

**Carson City Visitors Bureau
Agenda Report**

Date Submitted: 07/05/17

Agenda Date Requested: 07/10/17

Time Requested: 15 Minutes

To: Carson City Visitors Bureau - Board of Directors

From: Joel Dunn, Executive Director

Subject Title: Approval to amend the CCVB Employee Benefit Manual to reflect the changes approved by the Carson City Board of Supervisors 11/21/2013. The fiscal impact will be based on the City's/CCVB cost under contract at the time of separation of employment (current contract-7/1/17-6/30/18) (Retiree w/Medicare \$454.22, Retiree + Spouse w/Medicare \$925.03) (Retiree w/o Medicare \$597.17 Retiree + Spouse w/o Medicare \$1,189.54).

Staff Summary: The proposed revisions to the current (Rev 2/8/2010) CCVB Employee Benefits/Policies & Procedures are the result of revisions to the City of Carson City employee benefits approved by the CC Board of Supervisors 11/21/2013. The only proposed exception is the addition of CCVB employees who transfer employment from the City of Carson City (with no break in service) will retain their years of service. The CCVB Board of Directors has historically provided the staff of the bureau the same benefit package provided Carson City Employees.

Type of Action Requested:

Resolution

Ordinance

Formal Action/Motion

Other (Specify) Presentation Only

Recommended Board Action:

I move to amend the current Carson City Visitors Bureau Employee Benefits and Policies & Procedures Manual as presented.

Applicable Statute, Code, Policy, Rule or Regulation: n/a

Fiscal Impact: (current contract-7/1/17-6/30/18) (Retiree w/Medicare \$454.22, Retiree + Spouse w/Medicare \$925.03) (Retiree w/o Medicare \$597.17 Retiree + Spouse w/o Medicare \$1,189.54)

Explanation of Impact: Detailed in CCVB Employee Benefits proposal.

Funding Source: n/a

Supporting Material: n/a

Prepared By: Joel Dunn, Executive Director

CARSON CITY VISITORS BUREAU
EMPLOYEE POLICIES AND PROCEDURES MANUAL
EFFECTIVE JULY 1, 2017

The current CCVB Personnel Manual/Policies & Procedures was revised and approved by the CCVB Board 2/8/2010. The approved revisions were a result of the City of Carson City's revisions to their Employee Benefits/Policies & Procedures. The CCVB has historically provided its employees the same benefits provided to City employees.

The proposed revisions to the current CCVB Employee Benefits/Policies & Procedures are the result of the revisions to the City of Carson City employee benefits approved by the CC Board of Supervisors 11/21/2013.

The only exception to the CCVB Employee Benefits/Policies & Procedures mirroring the City's is the addition of CCVB employees who transfer employment from the City of Carson City (with no break in service) will retain their years of service.

The document reflects the proposed name change

Carson City Visitors Bureau (CCVB)

To

Carson City Culture & Tourism Authority (CCCTA).

CARSON CITY
CULTURE & TOURISM AUTHORITY
POLICIES AND PROCEDURES MANUAL
EFFECTIVE JULY 1, 2017

Administrative positions are those employees of the Carson City Culture and Tourism Authority (CCCTA), who are not hourly, temporary or volunteers. The CCCTA Executive Director (administrative position) is appointed by the CCCTA Board of Directors. All additional CCCTA administrative positions are appointed by the CCCTA Executive Director. All CCCTA administrative employees are "at will" and as such, may be terminated at any time for any reason or for no reason. CCCTA administrative employees transferring employment from the City of Carson City (with no break in service) will retain their years of service. This resolution does not serve as a contract of employment with the Carson City Culture and Tourism Authority.

Support Staff are those employees of the Carson City Culture and Tourism Authority, who are hourly, temporary or volunteers. Support Staff are appointed by the CCCTA Executive Director. All CCCTA Support Staff employees are "at will" and as such, may be terminated at any time for any reason, or for no reason. CCCTA Support Staff working part-time (1039 hours or less per year) are not eligible for CCCTA employee benefits. CCCTA support staff employees transferring employment from the City of Carson City (with no break in service) will retain their years of service. This resolution does not serve as a contract of employment with the Carson City Culture and Tourism Authority.

