will be taken so that, at an employee's request and expense, an alternative SAMHSA testing facility may be used to test the same sample; chain of custody will be maintained between testing facilities. An employee who is incapacitated to the point that he/she cannot provide a sample at the time of the incident shall later provide the necessary authorization for releasing hospital or medical reports that would indicate whether or not the employee was under the influence of a drug and/or alcohol.
- e. Advise the employee that he/she will remain on paid status until the test sample is collected. After the sample is collected the employee will be placed on leave in the following order as leave benefits are exhausted (sick leave, compensatory time, vacation leave, leave without pay) until the Housing Authority receives the test results. If the test is negative, the Housing Authority will make the employee whole.
- f. The results will be delivered by mail or carrier to Human Resources, who will then immediately notify and make a copy of the report available to the employee. The employee's division head or designee will be notified whether the test results are positive or negative. A drug test will be considered positive if the confirmation cutoff levels established by the SAMHSA are exceeded. An alcohol test will be considered positive if the blood alcohol content is .10 percent or greater, or the limit specified in NRS 484.0135 or other applicable law if different than .10 percent.
- g. Refusal to submit to a drug and alcohol test or to provide the necessary authorization for releasing hospital or medical reports that would indicate whether or not the employee was under the influence of a drug and/or alcohol shall be considered a positive test result and the employee shall be placed on a Last Chance Agreement.

DISCIPLINARY PROCEDURES FOR A POSITIVE DRUG AND/OR ALCOHOL TEST

1. A positive drug and/or alcohol test requested as a result of an accident, which causes injury to a person, or property damage will be cause for disciplinary action in accordance with Section 3 below.
2. A test resulting in a positive outcome for a legal drug will result in the following actions:
 - a. The employee may be disciplined for the performance or behavior that established reasonable cause to test the employee.
 - b. The employee will provide, within 24 hours of request, a bona fide verification of a valid, current prescription for the drug identified. The prescription must be in the employee's name. If the employee does not provide acceptable verification of a valid

prescription, or if the prescription is not in the employee's name, or if the employee has not previously notified his/her supervisor, the employee will be subject to disciplinary action in accordance with Section 3 below.

- c. Before the employee may return to work, the employee must provide the division head with a certificate of fitness/return-to-duty form from the prescribing physician/state certified health care provider. The certificate of fitness must be a signed statement indicating whether or not an employee is medically able to perform regularly assigned job duties without restriction or limitation. If the employee is restricted from performing regularly assigned duties, the certificate must also identify the employee's restrictions.
3. A test resulting in a positive screen for an illegal substance or the abuse and/or misuse of a legal drug or controlled substance will result in the following action:
 - a. First offense: Unless previously specified as an infraction resulting in immediate termination, the employee will receive a suspension without pay for a period of time based on the severity of the infraction and shall be required to sign and successfully complete the conditions of a Last Chance Agreement which includes rehabilitation and aftercare.
 - b. Before the employee may return to work, the employee must provide the division head with a certificate of fitness/return-to-duty form from the prescribing physician/state certified rehabilitation and treatment program provider releasing the employee to return to work. The certificate of fitness must be a signed statement indicating whether or not an employee is medically able to perform regularly assigned job duties without restriction or limitation. If the employee is restricted from performing regularly assigned duties, the certificate must also identify the employee's restrictions. This must occur within 60 days of the drug test date. Failure to provide a return-to-duty form with respect to their substance abuse problem within 60 days will result in disciplinary action up to and including termination.
 - c. Second offense: The employee will be suspended without pay pending termination.
 4. A test resulting in a positive screening for alcohol will result in the following action:
 - a. First offense: Unless previously specified as an infraction resulting in immediate termination, the employee will receive a suspension without pay for a period of time based on the severity of the infraction and will be required to seek assistance through the Employee Assistance Program. The employee will be required to provide a certificate of fitness/return-to-duty form from the prescribing physician/state certified rehabilitation and treatment program provider releasing the employee to work. The certificate of fitness must be a signed statement indicating whether or not an employee is medically able to perform regularly assigned job duties without restriction or limitation. If the employee is restricted from performing regularly assigned duties, the certificate must also identify the employee's restrictions. This must occur within 60 days of the drug test date. Failure to provide a return-to-duty form with respect to their substance abuse problem within 60 days will result in disciplinary action up to and including termination.
 - b. Second offense: Unless previously specified as an infraction resulting in immediate termination, the employee will receive a suspension without pay for a period of time based on the severity of the infraction and will be required to sign and successfully complete the conditions of a Last Chance Agreement which includes a rehabilitation and aftercare program.
 - c. Third offense: The employee will be suspended pending termination, unless the employee's division head decides not to terminate the employee based on mitigating circumstances. If the division head chooses not to terminate the employee, the division head shall follow the second offense procedure in this Section.

LAST CHANCE AGREEMENT

Refusal to sign a Last Chance Agreement shall be considered just cause for termination. The Last Chance Agreement shall be the final step before termination in the disciplinary process. The

treatment and aftercare portion of the Last Chance Agreement will be monitored for compliance by the Employee Assistance Program. The Last Chance Agreement shall require at least the following:

1. The employee to contact the Employee Assistance Program within five (5) working days of employee notification of a positive drug or alcohol test.
2. Compliance with and satisfactory completion of treatment by a Bureau of Alcohol and Drug Abuse certified rehabilitation/program or provider. The Employee Assistance Program will assess, determine and recommend the appropriate level of treatment and provider options. The program/provider may be selected by the employee.
3. Enrollment and continued attendance in the aftercare program, as necessary.
4. Certificate of fitness/return-to-duty form signed by the prescribing physician/state certified rehabilitation and treatment program provider releasing the employee to return to work. This must occur within 60 days of the drug test date. Failure to provide a return-to-duty form with respect to their substance abuse problem within 60 days will result in disciplinary action up to and including termination.
5. A minimum of four (4) random tests over a period of one (1) year from the date of returning to duty. An employee's division head or immediate supervisor, as approved by the division head, may require testing at any time the employee is on duty.
6. Any violation or failure to comply with any portion of the Last Chance Agreement will result in immediate termination, and such termination is not subject to the grievance and arbitration procedures.

WORKPLACE DRUG AND ALCOHOL TESTING PROGRAM FOR COMMERCIAL DRIVERS

1. The purpose of this program is to set forth the procedures for the implementation of controlled substances and alcohol testing of driver applicants and current drivers pursuant to the Federal Highway Administration regulations. This program is designed to help prevent accidents and injuries resulting from the misuse of alcohol or use of controlled substances by drivers of commercial motor vehicles.
2. The provisions of any applicable law, statute, regulations or ordinance, i.e., the Omnibus Transportation and Employee Testing Act of 1991 and the Federal Highway Administration and Department of Transportation rules of February 1994 shall control in the event of any conflict with the provisions of this policy.

CONFIDENTIALITY

With the exception of the laboratory testing facility, Human Resources, the tested individual, and the Risk Management Division for worker's compensation incidents, the medical record shall not be released to anyone without express written authorization of the tested individual unless ordered by means of proper legal procedure and appropriate legal authority, such as court ordered subpoena, or in connection with a disciplinary proceeding.

To ensure the confidentiality of employees; medical records, laboratory reports, test results, and Observation/Incident Reports shall not appear in an employee's personnel file. Information of this nature will be contained in a separate confidential medical record that will be securely kept under the control of Human Resources.

TRAINING

Training is an essential element in assuring the effectiveness of the drug and alcohol free workplace program. Supervisors and employees must be kept informed of not only the policy and procedures of this drug and alcohol program but of the programs available to them which promote wellness and safety. Supervisor training will be made available; individual consultation by the Employee Assistance staff will be available upon request.

3. Supervisor Training:
Topics include:
 - a. Developing working knowledge of drug and alcohol policy and drug testing procedures.

- b. Developing working knowledge of impact of substance abuse in the workplace.
 - c. Developing working knowledge on identification of possible impaired employees through symptom recognition and job performance standards.
 - d. Developing skill in application of procedures to effectively approach and appropriately handle questionable behavior with employees.
 - e. Becoming knowledgeable in available resources and procedures for referral such as the Employee Assistance Program.
 - f. Learning effective participation in monitoring a Last Chance Agreement.
 - g. Learning the critical issues regarding confidentiality and employee rights.
4. Employee Awareness Training:
 Topics include:
- a. The drug and alcohol policy and drug testing procedures.
 - b. Impact of drugs and alcohol in the workplace.
 - c. Available resources for assistance including the Employee Assistance Program.
 - d. Effects, signs and symptoms of alcohol and the drugs tested for.
 - e. The Last Chance Agreement.
 - f. Confidentiality and its application in the drug and alcohol policy.

OTHER LAWS, STATUTES OR REGULATIONS

The Housing Authority is committed to providing reasonable accommodation to those employees whose drug and/or alcohol problem classifies them as handicapped under federal and state law.

The provisions of any applicable law, statute, regulation or ordinance (i.e., the Omnibus Transportation and Employee Testing Act of 1991 and the Federal Highway Administration and Department of Transportation Rules of February, 1994) shall control in the event of any conflict with the provisions of this policy.

DEFINITIONS

DRUG AND ALCOHOL TEST: For the purposes of this policy, drug and alcohol test means a test for the detection of at least the following: alcohol, amphetamines, barbiturates, cocaine, propoxyphene, benzodiazepines, marijuana, methadone, methaqualone, opiates, and phencyclidine (PCP).

FIRST SUPERVISOR: A supervisor from any department, who has been through the Supervisor Training Program specified in this policy, who first observes different or abnormal behavior of an employee.

ILLEGAL DRUGS: Any drug (a) which is not legally obtainable; or (b) which is legally obtainable but has not been legally obtained. The term includes prescribed drugs not legally obtained and prescribed drugs not being used for prescribed purposes.

LEGAL DRUGS: Prescribed drugs and over-the-counter drugs, which have been legally obtained and are being used for the purpose for which they were prescribed or manufactured.

ON DUTY: Assigned work hours excluding paid and unpaid leaves.

SECOND SUPERVISOR: A supervisor from any department, who has been through the Supervisor Training Program specified in this policy, who is called in to assist in the assessment of the different or abnormal behavior of an employee.

SAMHSA: Substance Abuse Mental Health Services Administration.

SUBSTANCE ABUSE: The misuse or illicit use of alcohol and/or drugs including controlled substances.

ARTICLE 46

BARGAINING UNIT WORK/SUBCONTRACTING

Both parties, the Housing Authority and the Union, recognize that the needs of the Housing Authority and its clients are best served by the bargaining unit employees of the Housing Authority, and as such it is recognized that the Housing Authority and the Union have a common interest in promoting and protecting work opportunities for all bargaining unit employees.

In the event the Housing Authority intends to subcontract work performed by the bargaining unit employees then the Housing Authority shall give the Union sixty (60) calendar days advance notice of the intent to subcontract out such work, and the affected employees shall receive two (2) weeks severance pay at the then current rate of the employee's. The notice shall be in writing, and shall be at least sixty (60) calendar days in advance of the decision to contract out. The parties, upon request by the Union, shall meet and confer regarding the decision and the impact such decision may have on the bargaining unit. The Housing Authority will give every consideration to any alternatives to subcontracting brought forth by the Union.

ARTICLE 47

TERM OF AGREEMENT

This Agreement shall be effective July 1, 2002, and shall remain in effect through and including and until the last day of June 30, 2005, and shall continue from year to year thereafter unless the Housing Authority and the Union agree to change, amend, modify or terminate this Agreement pursuant to the provisions of Nevada Revised Statutes Chapter 288.

This Article does not preclude informal discussion between the parties on any matter which is not subject to negotiation or contract. Any such informal discussion is exempt from all requirements of notice or time schedule.

ARTICLE 48

GENERAL SAVINGS CLAUSE

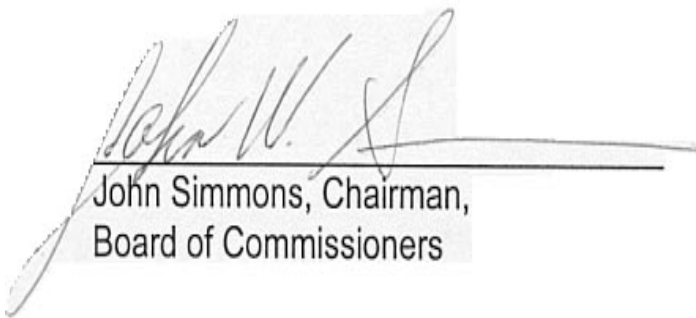
If any provision of this Agreement or any application of this Agreement to any person or persons covered herein be found contrary to federal law or the Nevada Revised Statutes (NRS), then that provision or application shall be deemed invalid except to the extent permitted by law, but all other provisions and applications thereof shall continue in full force and effect. If there is any challenge in federal law or the Nevada Revised Statutes that would invalidate or supplement any provision or application of this Agreement, excluding changes in NRS Chapter 288, the parties will meet to negotiate any change in the Agreement relative to the affected provisions only.

In the event NRS Chapter 288 is amended, the Housing Authority and the Union, through a Bargaining Committee of not more than five (5) employee members each, will meet within thirty (30) calendar days of such passage to discuss the ramifications, if any, on the current negotiated Agreement.

