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CITY OF SPARKS
MANAGEMENT, PROFESSIONAL AND TECHNICAL EMPLOYEE RESOLUTION
OCTOBER 19, 2026, THROUGH JUNE 30, 2029

RESOLUTION NO. **INTRODUCED BY COUNCIL**

A RESOLUTION DENOTING CERTAIN EMPLOYEE POSITIONS AS MANAGEMENT, PROFESSIONAL, AND TECHNICAL; PROVIDING FOR SALARIES FOR EMPLOYEES IN THESE POSITIONS; PROVIDING BENEFITS FOR THESE EMPLOYEES; PROVIDING FOR THE REPEAL OF ALL PRIOR RESOLUTIONS; AND PROVIDING OTHER MATTERS PROPERLY RELATED THERETO.

IT IS RESOLVED by the City Council of the City of Sparks as follows:

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SECTION 1: ADMINISTRATION

ARTICLE A: DESIGNATION OF MANAGEMENT, PROFESSIONAL AND TECHNICAL EMPLOYEES

The Management, Professional, and Technical employees of the City are listed on Appendix A and include Deputy Directors, Division Heads or Managers of respective Departments or Divisions, or employees who fill positions which require specialized and broad knowledge in a given field, or require advanced academic work. Management, Professional and Technical employees will be appointed, except those specifically noted in this resolution.

ARTICLE B: REPEAL OF PRIOR RESOLUTIONS

Unless otherwise provided in this Resolution, all previous Resolutions pertaining to the matter of Management, Professional, and Technical employees' compensation are hereby repealed.

Benefits provided under this Resolution shall not be revised unless notice is given to all covered employees and opportunity is provided to meet and confer with the City Manager, with the right to appeal to the City Council.

ARTICLE C: EFFECTIVE DATE

This Resolution shall be effective as of July 13, 2026, and shall continue in force until June 30, 2029, except as otherwise provided herein, or until a successor resolution has been approved by City Council.

ARTICLE D: GRIEVANCE PROCEDURE

The purpose of the following grievance procedure shall be to settle as quickly as possible disputes concerning the interpretation and application of this Resolution and other City of Sparks policies. Classified employees covered by this Resolution who have Civil Service appeal rights must choose between the two processes and shall use only one process for each grievance.

1. Procedure: The aggrieved employee shall take up the grievance with the employee's immediate supervisor within five (5) working days of its occurrence. The supervisor shall attempt to adjust the matter at that time. If the grievance is not settled during informal discussions within ten (10) working days of its occurrence and the employee wishes to appeal the matter, within two (2) working days the employee shall re-present it in writing to the supervisor. The supervisor shall respond to the employee or the employee's representative in writing within three (3) working days thereafter.

2. Within five (5) working days of the supervisor's written reply, the employee or the employee's representative may appeal the grievance in writing to the Department Director, accompanied by all correspondence in the matter.

3. The Department Director shall respond to the employee or the employee's representative in writing within three (3) working days thereafter. Within five (5) working days of the Department Director's written reply, the employee or representative may appeal the grievance in writing to the City Manager, accompanied by all correspondence on the matter.

4. The City Manager, after an examination of all relevant evidence and after consultation with the aggrieved employee or representative, will then make a written determination to the employee within fifteen (15) days after the grievance presentation with an information copy to the concerned Department Director.

In the event the City's time frames have not been met in this procedure, the grievance shall be automatically moved to the next step as if the grievance was denied; however, the individual at such step will provide a response to the grievance within ten (10) working days after the missed deadline.

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If the employee so wishes, the aggrieved employee may be accompanied by one person of the employee's choosing at any time and at each stage of the grievance procedure subsequent to the informal discussion with the employee's supervisor.

ARTICLE E: SAFETY GRIEVANCE PROCEDURE

1. An employee shall immediately bring the matter to the attention of his or her Supervisor. If the Supervisor does not take immediate steps to remedy the unsafe condition, the employee may file a written safety grievance with the Supervisor.

2. The Supervisor will respond to the grievance within twenty-four (24) hours of the time the written grievance is filed.

3. If the written response of the Supervisor is unsatisfactory, the employee may present the grievance to the Department Director within twenty-four (24) hours. The Department Director will review the alleged unsafe condition and will make the final decision on the grievance within twenty-four (24) hours of receiving the grievance.

4. Copies of the safety grievance and the responses at all levels will be provided to the appropriate Safety Committee.

ARTICLE F: BASIC WORK WEEK

Management, Professional and Technical employees, as defined by Fair Labor Standards Act (FLSA), shall be compensated on a bi-weekly basis and shall not be entitled to night differential pay, overtime pay, and worked holiday pay. Employees covered by this Resolution are trusted to work forty (40) hours each work week unless using leave as provided in this Resolution and the City Administrative Rules. Employees should coordinate with their supervisor to accommodate appointments and other personal matters. Employees covered by this Resolution may work an alternative work schedule, such as four ten (4/10) hour days with the approval of the Department Director.

ARTICLE G: CLASSIFIED (CIVIL SERVICE) POSITIONS

Employees hired under this Resolution are deemed "Appointed." Prior to January 1, 2006, certain positions within the Management, Professional and Technical Resolution were inappropriately designated as covered under the city's Civil Service Regulations as "classified" positions. Employees in a position noted by a prior Resolution as a "classified" position will continue to enjoy a "classified" status until they are removed from their position due to resignation, retirement, transfer, promotion, or demotion. Effective July 1, 2005, position recruitments either vacant or new will be recruited for and filled as "appointed" positions. Any references to "classified" status in this Resolution only refer to the incumbents in "classified" positions prior to approval of this Resolution.

ARTICLE H: DISCIPLINARY PROCEDURES

No post-probationary employee will be disciplined or discharged without just cause. A grievance filed under Section 1, Article D or an appeal filed under the Sparks Civil Service Regulations for "classified" employees identified in Section 1, Article G, waives the other appeal procedure.

ARTICLE I: LAY-OFF PROCEDURES

Layoffs of employees covered under this Resolution will be completed consistent with the City Charter regarding "Appointed" employees. Layoffs of employees in Appointed Positions will not be subject to the layoff provisions of Civil Service. Employees who are deemed "classified" as stated in Section 1, Article G will retain Civil Service coverage as outlined, including layoff procedures.