CARSON CITY CULTURE & TOURISM AUTHORITY EMPLOYEE BENEFITS

HOLIDAYS

The following days shall be observed as legal holidays by all employees:

New Year's Day (January 1)

Presidents Day (third Monday in February) Martin Luther King Day (third Monday in January) Memorial Day (last Monday in May) Independence Day (July 4)

Labor Day (first Monday in September)

Nevada Day (Friday closest to October 31)

Veteran's Day (November 11)

Thanksgiving Day (fourth Thursday in November) Family Day (day after Thanksgiving)

Christmas Day (December 25)

When a designated holiday falls on a Saturday, the Friday before will be observed as the holiday and when the designated holiday falls on a Sunday, the Monday after will be observed as the holiday.

RETIREMENT

CCCTA employees shall receive full employer paid retirement while participating in the State of Nevada Public Employees' Retirement System (PERS). The CCCTA shall adjust the employees' salaries in accordance with NRS 286. CCCTA will comply with all policies of the Nevada Public Employees' Retirement System (PERS).

MEDICAL INSURANCE

The CCCTA shall pay 100% of the employee cost and 50% of the dependent cost for the least expensive group medical insurance plan.

HEALTH INSURANCE UPON RETIREMENT – CCCTA RETIREES WITH 15-19 YEARS OF SERVICE

A CCCTA employee who has less than 15 years of service with the CCCTA, but retires under the Public Employees Retirement System shall have the option of continuing the health insurance coverage at the time of separation from employment by paying 100% of the total premium. The CCCTA must pay 75% of retiree group health, dental, vision and life insurance coverage premiums plus 25% of the spouse's and eligible dependent's premium for health, dental and vision except as provided below. The CCCTA agrees to cover eligible retirees and dependents, as the term "dependents" is defined in the CCCTA's group health insurance plan in existence under the CCCTA group health insurance plan offered to active employees, as modified from time-to-time.

- a. In order to be eligible for the benefits provided in this Section, the employee/retiree must have (i) a minimum of 15 years of full-time equivalent service with the CCCTA (one year is equal to 2080 hours); (ii) reached at least 47 years of age; and (iii) shall have actually retired under the Nevada PERS retirement qualifications in existence on the date of the retirement. Provided that, if an employee retires prior to age 47 and meets the requirements of (i) and (iii) above, the employee/retiree will be eligible for the benefits of this section upon attaining the age of 47 and prior to age 47, shall be entitled to continue as a retiree on the CCCTA group insurance plan and shall be entitled to payment for insurance for which the employee would otherwise qualify, provided that, an employee retiring before age 47 must continue coverage under the CCCTA plan in order to be qualified for the benefits in this section upon attaining age 47.

The CCCTA will pay premiums for:

1. The employee/retiree from the effective date of Nevada PERS retirement until death. After the retiree reaches the eligibility age for federal benefits under Medicare or age 65, whichever occurs first, the health insurance coverage premium paid by the CCCTA on behalf of the retiree will be reduced to either (i) 50% of the "single employee with Medicare premium", or (ii) the payment to which the retiree would otherwise be entitled under the then existing CCCTA policy or regulation providing for insurance payments for retired CCCTA employees, were the retiree eligible for insurance contribution under the policy or regulation. The retiree shall, in the retiree's sole discretion, elect between (i) and (ii), at the time of Medicare eligibility. Under both (i) and (ii) such coverage under the CCCTA's group insurance plan is secondary to Medicare coverage. Provided that, if Medicare age has been increased beyond age 65 by an act of Congress, the 50% payment under (i) shall apply to the "Employee without Medicare" premium. In the event the CCCTA eliminates the policy or regulation for subsidizing payment of retiree health insurance, any retiree who elected (ii) above shall automatically revert to receiving the benefits specified in (i) above. In order to receive payment under either (i) or (ii), the retiree must comply with any requirements pertaining to Medicare, which are imposed by the CCCTA's insurance carrier, as a precondition to being eligible to qualify as a retiree covered by the insurance plan, as modified from time-to-time, or required by law.
2. The spouse of the employee/retiree (current at time of the employee's separation from the CCCTA) until death or divorce. After the spouse reaches the eligibility age for federal benefits under