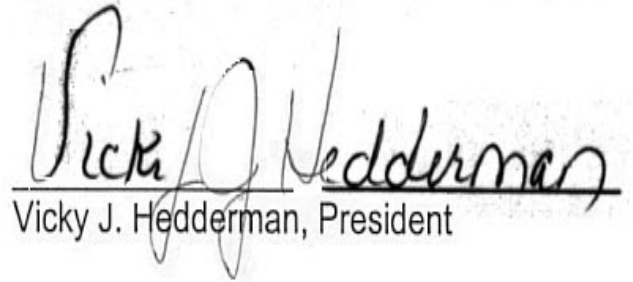
SIGNATURE PAGE

For the Clark County Housing Authority:

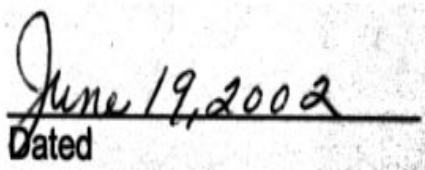
**For the Nevada Service Employees Union,
SEIU Local 1107:**



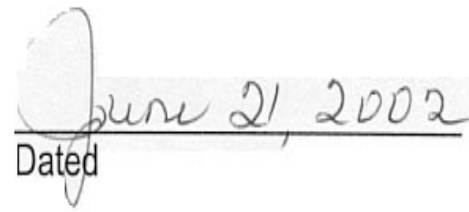
John Simmons, Chairman,
Board of Commissioners



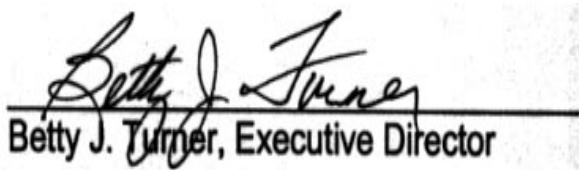
Vicky J. Hedderman, President



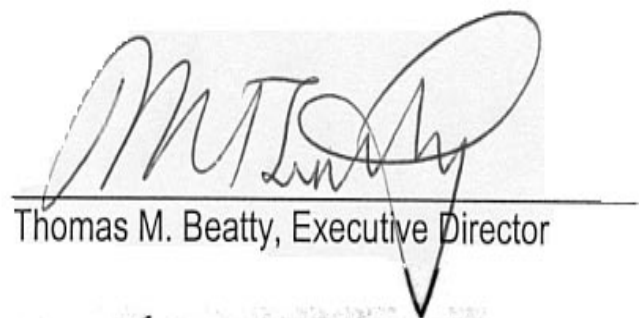
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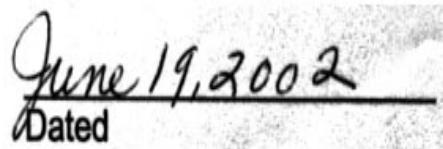
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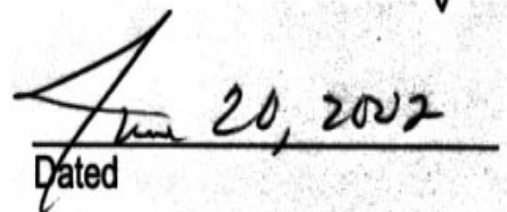
Betty J. Turner, Executive Director



Thomas M. Beatty, Executive Director



Dated



Dated

Housing Authority of the County of Clark
June 27, 2002 – June 25, 2003 – Salary Schedule

| Range/Position | | <u>Step 1</u> | <u>Step 2</u> | <u>Step 3</u> | <u>Step 4</u> | <u>Step 5</u> | <u>Step 6</u> | |
|-------------------------|----|---------------|---------------|---------------|---------------|---------------|---------------|----------|
| Range | 30 | 11.05 | 11.60 | 12.18 | 12.79 | 13.43 | 14.10 | Hourly |
| Office Assistant I | | 884.10 | 928.30 | 974.72 | 1,023.45 | 1,074.62 | 1,128.36 | Biweekly |
| Resident Trainee | | 1,915.54 | 2,011.32 | 2,111.89 | 2,217.48 | 2,328.35 | 2,444.77 | Monthly |
| | | 22,986.48 | 24,135.84 | 25,342.68 | 26,609.76 | 27,940.20 | 29,337.24 | Annual |
| Range | 31 | 11.33 | 11.89 | 12.49 | 13.11 | 13.77 | 14.46 | |
| | | 906.20 | 951.51 | 999.08 | 1,049.04 | 1,101.49 | 1,156.56 | |
| | | 1,963.43 | 2,061.60 | 2,164.68 | 2,272.91 | 2,386.56 | 2,505.89 | |
| | | 23,561.16 | 24,739.20 | 25,976.16 | 27,274.92 | 28,638.72 | 30,070.68 | |
| Range | 32 | 11.61 | 12.19 | 12.80 | 13.44 | 14.11 | 14.82 | |
| | | 928.85 | 975.30 | 1,024.06 | 1,075.26 | 1,129.03 | 1,185.48 | |
| | | 2,012.51 | 2,113.14 | 2,218.80 | 2,329.74 | 2,446.23 | 2,568.54 | |
| | | 24,150.12 | 25,357.68 | 26,625.60 | 27,956.88 | 29,354.76 | 30,822.48 | |
| Range | 33 | 11.90 | 12.50 | 13.12 | 13.78 | 14.47 | 15.19 | |
| | | 952.08 | 999.68 | 1,049.66 | 1,102.14 | 1,157.25 | 1,215.12 | |
| | | 2,062.83 | 2,165.97 | 2,274.27 | 2,387.98 | 2,507.38 | 2,632.75 | |
| | | 24,753.96 | 25,991.64 | 27,291.24 | 28,655.76 | 30,088.56 | 31,593.00 | |
| Range | 34 | 12.20 | 12.81 | 13.45 | 14.12 | 14.83 | 15.57 | |
| | | 975.88 | 1,024.67 | 1,075.91 | 1,129.70 | 1,186.19 | 1,245.49 | |
| | | 2,114.40 | 2,220.12 | 2,331.13 | 2,447.69 | 2,570.07 | 2,698.57 | |
| | | 25,372.80 | 26,641.44 | 27,973.56 | 29,372.28 | 30,840.84 | 32,382.84 | |
| Range | 35 | 12.50 | 13.13 | 13.79 | 14.47 | 15.20 | 15.96 | |
| | | 1,000.27 | 1,050.29 | 1,102.80 | 1,157.94 | 1,215.84 | 1,276.63 | |
| | | 2,167.26 | 2,275.62 | 2,389.40 | 2,508.87 | 2,634.31 | 2,766.03 | |
| | | 26,007.12 | 27,307.44 | 28,672.80 | 30,106.44 | 31,611.72 | 33,192.36 | |
| Range | 36 | 12.82 | 13.46 | 14.13 | 14.84 | 15.58 | 16.36 | |
| | | 1,025.28 | 1,076.54 | 1,130.37 | 1,186.89 | 1,246.23 | 1,308.54 | |
| | | 2,221.43 | 2,332.50 | 2,449.13 | 2,571.59 | 2,700.17 | 2,835.18 | |
| | | 26,657.16 | 27,990.00 | 29,389.56 | 30,859.08 | 32,402.04 | 34,022.16 | |
| Range | 37 | 13.14 | 13.79 | 14.48 | 15.21 | 15.97 | 16.77 | |
| Cleaner | | 1,050.91 | 1,103.46 | 1,158.63 | 1,216.56 | 1,277.39 | 1,341.26 | |
| | | 2,276.98 | 2,390.83 | 2,510.37 | 2,635.89 | 2,767.68 | 2,906.06 | |
| | | 27,323.76 | 28,689.96 | 30,124.44 | 31,630.68 | 33,212.16 | 34,872.72 | |
| Range | 38 | 13.46 | 14.14 | 14.84 | 15.59 | 16.37 | 17.18 | |
| Office Assistant II | | 1,077.18 | 1,131.04 | 1,187.59 | 1,246.98 | 1,309.32 | 1,374.79 | |
| Client Service Spec | | 2,333.90 | 2,450.59 | 2,573.12 | 2,701.78 | 2,836.87 | 2,978.71 | |
| | | 28,006.80 | 29,407.08 | 30,877.44 | 32,421.36 | 34,042.44 | 35,744.52 | |
| Range | 39 | 13.80 | 14.49 | 15.22 | 15.98 | 16.78 | 17.61 | |
| | | 1,104.12 | 1,159.32 | 1,217.28 | 1,278.15 | 1,342.06 | 1,409.16 | |
| | | 2,392.25 | 2,511.86 | 2,637.45 | 2,769.32 | 2,907.79 | 3,053.18 | |
| | | 28,707.00 | 30,142.32 | 31,649.40 | 33,231.84 | 34,893.48 | 36,638.16 | |
| Range | 40 | 14.15 | 14.85 | 15.60 | 16.38 | 17.20 | 18.05 | Hourly |
| *Building Trades Worker | | 1,131.72 | 1,188.30 | 1,247.72 | 1,310.10 | 1,375.61 | 1,444.39 | Biweekly |
| *Painter Assistant | | 2,452.06 | 2,574.66 | 2,703.39 | 2,838.56 | 2,980.49 | 3,129.51 | Monthly |
| | | 29,424.72 | 30,895.92 | 32,440.68 | 34,062.72 | 35,765.88 | 37,554.12 | Annual |

| | | | | | | | | |
|-------------------------|----|-----------|-----------|-----------|-----------|-----------|-----------|----------|
| Range | 41 | 14.50 | 15.23 | 15.99 | 16.79 | 17.63 | 18.51 | |
| | | 1,160.01 | 1,218.01 | 1,278.91 | 1,342.86 | 1,410.00 | 1,480.50 | |
| | | 2,513.35 | 2,639.02 | 2,770.97 | 2,909.52 | 3,055.00 | 3,207.75 | |
| | | 30,160.20 | 31,668.24 | 33,251.64 | 34,914.24 | 36,660.00 | 38,493.00 | |
| Range | 42 | 14.86 | 15.61 | 16.39 | 17.21 | 18.07 | 18.97 | |
| Groundskeeper | | 1,189.01 | 1,248.46 | 1,310.88 | 1,376.43 | 1,445.25 | 1,517.51 | |
| HR Assistant | | 2,576.19 | 2,705.00 | 2,840.25 | 2,982.26 | 3,131.37 | 3,287.94 | |
| | | 30,914.28 | 32,460.00 | 34,083.00 | 35,787.12 | 37,576.44 | 39,455.28 | |
| Range | 43 | 15.23 | 16.00 | 16.80 | 17.64 | 18.52 | 19.44 | |
| Accounting Specialist | | 1,218.74 | 1,279.68 | 1,343.66 | 1,410.84 | 1,481.38 | 1,555.45 | |
| | | 2,640.60 | 2,772.63 | 2,911.26 | 3,056.82 | 3,209.66 | 3,370.14 | |
| | | 31,687.20 | 33,271.56 | 34,935.12 | 36,681.84 | 38,515.92 | 40,441.68 | |
| Range | 44 | 15.62 | 16.40 | 17.22 | 18.08 | 18.98 | 19.93 | |
| Eligibility Spec | | 1,249.20 | 1,311.66 | 1,377.25 | 1,446.11 | 1,518.42 | 1,594.33 | |
| Occupancy Spec | | 2,706.61 | 2,841.94 | 2,984.04 | 3,133.24 | 3,289.90 | 3,454.39 | |
| Senior Groundskeeper | | 32,479.32 | 34,103.28 | 35,808.48 | 37,598.88 | 39,478.80 | 41,452.68 | |
| Sr Office Asst | | | | | | | | |
| Range | 45 | 16.01 | 16.81 | 17.65 | 18.53 | 19.45 | 20.43 | |
| Sr Buyer/WH Asst | | 1,280.43 | 1,344.45 | 1,411.68 | 1,482.26 | 1,556.37 | 1,634.19 | |
| | | 2,774.27 | 2,912.98 | 3,058.63 | 3,211.56 | 3,372.14 | 3,540.75 | |
| | | 33,291.24 | 34,955.76 | 36,703.56 | 38,538.72 | 40,465.68 | 42,489.00 | |
| Range | 46 | 16.41 | 17.23 | 18.09 | 18.99 | 19.94 | 20.94 | |
| | | 1,312.44 | 1,378.07 | 1,446.97 | 1,519.32 | 1,595.28 | 1,675.05 | |
| | | 2,843.63 | 2,985.81 | 3,135.10 | 3,291.86 | 3,456.45 | 3,629.27 | |
| | | 34,123.56 | 35,829.72 | 37,621.20 | 39,502.32 | 41,477.40 | 43,551.24 | |
| Range | 47 | 16.82 | 17.66 | 18.54 | 19.47 | 20.44 | 21.46 | |
| Accounting Technician | | 1,345.26 | 1,412.52 | 1,483.14 | 1,557.30 | 1,635.17 | 1,716.92 | |
| | | 2,914.72 | 3,060.46 | 3,213.48 | 3,374.15 | 3,542.86 | 3,720.00 | |
| | | 34,976.64 | 36,725.52 | 38,561.76 | 40,489.80 | 42,514.32 | 44,640.00 | |
| Range | 48 | 17.24 | 18.10 | 19.00 | 19.95 | 20.95 | 22.00 | |
| FSS Case Mgr | | 1,378.88 | 1,447.83 | 1,520.22 | 1,596.23 | 1,676.04 | 1,759.85 | |
| Housing Quality Insp | | 2,987.58 | 3,136.96 | 3,293.81 | 3,458.50 | 3,631.43 | 3,813.00 | |
| Lead Groundskeeper | | 35,850.96 | 37,643.52 | 39,525.72 | 41,502.00 | 43,577.16 | 45,756.00 | |
| Property Mgr | | | | | | | | |
| Sr. Svcs. Prgm Coord | | | | | | | | |
| Range | 49 | 17.67 | 18.55 | 19.48 | 20.45 | 21.47 | 22.55 | |
| | | 1,413.36 | 1,484.03 | 1,558.23 | 1,636.14 | 1,717.95 | 1,803.84 | |
| | | 3,062.28 | 3,215.39 | 3,376.16 | 3,544.97 | 3,722.22 | 3,908.33 | |
| | | 36,747.36 | 38,584.68 | 40,513.92 | 42,539.64 | 44,666.64 | 46,899.96 | |
| Range | 50 | 18.11 | 19.01 | 19.96 | 20.96 | 22.01 | 23.11 | Hourly |
| Administrative Asst | | 1,448.70 | 1,521.13 | 1,597.19 | 1,677.05 | 1,760.90 | 1,848.94 | Biweekly |
| Maintenance Mech | | 3,138.84 | 3,295.78 | 3,460.57 | 3,633.60 | 3,815.28 | 4,006.04 | Monthly |
| Painter | | 37,666.08 | 39,549.36 | 41,526.84 | 43,603.20 | 45,783.36 | 48,072.48 | Annual |
| *Equipment Mech | | | | | | | | |
| *Skilled Trades Tech | | | | | | | | |
| Range | 51 | 18.56 | 19.49 | 20.46 | 21.49 | 22.56 | 23.69 | |
| Section 8 Program Asst. | | 1,484.91 | 1,559.16 | 1,637.12 | 1,718.97 | 1,804.92 | 1,895.16 | |
| | | 3,217.31 | 3,378.18 | 3,547.09 | 3,724.44 | 3,910.66 | 4,106.19 | |
| | | 38,607.72 | 40,538.16 | 42,565.08 | 44,693.28 | 46,927.92 | 49,274.28 | |