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SECTION 2: PAY

ARTICLE A: PAY RATES

Nothing herein or in the adopted classification and compensation program shall restrict management's right to assign and allocate responsibilities, job duties or reclassify a job position. Nothing herein or in the adopted classification and compensation program shall restrict management's right to demote, discipline or decrease an employee's salary as provided in this Resolution or in the City Administrative Rules.

1. Pay Rates: The pay rates set forth in Appendix A are base pay rates. No employee shall be paid at a rate above the maximum or below the minimum in the range to which the position class is assigned. The pay rates in Appendix A have been adjusted based on the 2025 Total Compensation Study due to the labor market analysis or compaction, subject to a seven and one-half percent (7.5%) limit on the maximum increase. Any additional increase to base pay rates indicated by the 2025 Total Compensation Study shall be applied the first full pay period on or after July 1, 2026.

2. General Wage Increase 2026: Effective the first full pay period on or after July 1, 2026, the base pay rates listed in Appendix A as in effect on June 30, 2026, shall be increased by one and one-quarter percent (1.25%).

3. Labor Market Adjustment 2027: Effective the first full pay period on or after July 1, 2027, salary increases shall be determined based on a Total Compensation Study. The survey data for the Total Compensation Study survey will be gathered in January of 2027.

   The Total Compensation Study will be based on the following salary and benefit elements and will use the same comparable agencies and methodology as the 2025 Total Compensation Study:

   Minimum Base Pay
   Maximum Base Pay
   Certification/Education Pay
   Longevity at Year 10
   City's Contribution to Insurance Premiums or Similar Benefits
   Social Security and/or Medicare
   Deferred Compensation Match
   PERS Contributions

   The Total Compensation Study will be prepared at the City's expense and the City will provide a draft of the result of the Total Compensation Study to employees governed by this Resolution no later than May 1, 2027. Employees may provide any comments regarding the accuracy of the Total Compensation Survey no later than May 15, 2027. The City will provide a salary increase if the maximum total compensation for a classification falls below the average maximum total compensation of the comparators. The salary increase, if applicable, shall be implemented as follows: the pay range listed in Appendix A as in effect on June 30, 2027, shall be increased by an amount necessary to bring the City's maximum total compensation up to the average of the total maximum compensation of the comparators, not to exceed an increase of seven and one-half percent (7.5%) in any one year. Salary increases that create compaction issues may result in salary adjustments for other positions following the labor market adjustments.

4. General Wage Increase 2028: Effective the first full pay period on or after July 1, 2028, the base pay rates listed in Appendix A as in effect on June 30, 2028, shall be increased by three percent (3.0%).

5. Pay Periods: Each two (2) week period shall constitute a pay period. The pay period shall commence on Monday at 12:00 a.m. and end on Sunday at 11:59 p.m. The dates of payment shall be established by the City.

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6. Initial Appointment: Upon entering an appointive position, an employee shall receive compensation at the minimum of the salary range for the position in which the employee was hired. When economic or unusual employment conditions exist or exceptional qualifications of a candidate for employment indicate that a higher hiring rate would be in the City's best interests, the Department Director, with the approval of the Human Resources Director, may authorize hiring at a rate above the minimum for the position for which the Employee is being hired, but in all cases, the rate is not to exceed the maximum for the position.

7. Promotions: When an employee is promoted to a position allocated to a higher pay range, the employee shall receive the minimum pay rate for the new position class or a five percent (5%) salary increase, whichever is higher, not to exceed the maximum of the pay range. When economic or unusual employment conditions exist or exceptional qualifications of a candidate for employment indicate that a higher hiring rate would be in the City's best interests, the Department Director, with the approval of the Human Resources Director, may authorize hiring at a rate above the minimum for the position to which the Employee is being promoted, but in all cases, the rate is not to exceed the maximum for the position.

   The employee will be placed on a 'promoted' probation, and upon successful completion may be eligible for a merit increase.

   Upon movement from a level one (I) to a level two (II) within a position, the Employee shall receive a five percent (5%) salary increase in addition to any merit increase that may be granted on the same date. Upon such movement, the employee will maintain an annual performance review schedule and not be put on a probationary status.

8. Long-Term Acting Promotions: Should the long-term acting employee be promoted into the position for which they are in a long-term role, the employee will receive no reduction of pay upon promotion, but will retain the ten percent (10%) pay. Employees subject to the ten percent (10%) promotion from long-term acting will not receive a probationary five (5%) increase in pay. In no case shall the employee make less than range minimum.

9. Demotions: An employee covered by this Resolution shall be given fifteen (15) days' notice before a demotion is effective. The employee shall be entitled to grieve the anticipated demotion in accordance with Section 1, Article D of this Resolution. Any final action concerning the demotion will be stayed pending the outcome of the employee's grievance. Classified employees covered by this Resolution may choose to use the Civil Service appeal process (if applicable), or the grievance process set forth in Section 1, Article D, but may not use both for the same grievance. When an employee is demoted, the pay rate shall be the same percentage from the top of the range within the range of the position in which the employee was demoted.

10. Reduction of Pay: A Department Director, with the approval of the City Manager, may reduce an employee from any salary within the salary range, other than the minimum, to any appropriate salary within the salary range, upon failure of the employee to maintain the standard of work set forth for the position of the salary level at which the employee has been placed. In such event, the employee may again be raised by the Department Director, with the approval of the City Manager, to a salary level not higher than that from which the employee was reduced without any time requirement or other consent should, in the opinion of the Department Director, the employee's standard of service be reestablished.

11. Transfers: When an employee is transferred to a position in another class allocated to the same salary range, the employee shall continue at employee's then existing salary level. When economic or unusual employment conditions exist or exceptional qualifications of a candidate for employment indicate that a higher hiring rate would be in the City's best interests, the Department Director, with the approval of the Human Resources Director, may authorize hiring at a rate above the minimum for the position to which the Employee is being transferred, but in all cases, the rate is not to exceed the maximum for the position.

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A transfer will not thereafter exempt the employee from future salary increases as provided in future Resolutions for covered employees.

12. Reclassification of Position: When a position is reclassified with a significant change in the job duties and is assigned a higher pay range, the employee(s) in that classification shall be placed in the new pay range at a salary not more than five percent (5%) greater than the employee's current salary, which is considered a promotion, or the bottom of the new pay range, whichever is greater.