Medicare, or age 65, whichever occurs first, the health insurance coverage premium paid by the CCCTA on behalf of the spouse will be 25% of the "single dependent with Medicare" premium. After reaching the eligibility age for federal benefits under Medicare, such coverage under the CCCTA's group insurance plan is secondary to Medicare coverage. In order to receive payment once the spouse has reached the eligibility age for federal benefits under Medicare, the spouse must comply with any requirements pertaining to Medicare, which are imposed by the CCCTA's insurance carrier, as a precondition to being eligible to qualify as a spouse covered by the insurance plan, as modified from time-to-time, or required by law. In the event a retiree remarries after separation from the CCCTA the spouse will not be included in the health insurance premium subsidy.

3. Dependents (current at the time of the employee's separation from the CCCTA), as defined by the rules of the CCCTA group health insurance plan in effect at the time of separation. After the dependent reaches the eligibility age for or is otherwise eligible for federal benefits under Medicare, or age 65, whichever occurs first, the health insurance coverage premium paid by the CCCTA on behalf of the dependent will be 25% of the "single dependent with Medicare premium". After reaching the eligibility age for, or if otherwise eligible for federal benefits under Medicare, such coverage under the CCCTA's group insurance plan is secondary to Medicare coverage. In order to receive payment once the dependent has reached the eligibility age for or is otherwise eligible for federal benefits under Medicare, the dependent must comply with any requirements pertaining to Medicare, which are imposed by the CCCTA's insurance carrier, as a precondition to being eligible to qualify as a dependent covered by the insurance plan, as modified from time-to-time, or required by law.

a. In the event of death of the employee/retiree, the spouse will continue to receive the subsidy benefit until death or remarriage subject to requirements above. Dependents, as defined above, will continue to receive benefits in the event of the death of the employee/retiree, as long as they meet the definition of dependents in the CCCTA group health insurance plan in effect at the time of retirement.

b. In the event of a catastrophic injury or medical illness which forces an employee who has not reached 20 years of service and age 47 to retire from service of the CCCTA or as a Nevada PERS disability retirement, this benefit will be prorated for the employee at 5% per year of service after the employee has worked for CCCTA for 10 years, up to a maximum of 90% and subject to the provisions above concerning the employee reaching the eligibility age for or being otherwise eligible for federal benefits under Medicare, or age 65, whichever occurs first. Ten years starts at 50%. The benefit under this section does not apply to spouse or dependents and does not trigger any spousal or dependent benefits Section d.

c. If the benefits provided to retirees, their spouse and dependents under Section d. are modified (reduced or eliminated) in the future, such modification shall not apply to retirees, their spouses and dependents then receiving the benefits, and the retiree, their spouse or dependent shall continue to receive the benefit on the basis specified in this Resolution.

HEALTH INSURANCE UPON RETIREMENT - RETIREES WITH 20 OR MORE YEARS OF SERVICE

The CCCTA must pay 90% of retiree group health, dental, vision and life insurance coverage premiums plus 50% of the spouse's and eligible dependent's premium for health, dental and vision except as provided below. The CCCTA agrees to cover eligible retirees and dependents, as the term "dependents" is defined in the CCCTA's group health insurance plan in existence under the CCCTA group health insurance plan offered to active employees, as modified from time-to-time.

a. In order to be eligible for the benefits provided in this Section, the employee/retiree will have (i) a minimum of 20 years of full time equivalent service with the CCCTA (one year is equal to 2080 hours); (ii) reached at least 47 years of age; and (iii) shall have actually retired under the Nevada PERS retirement qualifications in existence on the date of the retirement. Provided that, if an employee retires prior to age 47 and meets the requirements of (i) and (iii) above, the employee/retiree will be eligible for the benefits of this section upon attaining the age of 47, and, prior to age 47, shall be entitled to continue as a retiree on the CCCTA group insurance plan and shall be entitled to payment for insurance for which the employee would otherwise qualify, provided that, an employee retiring before age 47 must continue coverage under the CCCTA plan in order to be qualified for the benefits in this section upon attaining age 47.