| | | | | | | | | |
|-------------------------|----|-----------|-----------|-----------|-----------|-----------|-----------|----------|
| Range | 52 | 19.03 | 19.98 | 20.98 | 22.02 | 23.13 | 24.28 | |
| | | 1,522.03 | 1,598.13 | 1,678.04 | 1,761.94 | 1,850.04 | 1,942.54 | |
| | | 3,297.73 | 3,462.62 | 3,635.75 | 3,817.54 | 4,008.42 | 4,208.84 | |
| | | 39,572.76 | 41,551.44 | 43,629.00 | 45,810.48 | 48,101.04 | 50,506.08 | |
| Range | 53 | 19.50 | 20.48 | 21.49 | 22.56 | 23.71 | 24.89 | |
| | | 1,560.08 | 1,638.09 | 1,719.99 | 1,805.99 | 1,896.29 | 1,991.10 | |
| | | 3,380.18 | 3,549.19 | 3,726.65 | 3,912.98 | 4,108.63 | 4,314.06 | |
| | | 40,562.16 | 42,590.28 | 44,719.80 | 46,955.76 | 49,303.56 | 51,768.72 | |
| Range | 54 | 19.99 | 20.99 | 22.03 | 23.13 | 24.31 | 25.51 | |
| Accountant | | 1,599.08 | 1,679.04 | 1,762.99 | 1,851.14 | 1,943.70 | 2,040.88 | |
| Executive Asst | | 3,464.68 | 3,637.91 | 3,819.81 | 4,010.80 | 4,211.34 | 4,421.91 | |
| Sr Maint Mech | | 41,576.16 | 43,654.92 | 45,837.72 | 48,129.60 | 50,536.08 | 53,062.92 | |
| Range | 55 | 20.49 | 21.51 | 22.59 | 23.72 | 24.90 | 26.15 | |
| Paint Supervisor | | 1,639.06 | 1,721.02 | 1,807.07 | 1,897.42 | 1,992.29 | 2,091.90 | |
| | | 3,551.30 | 3,728.87 | 3,915.31 | 4,111.08 | 4,316.63 | 4,532.46 | |
| | | 42,615.60 | 44,746.44 | 46,983.72 | 49,332.96 | 51,799.56 | 54,389.52 | |
| Range | 56 | 21.00 | 22.05 | 23.14 | 24.30 | 25.54 | 26.80 | |
| Res Prog Coordinator | | 1,680.04 | 1,764.04 | 1,852.24 | 1,944.85 | 2,042.10 | 2,144.20 | |
| Support Svcs. Admin. | | 3,640.09 | 3,822.09 | 4,013.19 | 4,213.85 | 4,424.54 | 4,645.77 | |
| | | 43,681.08 | 45,865.08 | 48,158.28 | 50,566.20 | 53,094.48 | 55,749.24 | |
| Range | 57 | 21.53 | 22.60 | 23.72 | 24.91 | 26.17 | 27.47 | |
| Sr. Maint Mech II | | 1,722.04 | 1,808.14 | 1,898.54 | 1,993.47 | 2,093.15 | 2,197.80 | |
| | | 3,731.08 | 3,917.63 | 4,113.51 | 4,319.19 | 4,535.15 | 4,761.91 | |
| | | 44,772.96 | 47,011.56 | 49,362.12 | 51,830.28 | 54,421.80 | 57,142.92 | |
| Range | 58 | 22.06 | 23.17 | 24.32 | 25.53 | 26.83 | 28.16 | |
| Proc & WH Manager | | 1,765.08 | 1,853.34 | 1,946.01 | 2,043.31 | 2,145.48 | 2,252.75 | |
| Sr Accountant | | 3,824.35 | 4,015.57 | 4,216.35 | 4,427.17 | 4,648.53 | 4,880.96 | |
| Eligibility Manager | | 45,892.20 | 48,186.84 | 50,596.20 | 53,126.04 | 55,782.36 | 58,571.52 | |
| Range | 59 | 22.62 | 23.75 | 24.92 | 26.17 | 27.50 | 28.86 | |
| | | 1,809.21 | 1,899.67 | 1,994.66 | 2,094.39 | 2,199.11 | 2,309.07 | |
| | | 3,919.96 | 4,115.96 | 4,321.76 | 4,537.85 | 4,764.74 | 5,002.98 | |
| | | 47,039.52 | 49,391.52 | 51,861.12 | 54,454.20 | 57,176.88 | 60,035.76 | |
| Range | 60 | 23.18 | 24.34 | 25.55 | 26.82 | 28.19 | 29.58 | Hourly |
| Management Analyst | | 1,854.45 | 1,947.17 | 2,044.53 | 2,146.75 | 2,254.09 | 2,366.79 | Biweekly |
| Section 8 Manager | | 4,017.97 | 4,218.87 | 4,429.81 | 4,651.30 | 4,883.86 | 5,128.05 | Monthly |
| | | 48,215.64 | 50,626.44 | 53,157.72 | 55,815.60 | 58,606.32 | 61,536.60 | Annual |
| Range | 61 | 23.76 | 24.95 | 26.19 | 27.50 | 28.89 | 30.32 | |
| Development Coordinator | | 1,900.80 | 1,995.84 | 2,095.63 | 2,200.42 | 2,310.44 | 2,425.96 | |
| | | 4,118.40 | 4,324.32 | 4,540.54 | 4,767.57 | 5,005.95 | 5,256.25 | |
| | | 49,420.80 | 51,891.84 | 54,486.48 | 57,210.84 | 60,071.40 | 63,075.00 | |
| Range | 62 | 24.35 | 25.57 | 26.84 | 28.18 | 29.61 | 31.08 | |
| Info Systems Coord | | 1,948.32 | 2,045.74 | 2,148.03 | 2,255.43 | 2,368.20 | 2,486.61 | |
| *Modernization Superv | | 4,221.37 | 4,432.44 | 4,654.06 | 4,886.76 | 5,131.10 | 5,387.66 | |
| | | 50,656.44 | 53,189.28 | 55,848.72 | 58,641.12 | 61,573.20 | 64,651.92 | |
| Range | 63 | 24.96 | 26.21 | 27.51 | 28.89 | 30.35 | 31.86 | |
| | | 1,997.03 | 2,096.88 | 2,201.73 | 2,311.81 | 2,427.41 | 2,548.78 | |
| | | 4,326.90 | 4,543.25 | 4,770.41 | 5,008.93 | 5,259.38 | 5,522.35 | |
| | | 51,922.80 | 54,519.00 | 57,244.92 | 60,107.16 | 63,112.56 | 66,268.20 | |

| | | | | | | | | |
|---|----|--|--|--|--|--|--|---|
| Range | 64 | 25.59 2,046.96 4,435.09 53,221.08 | 26.87 2,149.31 4,656.84 55,882.08 | 28.20 2,256.78 4,889.68 58,676.16 | 29.61 2,369.61 5,134.16 61,609.92 | 31.11 2,488.09 5,390.87 64,690.44 | 32.66 2,612.50 5,660.41 67,924.92 | |
| Range Building Maint Superv | 65 | 26.23 2,098.13 4,545.95 54,551.40 | 27.54 2,203.04 4,773.25 57,279.00 | 28.90 2,313.19 5,011.91 60,142.92 | 30.35 2,428.85 5,262.51 63,150.12 | 31.89 2,550.30 5,525.64 66,307.68 | 33.47 2,677.81 5,801.92 69,623.04 | |
| Range HR Manager | 66 | 26.88 2,150.59 4,659.61 55,915.32 | 28.23 2,258.12 4,892.59 58,711.08 | 29.63 2,371.02 5,137.22 61,646.64 | 31.11 2,489.58 5,394.08 64,728.96 | 32.69 2,614.05 5,663.78 67,965.36 | 34.31 2,744.76 5,946.97 71,363.64 | |
| Range | 67 | 27.55 2,204.35 4,776.10 57,313.20 | 28.93 2,314.57 5,014.90 60,178.80 | 30.37 2,430.30 5,265.64 63,187.68 | 31.89 2,551.81 5,528.92 66,347.04 | 33.50 2,679.40 5,805.37 69,664.44 | 35.17 2,813.37 6,095.64 73,147.68 | |
| Range | 68 | 28.24 2,259.46 4,895.50 58,746.00 | 29.66 2,372.43 5,140.27 61,683.24 | 31.13 2,491.05 5,397.28 64,767.36 | 32.69 2,615.60 5,667.14 68,005.68 | 34.34 2,746.38 5,950.50 71,406.00 | 36.05 2,883.71 6,248.03 74,976.36 | |
| Range | 69 | 28.95 2,315.95 5,017.89 60,214.68 | 30.40 2,431.74 5,268.78 63,225.36 | 31.91 2,553.33 5,532.22 66,386.64 | 33.50 2,681.00 5,808.83 69,705.96 | 35.20 2,815.05 6,099.27 73,191.24 | 36.95 2,955.80 6,404.23 76,850.76 | |
| Range | 70 | 29.67 2,373.84 5,143.33 61,719.96 | 31.16 2,492.54 5,400.50 64,806.00 | 32.70 2,617.16 5,670.52 68,046.24 | 34.34 2,748.02 5,954.05 71,448.60 | 36.08 2,885.42 6,251.75 75,021.00 | 37.87 3,029.70 6,564.34 78,772.08 | Hourly Biweekly Monthly Annual |
| Range Director of Finance Director of Housing | 71 | 30.41 2,433.19 5,271.91 63,262.92 | 31.94 2,554.85 5,535.51 66,426.12 | 33.52 2,682.60 5,812.29 69,747.48 | 35.20 2,816.72 6,102.90 73,234.80 | 36.98 2,957.56 6,408.05 76,896.60 | 38.82 3,105.44 6,728.45 80,741.40 | |
| Range | 72 | 31.18 2,494.02 5,403.71 64,844.52 | 32.73 2,618.72 5,673.90 68,086.80 | 34.36 2,749.66 5,957.60 71,491.20 | 36.08 2,887.14 6,255.48 75,065.76 | 37.90 3,031.50 6,568.25 78,819.00 | 39.79 3,183.07 6,896.66 82,759.92 | |
| Range | 73 | 31.95 2,556.37 5,538.81 66,465.72 | 33.55 2,684.19 5,815.75 69,789.00 | 35.22 2,818.40 6,106.54 73,278.48 | 36.98 2,959.32 6,411.87 76,942.44 | 38.85 3,107.29 6,732.46 80,789.52 | 40.78 3,262.65 7,069.08 84,828.96 | |
| Range | 74 | 32.75 2,620.28 5,677.28 68,127.36 | 34.39 2,751.30 5,961.14 71,533.68 | 36.10 2,888.86 6,259.20 75,110.40 | 37.91 3,033.30 6,572.16 78,865.92 | 39.82 3,184.97 6,900.77 82,809.24 | 41.80 3,344.22 7,245.81 86,949.72 | |
| Range Dir of Maint, Mod, Dev. | 75 | 33.57 2,685.80 5,819.23 69,830.76 | 35.25 2,820.09 6,110.19 73,322.28 | 37.00 2,961.09 6,415.70 76,988.40 | 38.85 3,109.14 6,736.48 80,837.76 | 40.82 3,264.60 7,073.30 84,879.60 | 42.85 3,427.83 7,426.96 89,123.52 | |
| Range | 76 | 34.41 2,752.94 5,964.70 71,576.40 | 36.13 2,890.58 6,262.93 75,155.16 | 37.93 3,035.11 6,576.08 78,912.96 | 39.83 3,186.87 6,904.88 82,858.56 | 41.84 3,346.21 7,250.12 87,001.44 | 43.92 3,513.52 7,612.63 91,351.56 | |