    If the change in salary range is a pay adjustment with no significant change in job duties, the Employee(s) in that position shall be placed in the new pay range at the same step within the range.

13. Part-Time Employment: Full-Time positions currently approved within the budget may be filled on a Part-Time basis. Benefits attendant to Part-Time positions (unless otherwise stated in the Group Health Plan Document) shall be determined by the City Manager on an individual basis.

14. Special Pay Considerations: In special circumstances, an employee may choose to reduce their individual pay rate, waive payment of longevity, or other pay considerations, these reductions are voluntary, and will require the submission of a written request, effective for the current fiscal year only.

15. Voluntary Unpaid Time Off: In special circumstances, and with Department Head and City Manager approval, an employee may choose to take up to four (4) weeks voluntary unpaid time off per fiscal year. During this period, the employee's benefits will remain in force, with all applicable accruals. This unpaid time off is not considered a Leave of Absence as outlined in Section 4, Article H.

16. Voluntary Reductions in Salary or Benefits: Should an employee voluntarily make a reduction in pay, benefits, or hours worked as outlined in numbers 11 and 12 above, the City Manager may make non-monetary considerations for the benefit of such employees.

ARTICLE B: MERIT ADVANCEMENTS

1. Initial Probationary Period: All original and promotional appointments of persons to vacant positions will be made subject to a probationary period of at least six (6) months, not to exceed one (1) year. At the completion of the probationary period, an employee whose service has been certified as satisfactory by the Department Director shall be deemed a regular employee of the City of Sparks. The employee shall thereupon be eligible for a salary increase.

   The Department Director, upon proper documentation setting forth the reasons for doing so, may extend the probationary period of any new employee with a questionable job performance record. An employee shall not receive any pay increases while in probationary status, other than cost of living adjustments and/or position pay rate adjustments authorized by the City Council.

2. Promotional Probationary Period: The employee will be placed on a 'promoted' probation for six (6) months, and upon successful completion may be eligible for a merit increase.

3. Merit Increases: Each employee who has passed probation, who has not reached the maximum in the pay range, shall be eligible for a merit pay increase, contingent upon the employee's level of job performance, with the pay period coinciding with the anniversary date for that position. An employee who may otherwise be eligible for a merit increase, but who was denied such an increase on the anniversary date, shall be eligible for review at the discretion of the Department Director for a merit salary increase at any subsequent time during the next twelve (12) months.

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ARTICLE C: BILINGUAL PAY

Bilingual status shall only be for designated positions. The final decision as to the designation of bilingual status will be made by the Human Resources Director or designee. Bilingual pay will be at the rate of one hundred fifty dollars ($150.00) per pay period. An employee receiving bilingual pay is required to perform translation services during normal working hours.

ARTICLE D: ACTING TEMPORARY OR ACTING DIRECTOR COMPENSATION

1. Acting Temporary: Any employee covered by this Resolution may be temporarily assigned by the Department Director to serve in an acting capacity in a position allocated to a higher pay range than that in which the employee is employed. If such temporary assignment is either to fill a position which is vacant or to fill a position during the temporary absence of the employee who holds that position, the employee shall be termed in "Acting Temporary" status.

   An employee covered by this Resolution who has been temporarily assigned by the Department Director to serve in an acting capacity shall receive the minimum pay rate for the new position class, or a five percent (5%) salary increase, whichever is higher, for the temporary time only, not to exceed the maximum of the range for the position assigned. The higher rate of pay will be for no less than one day. Upon termination in the Acting Temporary position, the employee shall return to the position and the pay range from which the employee was temporarily assigned.

2. Long-Term Acting Temporary Assignment: If an employee is assigned to long-term acting temporary assignment for thirty (30) or more consecutive calendar days, beginning with the thirty-first (31st) calendar day, the employee shall receive compensation ten percent (10%) greater than the employee's regular salary or the bottom of the acting position's pay range, whichever is greater, not to exceed the maximum of the range for the position assigned. Consecutive calendar days are defined by the assignment, not the employee's attendance. Approved leave days taken during the first thirty (30) consecutive calendar days will not affect the assignment. The ten percent (10%) rate for the long-term acting temporary assignment compensation is paid after the assigned thirty-first (31st) calendar day.

3. Acting Department Head: Any Management employee who is assigned as a Department Head between the incumbent's resignation and the hiring of a new Department Head or during extended absences as approved by the City Manager shall be appointed Acting Department Head and be paid an additional ten percent (10%) acting pay over the employee's base salary or the minimum of the salary range for the Department Head being replaced, whichever is greater. In the event a Management employee is assigned as Acting Department Head for a period in excess of 180 days and demonstrates documented proficiency in the Acting Department Head position during that period, the City Manager may further increase the employee's acting pay by an additional five percent (5%) above the employee's base salary, not to exceed the maximum of the range for the Department Head position. In the event a Management employee is assigned as Acting Department Head for a period in excess of one year and continues to demonstrate documented proficiency in the Acting Department Head position during that period, the City Manager may further increase the employee's acting pay by an additional five percent (5%) above the employee's base salary, not to exceed the maximum of the range for the Department Head position. Once the employee is no longer assigned as Acting Department Head, the employee's base salary shall be reduced to an amount within the salary range for the employee's position if the pay increases described in this paragraph caused such employee's base salary to exceed the salary range for the position.

ARTICLE E: EMPLOYEE LONGEVITY PAY

1. Eligibility: All Employees who have completed five (5) full years of service with the City, with each year being computed on the 16th day of November, shall be entitled to longevity pay in addition to regular pay and benefits.

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2. Amount of Longevity Pay: Longevity Pay shall be at the rate of one-half of one-percent (0.5%) of base salary multiplied by the number of years of service with the City to a maximum of ten percent (10%) of base pay. Effective the first full pay period after July 1, 2025, the maximum dollar payment shall be four thousand five hundred dollars ($4,500.00). Effective the first full pay period after July 1, 2027, the maximum dollar payment shall be five thousand dollars ($5,000.00).

3. Computation and Payment of Longevity Pay: Longevity Pay shall be computed from the longevity date through November 16th of the year being paid. For purposes of computation, a longevity date prior to the 16th of a month shall cause that month to be counted as one month of employment.

   Longevity Pay for all eligible employees shall be paid no later than the Wednesday prior to Thanksgiving.