The CCCTA will pay premiums for:

1. The employee/retiree from the effective date of Nevada PERS retirement until death. After the retiree reaches the eligibility age for federal benefits under Medicare or age 65, whichever occurs first, the health insurance coverage premium paid by the CCCTA on behalf of the retiree will be reduced to either (i) 50% of the "single employee with Medicare premium", or (ii) the payment to which the retiree would otherwise be entitled under the then existing CCCTA policy or regulation providing for insurance payments for retired CCCTA employees, were the retiree eligible for insurance contribution under the policy or regulation. The retiree shall, in the retiree's sole discretion, elect between (i) and (ii), at the time of Medicare eligibility. Under both (i) and (ii) such coverage under the CCCTA's group insurance plan is secondary to Medicare coverage. Provided that, if Medicare age has been increased beyond age 65 by an act of Congress, the 50% payment under (i) shall apply to the "Employee without Medicare" premium. In the event the CCCTA eliminates the policy or regulation for subsidizing payment of retiree health insurance, any retiree who elected (ii) above shall automatically revert to receiving the benefits specified in (i) above. In order to receive payment under either (i) or (ii), the retiree must comply with any requirements pertaining to Medicare, which are imposed by the CCCTA's insurance carrier, as a precondition to being eligible to qualify as a retiree covered by the insurance plan, as modified from time-to-time, or required by law.
2. The spouse of the employee/retiree (current at time of the employee's separation from the CCCTA) until death or divorce. After the spouse reaches the eligibility age for federal benefits under Medicare, or age 65, whichever occurs first, the health insurance coverage premium paid by the CCCTA on behalf of the spouse will be reduced to 25% of the "single dependent with Medicare" premium. After

reaching the eligibility age for federal benefits under Medicare, such coverage under the CCCTA's group insurance plan is secondary to Medicare coverage. In order to receive payment once the spouse has reached the eligibility age for federal benefits under Medicare, the spouse must comply with any requirements pertaining to Medicare, which are imposed by the CCCTA's insurance carrier, as a precondition to being eligible to qualify as a spouse covered by the insurance plan, as modified from time-to-time, or required by law. In the event a retiree remarries after separation from the CCCTA the spouse will not be included in the health insurance premium subsidy.

3. Dependents (current at the time of the employee's separation from the CCCTA), as defined by the rules of the CCCTA group health insurance plan in effect at the time of separation. After the dependent reaches the eligibility age or is otherwise eligible for federal benefits under Medicare, or age 65, whichever occurs first, the health insurance coverage premium paid by the CCCTA on behalf of the dependent will be reduced by 25% of the "single dependent with Medicare premium". After reaching the eligibility age for, or if otherwise eligible for federal benefits under Medicare, such coverage under the CCCTA's group insurance plan is secondary to Medicare coverage. In order to receive payment once the dependent has reached the eligibility age for or is otherwise eligible for federal benefits under Medicare, the dependent must comply with any requirements pertaining to Medicare, which are imposed by the CCCTA's insurance carrier, as a precondition to being eligible to qualify as a dependent covered by the insurance plan, as modified from time-to-time, or required by law.

a. In the event of death of the employee/retiree, the spouse will continue to receive the subsidy benefit until death or remarriage subject to requirements above. Dependents, as defined above, will continue to receive benefits in the event of the death of the employee/retiree, as long as they meet the definition of dependents in the CCCTA group health insurance plan in effect at the time of retirement.

b. In the event of a catastrophic injury or medical illness which forces an employee who has not reached 20 years of service and age 47 to retire from service of the CCCTA or as a Nevada PERS disability retirement, this benefit will be prorated for the employee at 5% per year of service after the employee has worked for CCCTA for 10 years, up to a maximum of 90% and subject to the provisions above concerning the employee reaching the eligibility age for or being otherwise eligible for federal benefits under Medicare, or age 65, whichever occurs first. Ten years starts at 50%. The benefit under this section does not apply to spouse or dependents and does not trigger any spousal or dependent benefits Section d.

c. If the benefits provided to retirees, their spouse and dependents under Section d. are modified (reduced or eliminated) in the future, such modification shall not apply to retirees, their spouses and dependents then receiving the benefits, and the retiree, their spouse or dependent shall continue to receive the benefit on the basis specified in this Resolution.