| | | | | | | | | |
|-------|----|--|--|---|---|---|---|---|
| Range | 77 | 35.27 2,821.76 6,113.81 73,365.72 | 37.04 2,962.85 6,419.50 77,034.00 | 38.88 3,110.99 6,740.48 80,885.76 | 40.82 3,266.54 7,077.50 84,930.00 | 42.88 3,429.87 7,431.38 89,176.56 | 45.02 3,601.36 7,802.95 93,635.40 | |
| Range | 78 | 36.15 2,892.30 6,266.66 75,199.92 | 37.96 3,036.92 6,579.99 78,959.88 | 39.85 3,188.76 6,908.99 82,907.88 | 41.84 3,348.20 7,254.44 87,053.28 | 43.96 3,515.61 7,617.16 91,405.92 | 46.14 3,691.39 7,998.02 95,976.24 | |
| Range | 79 | 37.06 2,964.61 6,423.32 77,079.84 | 38.91 3,112.84 6,744.49 80,933.88 | 40.85 3,268.48 7,081.71 84,980.52 | 42.89 3,431.91 7,435.80 89,229.60 | 45.05 3,603.50 7,807.59 93,691.08 | 47.30 3,783.68 8,197.97 98,375.64 | |
| Range | 80 | 37.98 3,038.72 6,583.90 79,006.80 | 39.88 3,190.66 6,913.10 82,957.20 | 41.87 3,350.20 7,258.76 87,105.12 | 43.96 3,517.71 7,621.70 91,460.40 | 46.18 3,693.59 8,002.78 96,033.36 | 48.48 3,878.27 8,402.92 100,835.04 | Hourly Biweekly Monthly Annual |
| Range | 81 | 38.93 3,114.69 6,748.50 80,982.00 | 40.88 3,270.43 7,085.93 85,031.16 | 42.91 3,433.95 7,440.23 89,282.76 | 45.06 3,605.65 7,812.24 93,746.88 | 47.33 3,785.93 8,202.85 98,434.20 | 49.69 3,975.23 8,612.99 103,355.88 | |
| Range | 82 | 39.91 3,192.56 6,917.21 83,006.52 | 41.90 3,352.19 7,263.07 87,156.84 | 43.99 3,519.79 7,626.22 91,514.64 | 46.19 3,695.78 8,007.53 96,090.36 | 48.52 3,880.57 8,407.91 100,894.92 | 50.93 4,074.60 8,828.31 105,939.72 | |
| Range | 83 | 40.90 3,272.37 7,090.14 85,081.68 | 42.95 3,435.99 7,444.65 89,335.80 | 45.09 3,607.79 7,816.88 93,802.56 | 47.34 3,788.18 8,207.72 98,492.64 | 49.73 3,977.59 8,618.11 103,417.32 | 52.21 4,176.47 9,049.02 108,588.24 | |
| Range | 84 | 41.93 3,354.18 7,267.39 87,208.68 | 44.02 3,521.89 7,630.76 91,569.12 | 46.21 3,697.98 8,012.30 96,147.60 | 48.53 3,882.89 8,412.92 100,955.04 | 50.97 4,077.03 8,833.57 106,002.84 | 53.51 4,280.88 9,275.25 111,303.00 | |
| Range | 85 | 42.98 3,438.04 7,449.09 89,389.08 | 45.12 3,609.94 7,821.54 93,858.48 | 47.37 3,790.44 8,212.62 98,551.44 | 49.74 3,979.96 8,623.25 103,479.00 | 52.25 4,178.96 9,054.41 108,652.92 | 54.85 4,387.91 9,507.13 114,085.56 | |
| Range | 86 | 44.05 3,523.99 7,635.31 91,623.72 | 46.25 3,700.19 8,017.08 96,204.96 | 48.56 3,885.20 8,417.93 101,015.16 | 50.98 4,079.46 8,838.83 106,065.96 | 53.55 4,283.43 9,280.77 111,369.24 | 56.22 4,497.60 9,744.81 116,937.72 | |
| Range | 87 | 45.15 3,612.09 7,826.19 93,914.28 | 47.41 3,792.69 8,217.50 98,610.00 | 49.77 3,982.33 8,628.38 103,540.56 | 52.26 4,181.45 9,059.80 108,717.60 | 54.89 4,390.52 9,512.79 114,153.48 | 57.63 4,610.04 9,988.43 119,861.16 | |

Housing Authority of the County of Clark
June 26, 2003 – June 30, 2004 – Salary Schedule

| Range/Position | | <u>Step 1</u> | <u>Step 2</u> | <u>Step 3</u> | <u>Step 4</u> | <u>Step 5</u> | <u>Step 6</u> | |
|--|----|---------------|---------------|---------------|---------------|---------------|---------------|----------|
| Range | 30 | 11.38 | 11.95 | 12.55 | 13.18 | 13.84 | 14.53 | Hourly |
| Office Assistant I | | 910.62 | 956.16 | 1,003.96 | 1,054.16 | 1,106.87 | 1,162.21 | Biweekly |
| Resident Trainee | | 1,973.02 | 2,071.67 | 2,175.25 | 2,284.01 | 2,398.21 | 2,518.12 | Monthly |
| | | 23,676.24 | 24,860.04 | 26,103.00 | 27,408.12 | 28,778.52 | 30,217.44 | Annual |
| Range | 31 | 11.67 | 12.25 | 12.86 | 13.51 | 14.18 | 14.89 | |
| | | 933.38 | 980.05 | 1,029.06 | 1,080.51 | 1,134.54 | 1,191.26 | |
| | | 2,022.33 | 2,123.45 | 2,229.62 | 2,341.10 | 2,458.16 | 2,581.07 | |
| | | 24,267.96 | 25,481.40 | 26,755.44 | 28,093.20 | 29,497.92 | 30,972.84 | |
| Range | 32 | 11.96 | 12.56 | 13.18 | 13.84 | 14.54 | 15.26 | |
| | | 956.72 | 1,004.56 | 1,054.79 | 1,107.53 | 1,162.90 | 1,221.05 | |
| | | 2,072.90 | 2,176.54 | 2,285.37 | 2,399.64 | 2,519.62 | 2,645.60 | |
| | | 24,874.80 | 26,118.48 | 27,424.44 | 28,795.68 | 30,235.44 | 31,747.20 | |
| Range | 33 | 12.26 | 12.87 | 13.51 | 14.19 | 14.90 | 15.64 | |
| | | 980.64 | 1,029.67 | 1,081.15 | 1,135.21 | 1,191.97 | 1,251.57 | |
| | | 2,124.71 | 2,230.95 | 2,342.50 | 2,459.63 | 2,582.61 | 2,711.74 | |
| | | 25,496.52 | 26,771.40 | 28,110.00 | 29,515.56 | 30,991.32 | 32,540.88 | |
| Range | 34 | 12.56 | 13.19 | 13.85 | 14.54 | 15.27 | 16.04 | |
| | | 1,005.15 | 1,055.41 | 1,108.18 | 1,163.59 | 1,221.77 | 1,282.86 | |
| | | 2,177.83 | 2,286.72 | 2,401.06 | 2,521.11 | 2,647.17 | 2,779.53 | |
| | | 26,133.96 | 27,440.64 | 28,812.72 | 30,253.32 | 31,766.04 | 33,354.36 | |
| Range | 35 | 12.88 | 13.52 | 14.20 | 14.91 | 15.65 | 16.44 | |
| | | 1,030.29 | 1,081.80 | 1,135.89 | 1,192.68 | 1,252.32 | 1,314.93 | |
| | | 2,232.29 | 2,343.90 | 2,461.09 | 2,584.14 | 2,713.35 | 2,849.02 | |
| | | 26,787.48 | 28,126.80 | 29,533.08 | 31,009.68 | 32,560.20 | 34,188.24 | |
| Range | 36 | 13.20 | 13.86 | 14.55 | 15.28 | 16.05 | 16.85 | |
| | | 1,056.05 | 1,108.85 | 1,164.29 | 1,222.50 | 1,283.63 | 1,347.81 | |
| | | 2,288.10 | 2,402.50 | 2,522.62 | 2,648.75 | 2,781.19 | 2,920.25 | |
| | | 27,457.20 | 28,830.00 | 30,271.44 | 31,785.00 | 33,374.28 | 35,043.00 | |
| Range Cleaner | 37 | 13.53 | 14.21 | 14.92 | 15.66 | 16.45 | 17.27 | |
| | | 1,082.45 | 1,136.57 | 1,193.40 | 1,253.06 | 1,315.72 | 1,381.50 | |
| | | 2,345.30 | 2,462.56 | 2,585.69 | 2,714.97 | 2,850.72 | 2,993.26 | |
| | | 28,143.60 | 29,550.72 | 31,028.28 | 32,579.64 | 34,208.64 | 35,919.12 | |
| Range Office Assistant II Client Service Spec | 38 | 13.87 | 14.56 | 15.29 | 16.05 | 16.86 | 17.70 | |
| | | 1,109.50 | 1,164.98 | 1,223.23 | 1,284.39 | 1,348.61 | 1,416.04 | |
| | | 2,403.92 | 2,524.12 | 2,650.33 | 2,782.85 | 2,921.99 | 3,068.09 | |
| | | 28,847.04 | 30,289.44 | 31,803.96 | 33,394.20 | 35,063.88 | 36,817.08 | |
| Range | 39 | 14.22 | 14.93 | 15.67 | 16.46 | 17.28 | 18.14 | |
| | | 1,137.24 | 1,194.11 | 1,253.81 | 1,316.50 | 1,382.33 | 1,451.44 | |
| | | 2,464.03 | 2,587.23 | 2,716.59 | 2,852.42 | 2,995.04 | 3,144.79 | |
| | | 29,568.36 | 31,046.76 | 32,599.08 | 34,229.04 | 35,940.48 | 37,737.48 | |
| Range *Building Trades Worker *Painter Assistant | 40 | 14.57 | 15.30 | 16.06 | 16.87 | 17.71 | 18.60 | Hourly |
| | | 1,165.67 | 1,223.95 | 1,285.15 | 1,349.41 | 1,416.88 | 1,487.73 | Biweekly |
| | | 2,525.62 | 2,651.90 | 2,784.50 | 2,923.72 | 3,069.91 | 3,223.41 | Monthly |
| | | 30,307.44 | 31,822.80 | 33,414.00 | 35,084.64 | 36,838.92 | 38,680.92 | Annual |
| Range | 41 | 14.94 | 15.68 | 16.47 | 17.29 | 18.15 | 19.06 | |
| | | 1,194.82 | 1,254.56 | 1,317.29 | 1,383.15 | 1,452.31 | 1,524.92 | |
| | | 2,588.77 | 2,718.21 | 2,854.12 | 2,996.83 | 3,146.67 | 3,304.00 | |
| | | 31,065.24 | 32,618.52 | 34,249.44 | 35,961.96 | 37,760.04 | 39,648.00 | |