4. Creditable Service for Longevity Computation: All periods of classified or appointed full-time and/or full-time temporary employment with the City shall be considered as creditable service for the purpose of computing longevity eligibility. Temporary service will be credited only after the employee has been granted regular status.

   Any period in which an employee was, while employed by the City, called into active military service of the United States Armed Forces, involuntarily, will be considered as creditable service for computation of Longevity Pay.

5. Non-Creditable Service for Longevity Computation: The following shall be deducted from creditable service time for computation of Longevity Pay:

   a. Any period that an employee is on unpaid leave of absence.

   b. Periods of service in the active military of the United States Armed Forces in which the employee enlisted voluntarily for active service, other than periods of war time or national emergency.

6. Payment of Longevity Pay upon Termination: An eligible employee shall be paid Longevity Pay upon termination of employment with the City. Payment will be made for each complete month between the preceding December 1st and the termination date as stated in Paragraph 2 of this Article.

7. Death of Employee: Upon the death of an employee presently on the employment records of this City, one-hundred percent (100%) of Longevity Pay shall be paid to the employee's beneficiaries or estate.

ARTICLE F: CLOTHING AND PERSONAL ITEM ALLOWANCE

1. Shoe Allowance: Employees covered by this Resolution who are required to wear safety-toe footwear shall be paid three hundred dollars ($300.00) per year.

2. Uniform Allowance: Employees who are required to maintain uniforms shall be paid a uniform allowance for the proper maintenance of uniforms.

   a. The allowance shall be twenty dollars ($20.00) per week, computed from Monday at 12:00 a.m. through Sunday at 11:59 p.m.

   b. Uniform allowance shall be payable biweekly with the employee's regular pay. There shall be no pro-rating of uniform allowance.

   c. Uniform allowance shall not be paid to employees who are on leave without pay, commencing with the first full pay period of absence.

3. Uniform Replacement: Any uniform, clothing, or equipment as required by the Police Department manual that is lost or damaged during duty hours shall be replaced by the City with uniforms or other

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clothing of the same brand or a substantially similar brand if the brand is unavailable. Any request for lost or damaged clothing, uniform or equipment payable according to the provisions of this paragraph shall be made only upon request of the Police Chief, for the purpose of determining if the uniform, clothing or equipment was lost or damaged by the employee while performing employment duties, not as a result of the employee's own negligence.

Should the City require a complete change of uniform, including different types of both shirts and trousers or either shirts or trousers, the City shall pay employees for the number of uniforms in employee's possession when there is a change of uniforms; provided, however, the employee produces the old uniforms. Both parties will cooperate with the other to obtain the lowest possible price for any uniforms to be paid for by the City.

4. Watches Cell Phones and Eyeglasses: The City agrees to reimburse employees to a maximum of one-hundred, fifty dollars ($150.00) for each incident for each pair of eyeglass frames and cellular phones, and the actual cost of prescription lenses, and seventy-five ($75.00) for each watch which is lost, damaged or destroyed while performing job related duties, as certified by the Department Head. If an employee has a city-issued cellular phone, the reimbursement for cellular phone will not apply.

ARTICLE G: AUTO ALLOWANCE

The City Manager is authorized to designate specific employees covered under this resolution to receive an auto allowance. This rate will be reviewed and adjusted by the I.R.S. published increase or decrease in allowable expense, effective the first complete pay period of July each year. The City Manager may, as auto travel requirements change for any position, add or remove designated employees to receive an auto allowance. If the auto allowance designation is removed for an employee, the auto allowance payment will continue for a period of ninety (90) days following the removal of such designation. Employees receiving an auto allowance are not entitled to use of a City vehicle unless authorized in advance by the City Manager.

The City Manager may, with the approval of the Department Director, at the request of an employee covered under this Resolution designate employee to utilize a City vehicle for City business. Employee so designated shall be permitted to take the vehicle home for after hour's meetings or for emergency response. Employees designated to receive this option shall not be entitled to an Auto Allowance.

ARTICLE H: CELL PHONE

At the employee's request, the Department Head may approve the issuance of a City cellular phone to the employee based on the City's business need.

SECTION 3: BENEFITS

ARTICLE A: GROUP HEALTH, LIFE AND LONG-TERM DISABILITY INSURANCE

1. Eligibility: All employees are eligible for group health insurance (medical, dental, vision, pharmacy, life) and long-term disability insurance, and may on the first of the month following employment, be eligible to enroll in the City's group health insurance plan and long-term disability insurance, provided however, such employee is not excluded from enrollment by conditions of the Group Health Plan Document.

2. City and Employee Share of Premium:

   a. The City shall pay the entire premium for group health and life insurance for each employee and for the employee's eligible dependents for employees hired on or before June 30, 2006. In the case of an employee who was originally hired on or before June 30, 2006, terminated their employment, and is hired by the City again after June 30, 2006, the City shall pay the entire premium for group health and life insurance for each employee and the employee's eligible dependents. This provision shall apply

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to current and future employees, provided that the City's obligation to pay the entire premium under this provision shall be prospective only.

b. For employees hired on or after July 1, 2006 the City shall pay the entire premium for group health and life insurance for each employee and seventy-five percent (75%) of the actuarially determined premium for the employee's eligible dependents enrolled in the City's plan and employees shall pay twenty-five percent (25%) of the monthly group health insurance premium for their eligible dependents.

c. The City shall pay one-hundred percent (100%) of the total premium for the basic long-term disability plan offered by the City. Additional premium for any "buy-up" to the plan is the employee's responsibility.

3. Status While on Leave of Absence: An employee on an unpaid Leave of Absence from the City may continue to carry the City group health insurance and long-term disability policy by making the full premium payment in compliance with applicable federal regulations.

4. Long-Term Disability Insurance Upon Separation from City Service: Employees who separate from City service may be eligible to convert the long-term disability coverage through the insurance company. The individual is responsible for one-hundred percent (100%) of the premium cost and shall pay the premium directly to the insurance company.

5. Group Health Care Committee: The purpose of this Committee is to discuss cost containment measures and to recommend to the City Council any benefit changes to the City's self-insured group health and life insurance plan.