GROUP LIFE INSURANCE

All CCCTA employees shall receive \$35,000 life insurance benefit. The cost of this coverage is included in the group medical insurance plan which is fully paid by the CCCTA.

SICK LEAVE

All CCCTA employees shall accrue ten (10) hours of sick leave each month, with unlimited accrual. Leave may be taken as it is accrued.

CCCTA employees, upon separation, having a minimum of 400 hours of earned sick leave and the below listed years of CCCTA service shall be compensated for all hours up to 1080 at the following rates:

Service Years	Maximum%
10-14	33 1/3%
15-19	50%
20-24	75%
25 plus	100%

AMBULANCE

All employees and their family members who are eligible to participate in the CCCTA's insurance benefit plan are automatically enrolled in the CC-CARE+ Ambulance Membership Program. This benefit provides paramedic ambulance service as often as medically necessary with no deductibles, full coverage and no out-of-pocket expenses. This benefit shall exist only so long as the Fire Department offers the program and program benefits are subject to change. The benefit also extends to those employees who retire and remain on the CCCTA's insurance.

ANNUAL LEAVE

CCCTA employees who have worked from 0 to 5 years will accrue ten (10) hours of annual leave per month. Leave may be taken as it is accrued. After five years of continuous employment, an employee shall accrue fourteen (14) hours per month, with a proportional amount for each uncompleted month. A maximum of 300 hours may be carried forward from year to year. Any exception must be pre-approved by the CCCTA Executive Director and in the case of the CCCTA Executive Director, by the CCCTA Board of Directors.

CCCTA employees, upon separation, will receive a lump sum payment for all accumulated unused annual leave, up to the maximum, at 100% the current contract salary unadjusted for retirement. No employee shall be paid for accumulated leave upon termination of his service unless employed six months for more.

MANAGEMENT LEAVE

CCCTA administrative employees shall receive eighty (80) hours of management leave during each fiscal year and a proportional amount for each incomplete year. All unused management leave shall be deleted from the employee's account as of June 30th of each year and no compensation shall be paid for that portion of unused management leave. CCCTA Support Staff are not eligible for management leave.

PERFORMANCE PAY

CCCTA employees may receive an annual merit increase for work performance upon the recommendation of their supervisor or the appointing authority at a maximum of five percent (5%) per year until the employee reaches the top of the pay range for the position. There will be a two percent (2%) pay increase in recognition of an overall "meets expectations" rating; a three and one-half percent (3 ½%) increase in recognition of an overall "above expectations" rating; a five percent (5%) increase in recognition of an overall "outstanding" rating.

TEMPORARY DUTY PAY

When a qualified employee is assigned to a higher rank for a period of ninety (90) days or more, said employee shall receive an additional ten (10%) percent of his/her base wage for the higher rank being filled.

EXEMPT EMPLOYEES - FLSA GUIDELINE

CCCTA positions have been reviewed using FLSA guidelines and are exempt from overtime. If an employee is absent for less than one day with CCCTA Executive Director's approval, the employee shall not be required to use annual, sick or leave for said absence, nor will the employee's salary be adjusted.

GENERAL BENEFITS

In addition to the benefits listed above, employees are eligible for the following general benefits:

- a. Workers Compensation
- b. Mileage, CCCTA Vehicle or Vehicle allowance, as determined by the CCCTA Executive Director and in the case of the CCCTA Executive Director, by the CCCTA Board of Directors.
- c. Direct Deposit of payroll checks
- d. Repair or replacement of personal property, if damaged, lost or destroyed, while performing job related duties.
- e. Military Leave
- f. Family Medical Leave Act (FMLA) leave
- g. Bereavement leave
- h. Employee Assistance Program (EAP)
- i. Voluntary participation in Deferred Compensation Plan
- j. Voluntary participation in Flexible Spending Plan

EFFECTIVE DATE

The terms of this resolution shall be effective as of July 1, 2017.