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|-------------------------|----|-----------|-----------|-----------|-----------|-----------|-----------|----------|
| Range | 42 | 15.31 | 16.07 | 16.88 | 17.72 | 18.61 | 19.54 | |
| Groundskeeper | | 1,224.69 | 1,285.92 | 1,350.22 | 1,417.73 | 1,488.61 | 1,563.05 | |
| HR Assistant | | 2,653.49 | 2,786.16 | 2,925.47 | 3,071.74 | 3,225.33 | 3,386.60 | |
| | | 31,841.88 | 33,433.92 | 35,105.64 | 36,860.88 | 38,703.96 | 40,639.20 | |
| Range | 43 | 15.69 | 16.48 | 17.30 | 18.16 | 19.07 | 20.03 | |
| | | 1,255.31 | 1,318.07 | 1,383.97 | 1,453.17 | 1,525.83 | 1,602.12 | |
| | | 2,719.83 | 2,855.82 | 2,998.61 | 3,148.54 | 3,305.97 | 3,471.27 | |
| | | 32,637.96 | 34,269.84 | 35,983.32 | 37,782.48 | 39,671.64 | 41,655.24 | |
| Range | 44 | 16.08 | 16.89 | 17.73 | 18.62 | 19.55 | 20.53 | |
| Eligibility Spec | | 1,286.69 | 1,351.02 | 1,418.58 | 1,489.50 | 1,563.98 | 1,642.18 | |
| Occupancy Spec | | 2,787.83 | 2,927.22 | 3,073.58 | 3,227.26 | 3,388.62 | 3,558.05 | |
| Senior Groundskeeper | | 33,453.96 | 35,126.64 | 36,882.96 | 38,727.12 | 40,663.44 | 42,696.60 | |
| Sr Office Asst | | | | | | | | |
| Range | 45 | 16.49 | 17.31 | 18.18 | 19.08 | 20.04 | 21.04 | |
| Sr Buyer/WH Asst | | 1,318.85 | 1,384.80 | 1,454.04 | 1,526.74 | 1,603.08 | 1,683.23 | |
| | | 2,857.51 | 3,000.39 | 3,150.41 | 3,307.93 | 3,473.33 | 3,647.00 | |
| | | 34,290.12 | 36,004.68 | 37,804.92 | 39,695.16 | 41,679.96 | 43,764.00 | |
| Range | 46 | 16.90 | 17.74 | 18.63 | 19.56 | 20.54 | 21.57 | |
| | | 1,351.83 | 1,419.42 | 1,490.39 | 1,564.91 | 1,643.16 | 1,725.31 | |
| | | 2,928.96 | 3,075.41 | 3,229.18 | 3,390.64 | 3,560.17 | 3,738.18 | |
| | | 35,147.52 | 36,904.92 | 38,750.16 | 40,687.68 | 42,722.04 | 44,858.16 | |
| Range | 47 | 17.32 | 18.19 | 19.10 | 20.05 | 21.05 | 22.11 | |
| Accounting Technician | | 1,385.62 | 1,454.90 | 1,527.65 | 1,604.03 | 1,684.23 | 1,768.44 | |
| | | 3,002.18 | 3,152.29 | 3,309.90 | 3,475.40 | 3,649.17 | 3,831.63 | |
| | | 36,026.16 | 37,827.48 | 39,718.80 | 41,704.80 | 43,790.04 | 45,979.56 | |
| Range | 48 | 17.75 | 18.64 | 19.57 | 20.55 | 21.58 | 22.66 | |
| FSS Case Mgr | | 1,420.26 | 1,491.28 | 1,565.84 | 1,644.13 | 1,726.34 | 1,812.66 | |
| Housing Quality Insp | | 3,077.24 | 3,231.10 | 3,392.66 | 3,562.29 | 3,740.40 | 3,927.42 | |
| Lead Groundskeeper | | 36,926.88 | 38,773.20 | 40,711.92 | 42,747.48 | 44,884.80 | 47,129.04 | |
| Property Mgr | | | | | | | | |
| Sr. Svcs. Prgm Coord | | | | | | | | |
| Range | 49 | 18.20 | 19.11 | 20.06 | 21.07 | 22.12 | 23.22 | |
| | | 1,455.77 | 1,528.56 | 1,604.99 | 1,685.23 | 1,769.50 | 1,857.97 | |
| | | 3,154.17 | 3,311.88 | 3,477.47 | 3,651.34 | 3,833.91 | 4,025.61 | |
| | | 37,850.04 | 39,742.56 | 41,729.64 | 43,816.08 | 46,006.92 | 48,307.32 | |
| Range | 50 | 18.65 | 19.58 | 20.56 | 21.59 | 22.67 | 23.81 | Hourly |
| Administrative Asst | | 1,492.17 | 1,566.78 | 1,645.11 | 1,727.37 | 1,813.74 | 1,904.42 | Biweekly |
| Maintenance Mech | | 3,233.03 | 3,394.68 | 3,564.41 | 3,742.63 | 3,929.76 | 4,126.25 | Monthly |
| Painter | | 38,796.36 | 40,736.16 | 42,772.92 | 44,911.56 | 47,157.12 | 49,515.00 | Annual |
| *Equipment Mech | | | | | | | | |
| *Skilled Trades Tech | | | | | | | | |
| Range | 51 | 19.12 | 20.07 | 21.08 | 22.13 | 23.24 | 24.40 | |
| Section 8 Program Asst. | | 1,529.47 | 1,605.94 | 1,686.24 | 1,770.55 | 1,859.08 | 1,952.04 | |
| | | 3,313.85 | 3,479.54 | 3,653.52 | 3,836.20 | 4,028.01 | 4,229.41 | |
| | | 39,766.20 | 41,754.48 | 43,842.24 | 46,034.40 | 48,336.12 | 50,752.92 | |
| Range | 52 | 19.60 | 20.58 | 21.61 | 22.69 | 23.82 | 25.01 | |
| | | 1,567.71 | 1,646.09 | 1,728.40 | 1,814.82 | 1,905.56 | 2,000.84 | |
| | | 3,396.70 | 3,566.53 | 3,744.86 | 3,932.10 | 4,128.71 | 4,335.15 | |
| | | 40,760.40 | 42,798.36 | 44,938.32 | 47,185.20 | 49,544.52 | 52,021.80 | |

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|-------------------------|----|-----------|-----------|-----------|-----------|-----------|-----------|----------|
| Range | 53 | 20.09 | 21.09 | 22.14 | 23.24 | 24.43 | 25.64 | |
| | | 1,606.90 | 1,687.25 | 1,771.61 | 1,860.19 | 1,953.20 | 2,050.86 | |
| | | 3,481.62 | 3,655.70 | 3,838.49 | 4,030.41 | 4,231.93 | 4,443.53 | |
| | | 41,779.44 | 43,868.40 | 46,061.88 | 48,364.92 | 50,783.16 | 53,322.36 | |
| Range | 54 | 20.59 | 21.62 | 22.69 | 23.82 | 25.04 | 26.28 | |
| Accountant | | 1,647.08 | 1,729.43 | 1,815.90 | 1,906.69 | 2,002.03 | 2,102.13 | |
| Executive Asst | | 3,568.67 | 3,747.10 | 3,934.45 | 4,131.17 | 4,337.73 | 4,554.62 | |
| Sr Maint Mech | | 42,824.04 | 44,965.20 | 47,213.40 | 49,574.04 | 52,052.76 | 54,655.44 | |
| Range | 55 | 21.10 | 22.16 | 23.27 | 24.43 | 25.65 | 26.93 | |
| Paint Supervisor | | 1,688.26 | 1,772.67 | 1,861.30 | 1,954.37 | 2,052.08 | 2,154.69 | |
| | | 3,657.89 | 3,840.78 | 4,032.82 | 4,234.46 | 4,446.18 | 4,668.49 | |
| | | 43,894.68 | 46,089.36 | 48,393.84 | 50,813.52 | 53,354.16 | 56,021.88 | |
| Range | 56 | 21.63 | 22.71 | 23.84 | 25.03 | 26.30 | 27.61 | |
| Res Prog Coordinator | | 1,730.46 | 1,816.98 | 1,907.83 | 2,003.22 | 2,103.38 | 2,208.55 | |
| Support Svcs. Admin. | | 3,749.32 | 3,936.79 | 4,133.63 | 4,340.31 | 4,557.33 | 4,785.20 | |
| | | 44,991.84 | 47,241.48 | 49,603.56 | 52,083.72 | 54,687.96 | 57,422.40 | |
| Range | 57 | 22.17 | 23.28 | 24.43 | 25.66 | 26.96 | 28.30 | |
| Sr. Maint. Mech II | | 1,773.72 | 1,862.41 | 1,955.53 | 2,053.31 | 2,155.97 | 2,263.77 | |
| | | 3,843.07 | 4,035.22 | 4,236.98 | 4,448.83 | 4,671.27 | 4,904.83 | |
| | | 46,116.84 | 48,422.64 | 50,843.76 | 53,385.96 | 56,055.24 | 58,857.96 | |
| Range | 58 | 22.73 | 23.86 | 25.05 | 26.30 | 27.63 | 29.00 | |
| Proc & WH Manager | | 1,818.06 | 1,908.97 | 2,004.42 | 2,104.64 | 2,209.87 | 2,320.36 | |
| Sr Accountant | | 3,939.14 | 4,136.10 | 4,342.90 | 4,560.05 | 4,788.05 | 5,027.45 | |
| Eligibility Manager | | 47,269.68 | 49,633.20 | 52,114.80 | 54,720.60 | 57,456.60 | 60,329.40 | |
| Range | 59 | 23.29 | 24.46 | 25.67 | 26.96 | 28.32 | 29.73 | |
| | | 1,863.52 | 1,956.69 | 2,054.53 | 2,157.25 | 2,265.12 | 2,378.37 | |
| | | 4,037.62 | 4,239.50 | 4,451.48 | 4,674.05 | 4,907.75 | 5,153.14 | |
| | | 48,451.44 | 50,874.00 | 53,417.76 | 56,088.60 | 58,893.00 | 61,837.68 | |
| Range | 60 | 23.88 | 25.07 | 26.31 | 27.63 | 29.03 | 30.47 | Hourly |
| Management Analyst | | 1,910.10 | 2,005.61 | 2,105.89 | 2,211.18 | 2,321.75 | 2,437.83 | Biweekly |
| Section 8 Manager | | 4,138.56 | 4,345.49 | 4,562.76 | 4,790.90 | 5,030.45 | 5,281.97 | Monthly |
| | | 49,662.72 | 52,145.88 | 54,753.12 | 57,490.80 | 60,365.40 | 63,383.64 | Annual |
| Range | 61 | 24.47 | 25.70 | 26.97 | 28.32 | 29.76 | 31.23 | |
| Development Coordinator | | 1,957.86 | 2,055.75 | 2,158.54 | 2,266.47 | 2,379.79 | 2,498.78 | |
| | | 4,242.03 | 4,454.13 | 4,676.84 | 4,910.68 | 5,156.21 | 5,414.02 | |
| | | 50,904.36 | 53,449.56 | 56,122.08 | 58,928.16 | 61,874.52 | 64,968.24 | |
| Range | 62 | 25.09 | 26.34 | 27.65 | 29.03 | 30.50 | 32.02 | |
| Info Systems Coord | | 2,006.81 | 2,107.14 | 2,212.50 | 2,323.13 | 2,439.28 | 2,561.25 | |
| *Modernization Superv | | 4,348.08 | 4,565.48 | 4,793.75 | 5,033.44 | 5,285.11 | 5,549.37 | |
| | | 52,176.96 | 54,785.76 | 57,525.00 | 60,401.28 | 63,421.32 | 66,592.44 | |
| Range | 63 | 25.71 | 27.00 | 28.34 | 29.76 | 31.26 | 32.82 | |
| | | 2,056.98 | 2,159.82 | 2,267.82 | 2,381.21 | 2,500.26 | 2,625.28 | |
| | | 4,456.78 | 4,679.62 | 4,913.60 | 5,159.28 | 5,417.24 | 5,688.10 | |
| | | 53,481.36 | 56,155.44 | 58,963.20 | 61,911.36 | 65,006.88 | 68,257.20 | |
| Range | 64 | 26.36 | 27.67 | 29.05 | 30.50 | 32.04 | 33.64 | |
| | | 2,108.40 | 2,213.82 | 2,324.51 | 2,440.74 | 2,562.77 | 2,690.91 | |
| | | 4,568.20 | 4,796.61 | 5,036.44 | 5,288.26 | 5,552.67 | 5,830.30 | |
| | | 54,818.40 | 57,559.32 | 60,437.28 | 63,459.12 | 66,632.04 | 69,963.60 | |