The Committee shall be comprised of one (1) voting member and one alternate member from each of the following represented groups:

- Operating Engineers (OE3)
- Sparks Police Protective Association (SPPA)
- International Association of Firefighters (IAFF)

The Committee shall also be comprised of one non-voting member and one alternate member from each of the following represented and non-represented groups to provide input to voting members:

- Operating Engineers Supervisory Unit
- Confidential
- Management Professional/Appointed
- Classified Chief Officers

One (1) retired employee and alternate will serve to provide input on the effect of any changes upon retirees.

The Committee Chairperson and Vice-chairperson will be appointed by the City Manager and will not have a vote on the Committee.

The voting member of each recognized bargaining unit shall have the authority to bind said bargaining unit to any modification in benefits recommended to the City Council subject to ratification of at least two (2) of the voting members (OE3, SPPA, IAFF). Any two (2) of the listed three (3) bargaining units can bind the remaining bargaining units to changes to the City's self-insured group health and life insurance plans. Any modification in benefits agreed to by the City Council on recommendation of the committee shall be binding upon each represented and non-represented group.

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ARTICLE B: HEALTH INSURANCE UPON RETIREMENT

1. Eligibility: Employees hired, transferred or promoted into the Management, Professional and Technical Employee Resolution may be eligible to continue health care coverage under the City's Group Health Plan at time of retirement under applicable law. Upon separation of City employment, an employee may choose conversion of accumulated sick leave or cash out of accumulated sick leave rights outlined in this Resolution, provided minimum years of service and other eligibility requirements are met.

2. Conversion of Accumulated Sick Leave: Employees qualifying for retirement under Nevada PERS with a minimum of ten (10) years of continuous service with the City of Sparks may elect to convert the employee's accumulated sick leave for the purpose of paying for future coverage under the City's group health insurance plan on a monthly basis in accordance with the following table:

Years of Service	Percentage of Sick Hours Converted
10	50%
15	75%
20	85%
22	90%
23	95%
25 or more	100%

The employee's sick leave conversion account shall be assigned a present value as of the date of retirement equal to the number of hours of accumulated sick leave times the employee's base hourly rate time the conversion percentage, at the time of retirement. The City will account for a retiree's accumulated sick leave and debit said account on a dollar-for-dollar basis.

The City will pay the retiree's group health insurance coverage so long as there is a balance of accumulated sick leave adequate to cover the monthly premium, or if the retiree has made arrangements to pay for the City coverage directly. When the fund runs out, the retiree will be required to pay the monthly premium or be subject to loss of benefits.

When a retired employee becomes eligible for Medicare coverage or other federal programs, the retiree will receive Medicare supplemental coverage so long as there is a balance of accumulated sick leave adequate to cover the monthly premium.

A surviving spouse will continue to receive medical coverage under this benefit so long as there is a balance of accumulated sick leave adequate to cover the monthly premium, or if the spouse has made arrangements to pay for the City coverage directly.

This benefit is nontransferable and does not survive the retiree except as to a surviving spouse as described above.

The fund to which the accumulated sick leave is credited does not accrue interest and does not have cash value. The City pays for the retiree's group health coverage by debiting the monthly cost of such coverage from the retiree's accumulated sick leave balance and paying the actual cost of such coverage out of the appropriate City fund.

The retiree may request an annual summary of the sick leave conversion balance.

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3. Sick Leave Cash-Out Provision Upon Retirement: As an alternative to Sick Leave Conversion, employees separating from City employment with a minimum of ten (10) years of continuous service with the City of Sparks may elect a cash-out of this benefit as follows:

Years of Service	Cash-Out Percentage
10	50%
15	75%
20	85%
22	90%
23	95%
25 or more	100%

Employee may elect an annual payment of conversion dollars in annual payments that provide equal payout over time.

Maximum annual payment will not exceed twenty-five thousand dollars ($25,000.00). Once election is made, it may not be changed. Upon death of the employee, payments cease. If the sick leave payout is nominally over the twenty-five thousand dollars ($25,000.00), at the discretion of the Finance Director, the remaining balance may be paid.

If the account is valued at less than fifteen-thousand dollars ($15,000.00), and cash-out elected, the full amount will be paid upon termination of employment. If the sick leave payout is nominally over the fifteen-thousand dollars ($15,000.00), at the discretion of the Finance Director, the remaining balance may be paid out.

If the employee chooses the cash-out option, the employee is eligible to continue on the City's group health insurance plan for themselves and dependents. An employee may return to the City's group health insurance plan pursuant to NRS 287.0205 and/or the group health insurance plan document then in effect during the City-wide open enrollment period, provided the Employee pays the full cost of coverage, and annual payments will continue as selected.

Upon a non-service-related death of the employee, the employee's beneficiaries or estate will receive a one-time payment in accordance with years of service in the sick leave cash out table. At no time, will the payment exceed twenty-five thousand ($25,000.00). After the initial payment, the payments cease.

ARTICLE C: RETIREMENT

The retirement rights of the employee are as provided by the Statutes of the State of Nevada. The City will pay one hundred percent (100%) of the employee's retirement contribution to the Retirement System. Eligible compensation and service credit is determined at the sole discretion of PERS.

ARTICLE D: TUITION REIMBURSEMENT

Upon proof of course completion with either a grade of 'C' or better or a certificate of completion for pass/fail courses, the City shall pay one-hundred percent (100%) of tuition, lab fees, required textbooks, and ancillary written course materials, not to exceed two thousand dollars ($2,000.00) per fiscal year for job related courses which are approved in writing in advance by the Department Director and the Human Resources Manager. Approved certificate programs may also qualify for consideration under this section.

ARTICLE E: MATCHING DEFERRED COMPENSATION

Each employee that is an active participant and contributes a minimum of one hundred twenty-five dollars ($125.00) per pay period to a City-approved deferred compensation program will have their contributions

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matched by the City, not to exceed one hundred twenty-five dollars ($125.00) per pay period, capped at the Internal Revenue Service amount. If an employee does not have a City-authorized deferred compensation account, the City will not be required to provide any matching monies.

Effective the first full pay period after July 1, 2027, each employee that is an active participant and contributes a minimum of one hundred fifty dollars ($150.00) per pay period to a City-approved deferred compensation program will have their contributions matched by the City, not to exceed one hundred fifty dollars ($150.00) per pay period, capped at the Internal Revenue Service amount. If an employee does not have a City-authorized deferred compensation account, the City will not be required to provide any matching monies.

SECTION 4 – LEAVE BENEFITS

ARTICLE A: HOLIDAYS

1. The following holidays are established as legal holidays:

New Year's Day	January 1
Martin Luther King Jr.'s Birthday	3rd Monday in January
Washington's Birthday	3rd Monday in February
Memorial Day	Last Monday in May
Juneteenth Day	June 19
Independence Day	July 4
Labor Day	1st Monday in September
Nevada Day	Last Friday in October
Veteran's Day	November 11
Thanksgiving Day	Thanksgiving Day
Day after Thanksgiving	Friday after Thanksgiving Day
Christmas Day	December 25

And, any other day that may be declared a holiday by the Mayor or the City of Sparks, or by the Governor of the State of Nevada or any national holiday declared by the President of the United States. Special holidays granted by the President of the United States for Federal Employees under Executive Order 11582 are not City Holidays.

2. Holidays shall be observed as follows:

   a. If a legal holiday falls on the first day of an employee's scheduled day off, the day preceding work day shall be observed as a holiday.

   b. If a legal holiday falls on the second or succeeding day of consecutive scheduled days off, the next succeeding work day shall be observed as a holiday.

ARTICLE B: ANNUAL LEAVE

1. Eligibility: For the purpose of determining eligibility for Annual Leave allowance, the term "full-time service" shall mean all years of City service in a full-time position, as opposed to a temporary position or time spent serving the City as an independent contractor or an employee of a contractor. An employee who leaves the full-time service of the City and later returns to the full-time service of the City shall be entitled to count their prior years of full-time service when determining the appropriate accrual of annual leave. This provision shall apply to current and future employees, provided that accrual of

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additional annual leave under this provision shall be prospective only. For the purpose of determining Annual Leave earned, the term "actual service" shall mean the number of days actually worked on the job; provided, however, that absence from work due to Sick Leave with pay, Annual Leave with pay, paid parental leave, or injury or illness incurred in the City service shall be deemed actual service.

2. Qualifying Period: An employee is not entitled to take Annual Leave until the probationary period has been completed.

3. Accrual of Annual Leave: Effective upon approval of this Resolution, employees will accrue annual leave at the following rates:

Years of Full-Time Service	Accrual Rate per Bi-Weekly Pay Period
Less than 5 years	4.6 hours
5 years or more	7.0hours
10 years or more	7.6hours
15 years or more	8.4 hours
20 years or more	8.9 hours

The maximum hours to be accumulated are five hundred sixty (560) hours.

4. Authorizations: All Annual Leave shall be taken at such times of the year as may be approved by the Department Director.

5. Annual Leave Policy: It is hereby declared to be the policy of the City that employees take their normal Annual Leave each year; provided, however, that for reasons deemed sufficient by the Department Director, an employee may, with the consent of the Department Director, take more or less than the normal Annual Leave one year with a correspondingly longer Annual Leave the following year. City Manager approval is required for all annual leave requests longer than three (3) consecutive weeks.

6. Resignation and/or Retirement: A person about to retire under PERS and who has earned Annual Leave may be granted Annual Leave for the time so earned not to exceed the maximum hours of accumulated Annual Leave as described in this Article. Such Annual Leave must be taken prior to the effective date of any such resignation or retirement; or in lieu of such Annual Leave, an employee may be granted a lump sum payment for Annual Leave time accrued to employee's credit. All other employees will be granted a lump sum payment for Annual Leave time accrued to employee's credit.

7. Death of Employee: Upon the death of a person presently on the employment records of this City, a lump sum payment for Annual Leave time accrued to the employee's credit will be made to the employee's beneficiaries or estate.

8. Minimum Annual Leave To be Taken: The minimum Annual Leave time which may be taken at any one time by any employee shall be one day.

9. Annual Leave on a Holiday: An employee who is on Annual Leave on a holiday shall not be charged Annual Leave for that holiday.

10. Annual Conversion: An employee may elect to cash out up to one hundred twenty (120) hours of annual leave per fiscal year. Annual leave conversion must be taken in forty (40) hour increments. The employee must have a minimum of one hundred sixty (160) hours of annual leave prior to cash out to utilize this benefit.

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ARTICLE C: SICK LEAVE

1. Eligibility: For the purposes of determining eligibility for Sick Leave allowance, the term "continuous service" shall be that service commencing with appointment to a position and continuing until termination.

   For the purpose of determining Sick Leave earned, the term "actual service" shall mean the number of days actually worked on the job; provided, however, that absence from work due to Sick Leave with pay, Annual Leave with pay, injury or illness incurred in the City service and absence on temporary military duty shall be deemed actual service.

2. Accrual of Sick Leave: Management, Professional and Technical employees working on a classified, appointed or probationary basis shall earn Sick Leave credits at the rate of five (5) hours per bi-weekly period or major fraction thereof, computed on the basis of calendar days of actual service.

   Unrestricted Maximum: Accumulation of Sick Leave accruing to an employee's credit which is not used during the year in which earned may accumulate from year to year without restriction to a maximum amount.

   Accrual of Sick Leave shall cease after any period of continuous Sick Leave having duration of six (6) calendar months.

3. Authorized Use of Sick Leave: Sick leave, with pay, can only be granted upon the approval of the Department Director in the case of bona fide illness or injury of an employee or, illness, injury or death of any relative within the third degree of consanguinity or affinity, as outlined on Appendix B.

   Sick leave used for bereavement shall be limited to forty (40) hour per incident, except as approved in advance by the City Manager. Such use of bereavement leave is limited to the relatives listed on Appendix B.

4. Certificate of Illness: Evidence in the form of a physician's certificate or certificate of illness shall be furnished as proof of adequacy of the reason for the employee's absence during the time when sick leave was requested. A certificate may be required by the Department Director when there is:

   a. Absence in excess of three (3) days; or

   b. Reason to believe that the Sick Leave privilege is being abused.

5. Forfeiture of Sick Leave: No City employee shall be entitled to Sick Leave while absent from duty on account of disability arising from any conduct which is in violation of federal, state or local statute, written City or departmental policy or direct order of the Department Director.