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|-------------------------|----|-----------|-----------|-----------|-----------|-----------|-----------|----------|
| Range | 65 | 27.01 | 28.36 | 29.77 | 31.26 | 32.85 | 34.48 | |
| Building Maint Superv | | 2,161.11 | 2,269.16 | 2,382.62 | 2,501.76 | 2,626.84 | 2,758.18 | |
| | | 4,682.40 | 4,916.52 | 5,162.35 | 5,420.47 | 5,691.49 | 5,976.06 | |
| | | 56,188.80 | 58,998.24 | 61,948.20 | 65,045.64 | 68,297.88 | 71,712.72 | |
| Range | 66 | 27.69 | 29.07 | 30.52 | 32.04 | 33.67 | 35.34 | |
| HR Manager | | 2,215.14 | 2,325.89 | 2,442.18 | 2,564.29 | 2,692.51 | 2,827.14 | |
| | | 4,799.46 | 5,039.43 | 5,291.40 | 5,555.97 | 5,833.77 | 6,125.46 | |
| | | 57,593.52 | 60,473.16 | 63,496.80 | 66,671.64 | 70,005.24 | 73,505.52 | |
| Range | 67 | 28.38 | 29.80 | 31.28 | 32.85 | 34.51 | 36.22 | |
| | | 2,270.52 | 2,384.04 | 2,503.25 | 2,628.41 | 2,759.82 | 2,897.82 | |
| | | 4,919.46 | 5,165.43 | 5,423.70 | 5,694.88 | 5,979.62 | 6,278.60 | |
| | | 59,033.52 | 61,985.16 | 65,084.40 | 68,338.56 | 71,755.44 | 75,343.20 | |
| Range | 68 | 29.09 | 30.55 | 32.06 | 33.67 | 35.37 | 37.13 | |
| | | 2,327.28 | 2,443.64 | 2,565.83 | 2,694.12 | 2,828.82 | 2,970.26 | |
| | | 5,042.44 | 5,294.56 | 5,559.29 | 5,837.25 | 6,129.11 | 6,435.57 | |
| | | 60,509.28 | 63,534.72 | 66,711.48 | 70,047.00 | 73,549.32 | 77,226.84 | |
| Range | 69 | 29.82 | 31.31 | 32.86 | 34.51 | 36.25 | 38.06 | |
| | | 2,385.46 | 2,504.73 | 2,629.97 | 2,761.47 | 2,899.54 | 3,044.52 | |
| | | 5,168.50 | 5,426.92 | 5,698.27 | 5,983.18 | 6,282.34 | 6,596.46 | |
| | | 62,022.00 | 65,123.04 | 68,379.24 | 71,798.16 | 75,388.08 | 79,157.52 | |
| Range | 70 | 30.56 | 32.09 | 33.69 | 35.37 | 37.16 | 39.01 | Hourly |
| | | 2,445.09 | 2,567.35 | 2,695.72 | 2,830.50 | 2,972.03 | 3,120.63 | Biweekly |
| | | 5,297.70 | 5,562.59 | 5,840.72 | 6,132.76 | 6,439.40 | 6,761.37 | Monthly |
| | | 63,572.40 | 66,751.08 | 70,088.64 | 73,593.12 | 77,272.80 | 81,136.44 | Annual |
| Range | 71 | 31.33 | 32.89 | 34.53 | 36.26 | 38.09 | 39.98 | |
| Director of Finance | | 2,506.22 | 2,631.54 | 2,763.11 | 2,901.27 | 3,046.33 | 3,198.65 | |
| Director of Housing | | 5,430.15 | 5,701.66 | 5,986.74 | 6,286.08 | 6,600.38 | 6,930.40 | |
| | | 65,161.80 | 68,419.92 | 71,840.88 | 75,432.96 | 79,204.56 | 83,164.80 | |
| Range | 72 | 32.11 | 33.72 | 35.39 | 37.16 | 39.04 | 40.98 | |
| | | 2,568.88 | 2,697.32 | 2,832.19 | 2,973.80 | 3,122.49 | 3,278.61 | |
| | | 5,565.90 | 5,844.20 | 6,136.41 | 6,443.23 | 6,765.39 | 7,103.66 | |
| | | 66,790.80 | 70,130.40 | 73,636.92 | 77,318.76 | 81,184.68 | 85,243.92 | |
| Range | 73 | 32.91 | 34.56 | 36.28 | 38.09 | 40.02 | 42.01 | |
| | | 2,633.10 | 2,764.75 | 2,902.99 | 3,048.14 | 3,200.55 | 3,360.58 | |
| | | 5,705.05 | 5,990.30 | 6,289.81 | 6,604.30 | 6,934.52 | 7,281.25 | |
| | | 68,460.60 | 71,883.60 | 75,477.72 | 79,251.60 | 83,214.24 | 87,375.00 | |
| Range | 74 | 33.74 | 35.42 | 37.18 | 39.04 | 41.02 | 43.06 | |
| | | 2,698.93 | 2,833.88 | 2,975.57 | 3,124.35 | 3,280.56 | 3,444.59 | |
| | | 5,847.69 | 6,140.07 | 6,447.07 | 6,769.42 | 7,107.89 | 7,463.28 | |
| | | 70,172.28 | 73,680.84 | 77,364.84 | 81,233.04 | 85,294.68 | 89,559.36 | |
| Range | 75 | 34.58 | 36.31 | 38.11 | 40.02 | 42.04 | 44.13 | |
| Dir of Maint, Mod, Dev. | | 2,766.40 | 2,904.72 | 3,049.96 | 3,202.45 | 3,362.58 | 3,530.70 | |
| | | 5,993.87 | 6,293.56 | 6,608.24 | 6,938.65 | 7,285.58 | 7,649.86 | |
| | | 71,926.44 | 75,522.72 | 79,298.88 | 83,263.80 | 87,426.96 | 91,798.32 | |
| Range | 76 | 35.44 | 37.22 | 39.07 | 41.02 | 43.09 | 45.24 | |
| | | 2,835.56 | 2,977.34 | 3,126.20 | 3,282.51 | 3,446.64 | 3,618.97 | |
| | | 6,143.71 | 6,450.90 | 6,773.44 | 7,112.11 | 7,467.72 | 7,841.11 | |
| | | 73,724.52 | 77,410.80 | 81,281.28 | 85,345.32 | 89,612.64 | 94,093.32 | |
| Range | 77 | 36.33 | 38.15 | 40.04 | 42.05 | 44.17 | 46.37 | |
| | | 2,906.45 | 3,051.77 | 3,204.36 | 3,364.58 | 3,532.81 | 3,709.45 | |
| | | 6,297.30 | 6,612.17 | 6,942.78 | 7,289.92 | 7,654.42 | 8,037.14 | |
| | | 75,567.60 | 79,346.04 | 83,313.36 | 87,479.04 | 91,853.04 | 96,445.68 | |

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|---------------------------|----|-----------|------------|------------|------------|------------|------------|----------|
| Range | 78 | 37.24 | 39.10 | 41.05 | 43.10 | 45.27 | 47.53 | |
| Deputy Executive Director | | 2,979.11 | 3,128.07 | 3,284.47 | 3,448.69 | 3,621.13 | 3,802.19 | |
| | | 6,454.74 | 6,777.48 | 7,116.35 | 7,472.17 | 7,845.78 | 8,238.07 | |
| | | 77,456.88 | 81,329.76 | 85,396.20 | 89,666.04 | 94,149.36 | 98,856.84 | |
| Range | 79 | 38.17 | 40.08 | 42.07 | 44.18 | 46.41 | 48.72 | |
| | | 3,053.58 | 3,206.27 | 3,366.58 | 3,534.91 | 3,711.66 | 3,897.24 | |
| | | 6,616.10 | 6,946.91 | 7,294.26 | 7,658.97 | 8,041.92 | 8,444.02 | |
| | | 79,393.20 | 83,362.92 | 87,531.12 | 91,907.64 | 96,503.04 | 101,328.24 | |
| Range | 80 | 39.12 | 41.08 | 43.12 | 45.28 | 47.57 | 49.93 | Hourly |
| | | 3,129.93 | 3,286.43 | 3,450.75 | 3,623.28 | 3,804.45 | 3,994.67 | Biweekly |
| | | 6,781.51 | 7,120.59 | 7,476.62 | 7,850.45 | 8,242.97 | 8,655.12 | Monthly |
| | | 81,378.12 | 85,447.08 | 89,719.44 | 94,205.40 | 98,915.64 | 103,861.44 | Annual |
| Range | 81 | 40.10 | 42.11 | 44.20 | 46.41 | 48.75 | 51.18 | |
| | | 3,208.18 | 3,368.58 | 3,537.01 | 3,713.87 | 3,899.56 | 4,094.54 | |
| | | 6,951.05 | 7,298.60 | 7,663.53 | 8,046.71 | 8,449.05 | 8,871.50 | |
| | | 83,412.60 | 87,583.20 | 91,962.36 | 96,560.52 | 101,388.60 | 106,458.00 | |
| Range | 82 | 41.10 | 43.16 | 45.31 | 47.57 | 49.97 | 52.46 | |
| | | 3,288.39 | 3,452.81 | 3,625.44 | 3,806.72 | 3,997.05 | 4,196.90 | |
| | | 7,124.84 | 7,481.08 | 7,855.13 | 8,247.89 | 8,660.28 | 9,093.29 | |
| | | 85,498.08 | 89,772.96 | 94,261.56 | 98,974.68 | 103,923.36 | 109,119.48 | |
| Range | 83 | 42.13 | 44.24 | 46.44 | 48.76 | 51.22 | 53.77 | |
| | | 3,370.59 | 3,539.12 | 3,716.08 | 3,901.88 | 4,096.98 | 4,301.82 | |
| | | 7,302.95 | 7,668.10 | 8,051.50 | 8,454.08 | 8,876.78 | 9,320.62 | |
| | | 87,635.40 | 92,017.20 | 96,618.00 | 101,448.96 | 106,521.36 | 111,847.44 | |
| Range | 84 | 43.19 | 45.35 | 47.60 | 49.98 | 52.50 | 55.12 | |
| | | 3,454.86 | 3,627.60 | 3,808.98 | 3,999.43 | 4,199.40 | 4,409.37 | |
| | | 7,485.52 | 7,859.80 | 8,252.79 | 8,665.43 | 9,098.70 | 9,553.64 | |
| | | 89,826.24 | 94,317.60 | 99,033.48 | 103,985.16 | 109,184.40 | 114,643.68 | |
| Range | 85 | 44.27 | 46.48 | 48.79 | 51.23 | 53.81 | 56.50 | |
| Executive Director | | 3,541.23 | 3,718.29 | 3,904.20 | 4,099.42 | 4,304.39 | 4,519.61 | |
| | | 7,672.67 | 8,056.30 | 8,459.11 | 8,882.07 | 9,326.17 | 9,792.48 | |
| | | 92,072.04 | 96,675.60 | 101,509.32 | 106,584.84 | 111,914.04 | 117,509.76 | |
| Range | 86 | 45.37 | 47.64 | 50.01 | 52.51 | 55.16 | 57.91 | |
| | | 3,629.76 | 3,811.25 | 4,001.81 | 4,201.90 | 4,411.99 | 4,632.60 | |
| | | 7,864.48 | 8,257.70 | 8,670.58 | 9,104.11 | 9,559.32 | 10,037.29 | |
| | | 94,373.76 | 99,092.40 | 104,046.96 | 109,249.32 | 114,711.84 | 120,447.48 | |
| Range | 87 | 46.51 | 48.83 | 51.26 | 53.83 | 56.54 | 59.36 | |
| | | 3,720.50 | 3,906.52 | 4,101.85 | 4,306.94 | 4,522.29 | 4,748.41 | |
| | | 8,061.08 | 8,464.13 | 8,887.34 | 9,331.71 | 9,798.30 | 10,288.22 | |
| | | 96,732.96 | 101,569.56 | 106,648.08 | 111,980.52 | 117,579.60 | 123,458.64 | |

Housing Authority of the County of Clark
July 1, 2004 – June 28, 2005 – Salary Schedule

| Range/Position | | <u>Step 1</u> | <u>Step 2</u> | <u>Step 3</u> | <u>Step 4</u> | <u>Step 5</u> | <u>Step 6</u> | |
|--|----|---------------|---------------|---------------|---------------|---------------|---------------|----------|
| Range | 30 | 11.70 | 12.28 | 12.89 | 13.54 | 14.22 | 14.93 | Hourly |
| Office Assistant I | | 935.67 | 982.45 | 1,031.57 | 1,083.15 | 1,137.30 | 1,194.17 | Biweekly |
| Resident Trainee | | 2,027.28 | 2,128.64 | 2,235.07 | 2,346.82 | 2,464.16 | 2,587.37 | Monthly |
| | | 24,327.36 | 25,543.68 | 26,820.84 | 28,161.84 | 29,569.92 | 31,048.44 | Annual |
| Range | 31 | 11.99 | 12.59 | 13.22 | 13.88 | 14.57 | 15.30 | |
| | | 959.05 | 1,007.01 | 1,057.36 | 1,110.23 | 1,165.74 | 1,224.02 | |
| | | 2,077.95 | 2,181.85 | 2,290.94 | 2,405.49 | 2,525.76 | 2,652.05 | |
| | | 24,935.40 | 26,182.20 | 27,491.28 | 28,865.88 | 30,309.12 | 31,824.60 | |
| Range | 32 | 12.29 | 12.90 | 13.55 | 14.22 | 14.94 | 15.68 | |
| | | 983.03 | 1,032.18 | 1,083.79 | 1,137.98 | 1,194.88 | 1,254.62 | |
| | | 2,129.90 | 2,236.39 | 2,348.21 | 2,465.62 | 2,588.90 | 2,718.35 | |
| | | 25,558.80 | 26,836.68 | 28,178.52 | 29,587.44 | 31,066.80 | 32,620.20 | |
| Range | 33 | 12.60 | 13.22 | 13.89 | 14.58 | 15.31 | 16.07 | |
| | | 1,007.60 | 1,057.98 | 1,110.89 | 1,166.43 | 1,224.75 | 1,285.99 | |
| | | 2,183.14 | 2,292.30 | 2,406.92 | 2,527.27 | 2,653.63 | 2,786.31 | |
| | | 26,197.68 | 27,507.60 | 28,883.04 | 30,327.24 | 31,843.56 | 33,435.72 | |
| Range | 34 | 12.91 | 13.56 | 14.23 | 14.94 | 15.69 | 16.48 | |
| | | 1,032.80 | 1,084.44 | 1,138.66 | 1,195.59 | 1,255.37 | 1,318.14 | |
| | | 2,237.73 | 2,349.62 | 2,467.10 | 2,590.45 | 2,719.97 | 2,855.97 | |
| | | 26,852.76 | 28,195.44 | 29,605.20 | 31,085.40 | 32,639.64 | 34,271.64 | |
| Range | 35 | 13.23 | 13.89 | 14.59 | 15.32 | 16.08 | 16.89 | |
| | | 1,058.62 | 1,111.55 | 1,167.12 | 1,225.48 | 1,286.76 | 1,351.09 | |
| | | 2,293.67 | 2,408.35 | 2,528.77 | 2,655.21 | 2,787.97 | 2,927.37 | |
| | | 27,524.04 | 28,900.20 | 30,345.24 | 31,862.52 | 33,455.64 | 35,128.44 | |
| Range | 36 | 13.56 | 14.24 | 14.95 | 15.70 | 16.49 | 17.31 | |
| | | 1,085.08 | 1,139.34 | 1,196.30 | 1,256.12 | 1,318.92 | 1,384.87 | |
| | | 2,351.01 | 2,468.56 | 2,591.99 | 2,721.59 | 2,857.67 | 3,000.55 | |
| | | 28,212.12 | 29,622.72 | 31,103.88 | 32,659.08 | 34,292.04 | 36,006.60 | |
| Range Cleaner | 37 | 13.90 | 14.60 | 15.33 | 16.09 | 16.90 | 17.74 | |
| | | 1,112.21 | 1,167.82 | 1,226.21 | 1,287.52 | 1,351.89 | 1,419.49 | |
| | | 2,409.78 | 2,530.27 | 2,656.78 | 2,789.62 | 2,929.10 | 3,075.56 | |
| | | 28,917.36 | 30,363.24 | 31,881.36 | 33,475.44 | 35,149.20 | 36,906.72 | |
| Range Office Assistant II Client Service Spec | 38 | 14.25 | 14.96 | 15.71 | 16.50 | 17.32 | 18.19 | |
| | | 1,140.01 | 1,197.01 | 1,256.86 | 1,319.70 | 1,385.69 | 1,454.98 | |
| | | 2,470.02 | 2,593.52 | 2,723.20 | 2,859.36 | 3,002.33 | 3,152.45 | |
| | | 29,640.24 | 31,122.24 | 32,678.40 | 34,312.32 | 36,027.96 | 37,829.40 | |
| Range | 39 | 14.61 | 15.34 | 16.10 | 16.91 | 17.75 | 18.64 | |
| | | 1,168.51 | 1,226.94 | 1,288.29 | 1,352.70 | 1,420.33 | 1,491.35 | |
| | | 2,531.78 | 2,658.37 | 2,791.29 | 2,930.85 | 3,077.39 | 3,231.26 | |
| | | 30,381.36 | 31,900.44 | 33,495.48 | 35,170.20 | 36,928.68 | 38,775.12 | |
| Range *Building Trades Worker *Painter Assistant | 40 | 14.97 | 15.72 | 16.51 | 17.33 | 18.20 | 19.11 | Hourly |
| | | 1,197.72 | 1,257.61 | 1,320.49 | 1,386.51 | 1,455.84 | 1,528.63 | Biweekly |
| | | 2,595.07 | 2,724.82 | 2,861.06 | 3,004.11 | 3,154.32 | 3,312.04 | Monthly |
| | | 31,140.84 | 32,697.84 | 34,332.72 | 36,049.32 | 37,851.84 | 39,744.48 | Annual |
| Range | 41 | 15.35 | 16.11 | 16.92 | 17.76 | 18.65 | 19.59 | |
| | | 1,227.66 | 1,289.05 | 1,353.50 | 1,421.18 | 1,492.24 | 1,566.85 | |
| | | 2,659.94 | 2,792.94 | 2,932.59 | 3,079.22 | 3,233.18 | 3,394.84 | |
| | | 31,919.28 | 33,515.28 | 35,191.08 | 36,950.64 | 38,798.16 | 40,738.08 | |

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|-------------------------|----|-----------|-----------|-----------|-----------|-----------|-----------|----------|
| Range | 42 | 15.73 | 16.52 | 17.34 | 18.21 | 19.12 | 20.08 | |
| Groundskeeper | | 1,258.36 | 1,321.27 | 1,387.34 | 1,456.71 | 1,529.54 | 1,606.02 | |
| HR Assistant | | 2,726.44 | 2,862.76 | 3,005.90 | 3,156.20 | 3,314.01 | 3,479.71 | |
| | | 32,717.28 | 34,353.12 | 36,070.80 | 37,874.40 | 39,768.12 | 41,756.52 | |
| Range | 43 | 16.12 | 16.93 | 17.78 | 18.66 | 19.60 | 20.58 | |
| | | 1,289.82 | 1,354.31 | 1,422.02 | 1,493.12 | 1,567.78 | 1,646.17 | |
| | | 2,794.60 | 2,934.33 | 3,081.05 | 3,235.10 | 3,396.86 | 3,566.70 | |
| | | 33,535.20 | 35,211.96 | 36,972.60 | 38,821.20 | 40,762.32 | 42,800.40 | |
| Range | 44 | 16.53 | 17.35 | 18.22 | 19.13 | 20.09 | 21.09 | |
| Eligibility Spec | | 1,322.07 | 1,388.17 | 1,457.58 | 1,530.45 | 1,606.98 | 1,687.32 | |
| Occupancy Spec | | 2,864.48 | 3,007.70 | 3,158.08 | 3,315.98 | 3,481.78 | 3,655.87 | |
| Senior Groundskeeper | | 34,373.76 | 36,092.40 | 37,896.96 | 39,791.76 | 41,781.36 | 43,870.44 | |
| Sr Office Asst | | | | | | | | |
| Range | 45 | 16.94 | 17.79 | 18.68 | 19.61 | 20.59 | 21.62 | |
| Sr Buyer/WH Asst | | 1,355.12 | 1,422.88 | 1,494.02 | 1,568.72 | 1,647.15 | 1,729.51 | |
| | | 2,936.10 | 3,082.90 | 3,237.04 | 3,398.89 | 3,568.83 | 3,747.27 | |
| | | 35,233.20 | 36,994.80 | 38,844.48 | 40,786.68 | 42,825.96 | 44,967.24 | |
| Range | 46 | 17.36 | 18.23 | 19.14 | 20.10 | 21.10 | 22.16 | |
| | | 1,389.00 | 1,458.44 | 1,531.37 | 1,607.94 | 1,688.33 | 1,772.75 | |
| | | 3,009.49 | 3,159.96 | 3,317.96 | 3,483.86 | 3,658.05 | 3,840.95 | |
| | | 36,113.88 | 37,919.52 | 39,815.52 | 41,806.32 | 43,896.60 | 46,091.40 | |
| Range | 47 | 17.80 | 18.69 | 19.62 | 20.60 | 21.63 | 22.71 | |
| Accounting Technician | | 1,423.71 | 1,494.90 | 1,569.65 | 1,648.13 | 1,730.54 | 1,817.06 | |
| | | 3,084.71 | 3,238.95 | 3,400.90 | 3,570.95 | 3,749.50 | 3,936.97 | |
| | | 37,016.52 | 38,867.40 | 40,810.80 | 42,851.40 | 44,994.00 | 47,243.64 | |
| Range | 48 | 18.24 | 19.15 | 20.11 | 21.12 | 22.17 | 23.28 | |
| FSS Case Mgr | | 1,459.31 | 1,532.27 | 1,608.89 | 1,689.33 | 1,773.80 | 1,862.49 | |
| Housing Quality Insp | | 3,161.83 | 3,319.92 | 3,485.92 | 3,660.22 | 3,843.23 | 4,035.39 | |
| Lead Groundskeeper | | 37,941.96 | 39,839.04 | 41,831.04 | 43,922.64 | 46,118.76 | 48,424.68 | |
| Property Mgr | | | | | | | | |
| Sr. Svcs. Prgm Coord | | | | | | | | |
| Range | 49 | 18.70 | 19.63 | 20.61 | 21.64 | 22.73 | 23.86 | |
| | | 1,495.79 | 1,570.57 | 1,649.10 | 1,731.56 | 1,818.14 | 1,909.05 | |
| | | 3,240.87 | 3,402.91 | 3,573.06 | 3,751.71 | 3,939.30 | 4,136.27 | |
| | | 38,890.44 | 40,834.92 | 42,876.72 | 45,020.52 | 47,271.60 | 49,635.24 | |
| Range | 50 | 19.16 | 20.12 | 21.13 | 22.19 | 23.30 | 24.46 | Hourly |
| Administrative Asst | | 1,533.18 | 1,609.84 | 1,690.33 | 1,774.85 | 1,863.60 | 1,956.78 | Biweekly |
| Maintenance Mech | | 3,321.90 | 3,487.99 | 3,662.39 | 3,845.51 | 4,037.79 | 4,239.68 | Monthly |
| Painter | | 39,862.80 | 41,855.88 | 43,948.68 | 46,146.12 | 48,453.48 | 50,876.16 | Annual |
| *Equipment Mech | | | | | | | | |
| *Skilled Trades Tech | | | | | | | | |
| Range | 51 | 19.64 | 20.63 | 21.66 | 22.74 | 23.88 | 25.07 | |
| Section 8 Program Asst. | | 1,571.51 | 1,650.09 | 1,732.59 | 1,819.22 | 1,910.18 | 2,005.69 | |
| | | 3,404.94 | 3,575.19 | 3,753.95 | 3,941.65 | 4,138.73 | 4,345.67 | |
| | | 40,859.28 | 42,902.28 | 45,047.40 | 47,299.80 | 49,664.76 | 52,148.04 | |
| Range | 52 | 20.14 | 21.14 | 22.20 | 23.31 | 24.47 | 25.70 | |
| | | 1,610.80 | 1,691.34 | 1,775.91 | 1,864.70 | 1,957.94 | 2,055.84 | |
| | | 3,490.07 | 3,664.57 | 3,847.80 | 4,040.19 | 4,242.20 | 4,454.31 | |
| | | 41,880.84 | 43,974.84 | 46,173.60 | 48,482.28 | 50,906.40 | 53,451.72 | |

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|-------------------------|----|-----------|-----------|-----------|-----------|-----------|-----------|----------|
| Range | 53 | 20.64 | 21.67 | 22.74 | 23.88 | 25.10 | 26.34 | |
| | | 1,651.07 | 1,733.63 | 1,820.31 | 1,911.32 | 2,006.89 | 2,107.23 | |
| | | 3,577.32 | 3,756.19 | 3,944.00 | 4,141.20 | 4,348.26 | 4,565.67 | |
| | | 42,927.84 | 45,074.28 | 47,328.00 | 49,694.40 | 52,179.12 | 54,788.04 | |
| Range | 54 | 21.15 | 22.21 | 23.31 | 24.48 | 25.72 | 27.00 | |
| Accountant | | 1,692.35 | 1,776.96 | 1,865.81 | 1,959.10 | 2,057.06 | 2,159.91 | |
| Executive Asst | | 3,666.75 | 3,850.09 | 4,042.59 | 4,244.72 | 4,456.96 | 4,679.81 | |
| Sr Maint Mech | | 44,001.00 | 46,201.08 | 48,511.08 | 50,936.64 | 53,483.52 | 56,157.72 | |
| Range | 55 | 21.68 | 22.77 | 23.91 | 25.10 | 26.36 | 27.67 | |
| Paint Supervisor | | 1,734.66 | 1,821.39 | 1,912.46 | 2,008.08 | 2,108.49 | 2,213.91 | |
| | | 3,758.43 | 3,946.35 | 4,143.67 | 4,350.85 | 4,568.39 | 4,796.81 | |
| | | 45,101.16 | 47,356.20 | 49,724.04 | 52,210.20 | 54,820.68 | 57,561.72 | |
| Range | 56 | 22.23 | 23.34 | 24.49 | 25.72 | 27.03 | 28.37 | |
| Res Prog Coordinator | | 1,778.03 | 1,866.93 | 1,960.27 | 2,058.29 | 2,161.20 | 2,269.26 | |
| Support Svcs. Admin. | | 3,852.39 | 4,045.01 | 4,247.26 | 4,459.62 | 4,682.60 | 4,916.73 | |
| | | 46,228.68 | 48,540.12 | 50,967.12 | 53,515.44 | 56,191.20 | 59,000.76 | |
| Range | 57 | 22.78 | 23.92 | 25.11 | 26.36 | 27.70 | 29.07 | |
| Sr. Maint Mech. II | | 1,822.48 | 1,913.60 | 2,009.28 | 2,109.74 | 2,215.23 | 2,325.99 | |
| | | 3,948.70 | 4,146.13 | 4,353.44 | 4,571.11 | 4,799.67 | 5,039.65 | |
| | | 47,384.40 | 49,753.56 | 52,241.28 | 54,853.32 | 57,596.04 | 60,475.80 | |
| Range | 58 | 23.35 | 24.52 | 25.73 | 27.02 | 28.39 | 29.80 | |
| Proc & WH Manager | | 1,868.04 | 1,961.44 | 2,059.51 | 2,162.49 | 2,270.61 | 2,384.14 | |
| Sr Accountant | | 4,047.42 | 4,249.79 | 4,462.28 | 4,685.39 | 4,919.66 | 5,165.64 | |
| Eligibility Manager | | 48,569.04 | 50,997.48 | 53,547.36 | 56,224.68 | 59,035.92 | 61,987.68 | |
| Range | 59 | 23.93 | 25.13 | 26.38 | 27.70 | 29.10 | 30.55 | |
| | | 1,914.74 | 2,010.48 | 2,111.00 | 2,216.55 | 2,327.38 | 2,443.74 | |
| | | 4,148.60 | 4,356.03 | 4,573.83 | 4,802.52 | 5,042.65 | 5,294.78 | |
| | | 49,783.20 | 52,272.36 | 54,885.96 | 57,630.24 | 60,511.80 | 63,537.36 | |
| Range | 60 | 24.53 | 25.76 | 27.04 | 28.39 | 29.83 | 31.31 | Hourly |
| Management Analyst | | 1,962.60 | 2,060.73 | 2,163.77 | 2,271.96 | 2,385.56 | 2,504.84 | Biweekly |
| Section 8 Manager | | 4,252.30 | 4,464.92 | 4,688.17 | 4,922.58 | 5,168.71 | 5,427.15 | Monthly |
| | | 51,027.60 | 53,579.04 | 56,258.04 | 59,070.96 | 62,024.52 | 65,125.80 | Annual |
| Range | 61 | 25.15 | 26.40 | 27.71 | 29.10 | 30.58 | 32.09 | |
| Development Coordinator | | 2,011.67 | 2,112.25 | 2,217.87 | 2,328.76 | 2,445.20 | 2,567.46 | |
| | | 4,358.62 | 4,576.55 | 4,805.38 | 5,045.65 | 5,297.93 | 5,562.83 | |
| | | 52,303.44 | 54,918.60 | 57,664.56 | 60,547.80 | 63,575.16 | 66,753.96 | |
| Range | 62 | 25.77 | 27.06 | 28.41 | 29.83 | 31.34 | 32.90 | |
| Info Systems Coord | | 2,061.96 | 2,165.06 | 2,273.31 | 2,386.98 | 2,506.33 | 2,631.65 | |
| *Modernization Superv | | 4,467.58 | 4,690.96 | 4,925.51 | 5,171.79 | 5,430.38 | 5,701.90 | |
| | | 53,610.96 | 56,291.52 | 59,106.12 | 62,061.48 | 65,164.56 | 68,422.80 | |
| Range | 63 | 26.42 | 27.74 | 29.12 | 30.57 | 32.12 | 33.72 | |
| | | 2,113.52 | 2,219.19 | 2,330.15 | 2,446.66 | 2,568.99 | 2,697.44 | |
| | | 4,579.29 | 4,808.25 | 5,048.66 | 5,301.09 | 5,566.14 | 5,844.45 | |
| | | 54,951.48 | 57,699.00 | 60,583.92 | 63,613.08 | 66,793.68 | 70,133.40 | |
| Range | 64 | 27.08 | 28.43 | 29.85 | 31.34 | 32.93 | 34.56 | |
| | | 2,166.36 | 2,274.67 | 2,388.41 | 2,507.82 | 2,633.22 | 2,764.87 | |
| | | 4,693.77 | 4,928.46 | 5,174.88 | 5,433.62 | 5,705.30 | 5,990.56 | |
| | | 56,325.24 | 59,141.52 | 62,098.56 | 65,203.44 | 68,463.60 | 71,886.72 | |