6. Advancing Sick Leave: Upon application of an employee and approval and justification by the Department Director, an employee may be advanced Sick Leave. Advanced Sick Leave will not exceed sixty (60) working days and will be subject to the following:

   a. Request for advancement of Sick Leave will be supported by a medical certificate.

   b. All available accumulated Sick Leave will be exhausted before advancement.

   c. All available accumulated Annual Leave will be exhausted before advancement.

   d. All available Personal Leave Days will be exhausted before advancement.

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e. There is reasonable assurance that the employee will return to duty to earn and repay the advance credits.

f. If the employee terminates prior to restoring advanced sick leave, any amounts owing will be deducted from the employee's final paycheck.

g. The City Manager will be the final approving authority on such request.

7. Recovery for Damages: If an employee recovers damages for time lost, the employee shall not receive Sick Leave pay under this section for the same time; or having received sick leave prior to the recovery of damages, the employee shall repay the City for any amount paid therefore under this section.

8. Minimum Sick Leave to be Taken: The minimum Sick Leave time which may be taken by the employee shall be one (1) day.

9. Payment for Accumulated Sick Leave: Employees in good standing with a balance more than four hundred (400) hours of sick leave may cash in a portion of the balance over four-hundred (400) hours once each year and shall be credited with twenty percent (20%) of the cashed in balance. For example, an employee cashing in one-hundred, twenty (120) hours receives credit for twenty-four (24) hours back (120 hours x .2 = 24 hours). To be eligible for the cash in privilege, employees must maintain a minimum sick leave balance of four hundred (400) hours and may not cash in more than four hundred (400) hours over their minimum required balance. The maximum cash in pay back shall be eighty (80) hours (400 hours x .2 = 80 hours), which requires a minimum of eight hundred (800) hours on the books prior to the cash in.

   This election must be made by June 1, with payment made to the employee with the second paycheck in July. The dollar amount of this cash-in credit, which will be paid at the employee's base salary as of July 1, will be paid directly to the employee.

   Employees may elect to retain more than four hundred (400) hours before cashing in hours, or they may decide to not cash in any hours for one or more years. The cash-in privilege is at the discretion of employees electing this benefit.

10. Return to Work. Any employee certified by a physician to be absent from work for a specified period of time due to illness or injury must present a physician's release if the employee wishes to return prior to the date originally specified by the physician.

ARTICLE D: SICK LEAVE BANK

1. An employee may request in writing that a specified number of hours of accrued annual or sick leave may be transferred from the employee's account to the Sick Leave Bank.

2. The minimum number of hours which may be transferred is eight (8) hours. Any hours transferred from an employee's account to the "bank" may not be returned or restored to that employee. This section, however, does not prevent an employee from receiving leave from the "bank."

3. An employee who is about to exhaust all accrued leave may request, in writing, that a specified number of hours be transferred from the Sick Leave Bank to the employee's own account. The request should include, at a minimum, the employee's name and a description of the need and the expected duration.

4. An employee may not receive leave from the "bank" until all of the employee's sick, annual and personal hours have been exhausted.

5. An employee who receives leave from this "bank" is entitled to pay at the employee's own rate of pay.

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6. Upon receipt of a request for leave, the Human Resources Manager shall notify the Committee, made up of two (2) appointees by the City Manager and the Human Resources Manager. The Committee shall meet to review the request. The Committee may approve or deny transfer of a specified number of hours from the "bank" to the account of any employee whom the Committee determines is eligible to receive such leave.

   The decision of the Committee concerning the approval of leave usage is final and is not subject to the grievance procedure. The Committee may review the status of any leave granted to an employee and determine whether or not there is a continuing need for the granted leave.

   The Committee shall not grant any hours of leave from the "bank" after:

   a. The need ceases to exist; or,

   b. The employee who is receiving the leave resigns or the employee's employment with the appointing authority is terminated.

7. Any leave that the employee received from the "bank" which was not used or upon resignation or termination of the employee must be returned to the "bank."

ARTICLE E: WORKERS COMPENSATION LEAVE

If an employee is absent due to an industrial injury or occupational disease with the City, the employee shall receive current, full, regular pay or sixty (60) days in any twelve (12) month period, without being charged any sick and/or annual leave. This leave shall be known as workers' compensation leave.

Employees who have used all sixty (60) days of workers' compensation leave, or those with an industrial injury or occupational disease with a different employer may elect to receive, current, full, regular pay and benefits from the City instead of replacement benefits pursuant to NRS 616 and 617. In order to receive this payment, one-third (1/3) of the cost of the current, full, regular pay must be charged first to an employee's sick leave bank until it is exhausted to a zero (0) balance, and second to an employee's annual leave bank until it is exhausted to a zero (0) balance.

If the employee does not wish to utilize sick leave and annual leave in this manner, the employee must notify Human Resources and shall accept as full compensation the amount received pursuant to NRS Chapters 616 and 617. Once this election is made, it may not be changed.

After all workers' compensation leave, sick leave and annual leave are exhausted, the employee shall accept as full compensation the amount received pursuant to NRS Chapters 616 and 617.

If applicable, the employee shall promptly endorse workers' compensation checks and submit them to Human Resources. In no event shall an employee be allowed to receive workers' compensation as well as compensation from the City.

ARTICLE F: COURT LEAVE

Any employee appearing in any court or before the Grand Jury as a party to an action arising out of City employment or as a witness to either a civil or criminal case for the purpose of giving testimony as to facts or knowledge received in the course of City employment, shall receive full compensation as though actually on the job during such time. The employee shall claim any jury, witness or other fee to which the employee may be entitled by reason of such appearance and forthwith pay the same over to the City to be deposited in the General Fund of the City. In all cases, however, the employee shall retain mileage allowance.

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If the employee is on duty and witnesses an event not related to the performance of their duty, but as a bystander witness, they will not be compensated for the court appearance. Additionally, the employee will not be paid court pay for any court appearance as a witness against the City.

In the event an employee is called upon as a witness before the Grand Jury or in any case before a court of law as a direct result of or directly pertaining to City employment, the employee may be entitled to retain from court fees reasonable allowance for expenses incurred.

ARTICLE G: MILITARY LEAVE

Military Leave shall be in compliance with the Uniformed Services Employment & Re-Employment Rights Act of 1994, and the City's Administrative Rule on Military Leave.

Any employee covered by the Resolution who is absent due to mandatory training in the U.S. National Guard or Reserve will serve without loss of City compensation for a period not to exceed fifteen (15) working days in any one calendar year. Any such absence shall not be deemed to be an employee's Annual Leave.