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|-------------------------|----|-----------|-----------|-----------|-----------|-----------|-----------|----------|
| Range | 65 | 27.76 | 29.14 | 30.59 | 32.12 | 33.75 | 35.42 | |
| Building Maint Superv | | 2,220.51 | 2,331.54 | 2,448.11 | 2,570.52 | 2,699.04 | 2,833.99 | |
| | | 4,811.10 | 5,051.66 | 5,304.24 | 5,569.45 | 5,847.92 | 6,140.32 | |
| | | 57,733.20 | 60,619.92 | 63,650.88 | 66,833.40 | 70,175.04 | 73,683.84 | |
| Range | 66 | 28.45 | 29.87 | 31.36 | 32.92 | 34.59 | 36.31 | |
| HR Manager | | 2,276.02 | 2,389.82 | 2,509.32 | 2,634.78 | 2,766.52 | 2,904.84 | |
| | | 4,931.38 | 5,177.95 | 5,436.85 | 5,708.69 | 5,994.12 | 6,293.83 | |
| | | 59,176.56 | 62,135.40 | 65,242.20 | 68,504.28 | 71,929.44 | 75,525.96 | |
| Range | 67 | 29.16 | 30.62 | 32.14 | 33.75 | 35.46 | 37.22 | |
| | | 2,332.92 | 2,449.57 | 2,572.05 | 2,700.65 | 2,835.68 | 2,977.47 | |
| | | 5,054.67 | 5,307.40 | 5,572.77 | 5,851.41 | 6,143.98 | 6,451.18 | |
| | | 60,656.04 | 63,688.80 | 66,873.24 | 70,216.92 | 73,727.76 | 77,414.16 | |
| Range | 68 | 29.89 | 31.39 | 32.94 | 34.59 | 36.34 | 38.15 | |
| | | 2,391.25 | 2,510.82 | 2,636.35 | 2,768.17 | 2,906.58 | 3,051.90 | |
| | | 5,181.05 | 5,440.10 | 5,712.10 | 5,997.70 | 6,297.58 | 6,612.46 | |
| | | 62,172.60 | 65,281.20 | 68,545.20 | 71,972.40 | 75,570.96 | 79,349.52 | |
| Range | 69 | 30.64 | 32.17 | 33.77 | 35.46 | 37.25 | 39.10 | |
| | | 2,451.03 | 2,573.58 | 2,702.26 | 2,837.37 | 2,979.24 | 3,128.20 | |
| | | 5,310.57 | 5,576.10 | 5,854.90 | 6,147.64 | 6,455.02 | 6,777.77 | |
| | | 63,726.84 | 66,913.20 | 70,258.80 | 73,771.68 | 77,460.24 | 81,333.24 | |
| Range | 70 | 31.40 | 32.97 | 34.61 | 36.34 | 38.18 | 40.08 | Hourly |
| | | 2,512.30 | 2,637.92 | 2,769.81 | 2,908.30 | 3,053.72 | 3,206.40 | Biweekly |
| | | 5,443.32 | 5,715.49 | 6,001.26 | 6,301.32 | 6,616.39 | 6,947.21 | Monthly |
| | | 65,319.84 | 68,585.88 | 72,015.12 | 75,615.84 | 79,396.68 | 83,366.52 | Annual |
| Range | 71 | 32.19 | 33.80 | 35.48 | 37.25 | 39.14 | 41.08 | |
| Director of Finance | | 2,575.11 | 2,703.87 | 2,839.06 | 2,981.01 | 3,130.06 | 3,286.56 | |
| Director of Housing | | 5,579.41 | 5,858.38 | 6,151.30 | 6,458.86 | 6,781.80 | 7,120.89 | |
| | | 66,952.92 | 70,300.56 | 73,815.60 | 77,506.32 | 81,381.60 | 85,450.68 | |
| Range | 72 | 32.99 | 34.64 | 36.37 | 38.18 | 40.11 | 42.11 | |
| | | 2,639.49 | 2,771.46 | 2,910.03 | 3,055.53 | 3,208.31 | 3,368.73 | |
| | | 5,718.89 | 6,004.83 | 6,305.07 | 6,620.32 | 6,951.34 | 7,298.91 | |
| | | 68,626.68 | 72,057.96 | 75,660.84 | 79,443.84 | 83,416.08 | 87,586.92 | |
| Range | 73 | 33.82 | 35.51 | 37.27 | 39.14 | 41.12 | 43.16 | |
| | | 2,705.47 | 2,840.75 | 2,982.78 | 3,131.92 | 3,288.52 | 3,452.94 | |
| | | 5,861.86 | 6,154.95 | 6,462.70 | 6,785.83 | 7,125.12 | 7,481.38 | |
| | | 70,342.32 | 73,859.40 | 77,552.40 | 81,429.96 | 85,501.44 | 89,776.56 | |
| Range | 74 | 34.66 | 36.40 | 38.21 | 40.12 | 42.14 | 44.24 | |
| | | 2,773.11 | 2,911.77 | 3,057.36 | 3,210.22 | 3,370.73 | 3,539.27 | |
| | | 6,008.41 | 6,308.83 | 6,624.27 | 6,955.48 | 7,303.25 | 7,668.41 | |
| | | 72,100.92 | 75,705.96 | 79,491.24 | 83,465.76 | 87,639.00 | 92,020.92 | |
| Range | 75 | 35.53 | 37.31 | 39.16 | 41.12 | 43.20 | 45.35 | |
| Dir of Maint, Mod, Dev. | | 2,842.44 | 2,984.56 | 3,133.79 | 3,290.47 | 3,455.00 | 3,627.75 | |
| | | 6,158.61 | 6,466.54 | 6,789.87 | 7,129.36 | 7,485.83 | 7,860.12 | |
| | | 73,903.32 | 77,598.48 | 81,478.44 | 85,552.32 | 89,829.96 | 94,321.44 | |
| Range | 76 | 36.42 | 38.24 | 40.14 | 42.15 | 44.28 | 46.48 | |
| | | 2,913.49 | 3,059.17 | 3,212.13 | 3,372.73 | 3,541.37 | 3,718.44 | |
| | | 6,312.57 | 6,628.20 | 6,959.61 | 7,307.59 | 7,672.97 | 8,056.62 | |
| | | 75,750.84 | 79,538.40 | 83,515.32 | 87,691.08 | 92,075.64 | 96,679.44 | |
| Range | 77 | 37.33 | 39.20 | 41.15 | 43.20 | 45.38 | 47.64 | |
| | | 2,986.33 | 3,135.65 | 3,292.44 | 3,457.06 | 3,629.91 | 3,811.40 | |
| | | 6,470.39 | 6,793.91 | 7,133.61 | 7,490.29 | 7,864.80 | 8,258.04 | |
| | | 77,644.68 | 81,526.92 | 85,603.32 | 89,883.48 | 94,377.60 | 99,096.48 | |

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|---------------------------|----|-----------|------------|------------|------------|------------|------------|----------|
| Range | 78 | 38.26 | 40.18 | 42.17 | 44.28 | 46.52 | 48.83 | |
| Deputy Executive Director | | 3,060.99 | 3,214.04 | 3,374.74 | 3,543.48 | 3,720.66 | 3,906.69 | |
| | | 6,632.14 | 6,963.75 | 7,311.94 | 7,677.54 | 8,061.42 | 8,464.49 | |
| | | 79,585.68 | 83,565.00 | 87,743.28 | 92,130.48 | 96,737.04 | 101,573.88 | |
| Range | 79 | 39.22 | 41.18 | 43.23 | 45.39 | 47.68 | 50.05 | |
| | | 3,137.52 | 3,294.39 | 3,459.11 | 3,632.07 | 3,813.67 | 4,004.35 | |
| | | 6,797.95 | 7,137.85 | 7,494.74 | 7,869.48 | 8,262.95 | 8,676.10 | |
| | | 81,575.40 | 85,654.20 | 89,936.88 | 94,433.76 | 99,155.40 | 104,113.20 | |
| Range | 80 | 40.20 | 42.21 | 44.31 | 46.53 | 48.87 | 51.31 | Hourly |
| | | 3,215.95 | 3,376.75 | 3,545.58 | 3,722.87 | 3,909.01 | 4,104.46 | Biweekly |
| | | 6,967.90 | 7,316.29 | 7,682.10 | 8,066.21 | 8,469.52 | 8,893.00 | Monthly |
| | | 83,614.80 | 87,795.48 | 92,185.20 | 96,794.52 | 101,634.24 | 106,716.00 | Annual |
| Range | 81 | 41.20 | 43.26 | 45.42 | 47.69 | 50.09 | 52.59 | |
| | | 3,296.35 | 3,461.17 | 3,634.23 | 3,815.94 | 4,006.74 | 4,207.08 | |
| | | 7,142.10 | 7,499.21 | 7,874.17 | 8,267.88 | 8,681.27 | 9,115.33 | |
| | | 85,705.20 | 89,990.52 | 94,490.04 | 99,214.56 | 104,175.24 | 109,383.96 | |
| Range | 82 | 42.23 | 44.35 | 46.55 | 48.88 | 51.35 | 53.90 | |
| | | 3,378.77 | 3,547.70 | 3,725.09 | 3,911.34 | 4,106.91 | 4,312.25 | |
| | | 7,320.66 | 7,686.69 | 8,071.02 | 8,474.57 | 8,898.30 | 9,343.21 | |
| | | 87,847.92 | 92,240.28 | 96,852.24 | 101,694.84 | 106,779.60 | 112,118.52 | |
| Range | 83 | 43.29 | 45.45 | 47.72 | 50.10 | 52.63 | 55.25 | |
| | | 3,463.23 | 3,636.39 | 3,818.21 | 4,009.12 | 4,209.58 | 4,420.06 | |
| | | 7,503.67 | 7,878.85 | 8,272.79 | 8,686.43 | 9,120.75 | 9,576.79 | |
| | | 90,044.04 | 94,546.20 | 99,273.48 | 104,237.16 | 109,449.00 | 114,921.48 | |
| Range | 84 | 44.37 | 46.59 | 48.91 | 51.36 | 53.95 | 56.63 | |
| | | 3,549.81 | 3,727.30 | 3,913.67 | 4,109.35 | 4,314.82 | 4,530.56 | |
| | | 7,691.26 | 8,075.82 | 8,479.61 | 8,903.59 | 9,348.77 | 9,816.21 | |
| | | 92,295.12 | 96,909.84 | 101,755.32 | 106,843.08 | 112,185.24 | 117,794.52 | |
| Range | 85 | 45.48 | 47.76 | 50.13 | 52.64 | 55.29 | 58.05 | |
| Executive Director | | 3,638.56 | 3,820.49 | 4,011.51 | 4,212.09 | 4,422.69 | 4,643.82 | |
| | | 7,883.54 | 8,277.72 | 8,691.61 | 9,126.19 | 9,582.50 | 10,061.62 | |
| | | 94,602.48 | 99,332.64 | 104,299.32 | 109,514.28 | 114,990.00 | 120,739.44 | |
| Range | 86 | 46.62 | 48.95 | 51.39 | 53.96 | 56.68 | 59.50 | |
| | | 3,729.53 | 3,916.00 | 4,111.80 | 4,317.39 | 4,533.26 | 4,759.92 | |
| | | 8,080.64 | 8,484.67 | 8,908.90 | 9,354.34 | 9,822.06 | 10,313.16 | |
| | | 96,967.68 | 101,816.04 | 106,906.80 | 112,252.08 | 117,864.72 | 123,757.92 | |
| Range | 87 | 47.78 | 50.17 | 52.67 | 55.31 | 58.09 | 60.99 | |
| | | 3,822.76 | 4,013.90 | 4,214.59 | 4,425.32 | 4,646.59 | 4,878.92 | |
| | | 8,282.65 | 8,696.78 | 9,131.62 | 9,588.20 | 10,067.61 | 10,570.99 | |
| | | 99,391.80 | 104,361.36 | 109,579.44 | 115,058.40 | 120,811.32 | 126,851.88 | |