ARTICLE H: LEAVE OF ABSENCE

A Management, Professional or Technical employee, as defined by FLSA, who is absent for a full day is entitled to compensation for sick leave, annual leave, or other paid leave. Any employee who is absent for a full day due to illness or Annual Leave is only entitled to compensation in relation to the amount of accumulated sick leave, annual leave, or other paid leave.

Official Leaves of Absence shall be granted to Classified employees according to the rules of the Civil Service Commission.

Appointed employees may be granted Leave of Absence as authorized by the City Manager, not to exceed one (1) year. Any employee on such leave shall receive no compensation from the City during the period of absence.

The leave of absence shall be deemed to be in the best interest of the city. An employee must have five (5) years of service to be eligible for a leave of absence.

A leave of absence may not be granted to seek employment outside the City, or receive pay from another employer during the leave of absence.

ARTICLE I: PERSONAL LEAVE

Employees covered by this resolution are eligible for forty (40) hours of Personal Leave. The Personal Leave hours shall be available in full with the first full pay period in July of each year and any unused hours shall expire at the end of the pay period that includes June 30 of each year.

The Personal Leave shall be scheduled using the same process for Annual Leave.

ARTICLE J: USE OF LEAVE DURING A HEALTH EMERGENCY

A health emergency is any event during which the United States, State of Nevada, Washoe County, and/or City of Sparks declare(s) an emergency caused by a health concern that impacts the City and its employees. During a health emergency, the City will comply with any relevant local, state, and/or federal guidance that the City determines is applicable to establish protocols to protect the health and safety of its workforce and the public. When a health emergency relates to a communicable illness, an employee who is exposed or potentially exposed to the communicable illness that is the subject of the health emergency (illness), the City may require the employee to remain away from work in order to self-isolate and/or quarantine in accordance with the City's protocols and applicable local, state, and/or federal guidance. During any period

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of required self-isolation and/or quarantine, an employee who is able to work from home and whose duties allow them to work from home will be allowed to work from home. If an employee is unable to work from home, the employee will be placed on administrative leave while he or she is required to self-isolate and/or quarantine. When an employee is placed on administrative leave to self-isolate and/or quarantine, the following rules apply:

1. Where the exposure or potential exposure to the illness occurred on duty, the employee will be placed on paid administrative leave for the duration of the required period of self-isolation and/or quarantine. In the event federal and/or state law provides for any additional leave specific to the health emergency, any period of paid administrative leave will be counted against such additional leave to the extent permitted by law.

2. Where the exposure or potential exposure to the illness occurred off duty, the employee will be placed on unpaid administrative leave for the duration of the required period of self-isolation and/or quarantine. An employee placed on unpaid administrative leave under this Article may elect to use any accrued sick leave the employee has available in order to receive pay during the required period of self-isolation and/or quarantine. If the employee exhausts his or her available sick leave while self-isolating or quarantining, he or she may elect to apply any other leave(s) in lieu of sick leave in the following order: compensatory time, administrative/personal leave, annual leave. In the event federal and/or state law provides for any additional leave specific to the health emergency, the employee may use such additional leave in order to receive pay during the required period of self-isolation and/or quarantine to the extent permitted by law.

For the purposes of this Article only, an employee who complies with the City's health and safety protocols and is exposed or potentially exposed to the illness at work will be rebuttably presumed to have been exposed or potentially exposed to the illness while on duty. Any claimed on-duty exposure or potential exposure to the illness must be reported to the employee's supervisor immediately so that the City may take immediate steps to combat further exposure to the illness.

An employee who fails to comply with the City's health and safety protocols, including but not limited to any travel restrictions, social distancing restrictions, or reporting requirements, which are in effect at the time of exposure or potential exposure, will be rebuttably presumed to have to have been exposed or potentially exposed to the illness while off duty. To overcome this presumption, an employee must show, by clear and convincing evidence, that his or her exposure or potential exposure to the illness occurred while the employee was on duty and acting in compliance with the City's health and safety protocols. In order to protect the health and safety of employees and the community, it is imperative that employees comply with the City's health and safety protocols, and any employee who fails to comply with the City's health and safety protocols waives his or her right to seek paid administrative leave under this provision. Paid administrative leave under this Article shall not be construed to have any effect on or relevance to any determination of eligibility for workers' compensation benefits.

ARTICLE K: PAID PARENTAL LEAVE

Subject to the requirements and limitations in this Article, employees covered by this Resolution who are eligible for leave under the Family and Medical Leave Act (FMLA) are eligible for up to one hundred sixty (160) hours of paid parental leave following the birth of a child of the employee or the placement of a child with an employee for adoption or foster care.

1. Paid parental leave will not exceed one hundred sixty (160) hours in any rolling twelve (12) month period, regardless of whether more than one birth, adoption, or foster placement occurs within that period.

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2. Paid parental leave will run concurrently with any applicable FMLA leave. To receive paid parental leave, an employee must meet all qualifications for FMLA leave for the birth of a child of the employee or the placement of a child with an employee for adoption or foster care. Employees should consult the City's Administrative Rules for more information about FMLA leave.

3. Paid parental leave must be used within twelve (12) months of the birth or placement of the child. Any unused paid parental leave will be forfeited twelve (12) months after the birth or placement of the child.

4. Upon termination of employment for any reason, an employee will not be paid for any unused paid parental leave for which they were eligible.

PASSED AND ADOPTED this 12th day of October, 2026, by the following vote of the City Council:

AYES: Abbott, VanderWell, Anderson, Bybee, Rodriguez

NAYS: N/A

ABSENT: N/A

APPROVED this 12th day of October, 2026, by:

Ed Lawson

ED LAWSON, MAYOR

ATTEST:

Lisa Hunderman

LISA HUNDERMAN
CITY CLERK

APPROVED AS TO FORM:

Wes Duncan

WESLEY K. DUNCAN
CITY ATTORNEY

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APPENDIX A – JOB CLASS AND SALARY WAGE RANGES

EFFECTIVE JULY 14, 2025

Effective Date:	7/14/25		7/14/25	
Position	**Hourly Min ***	**Hourly Max***	**Annual Min ***	**Annual Max ***
Accountant I	$30.53	$45.81	$63,502	$95,285
Accountant II	$33.26	$49.89	$69,181	$103,771
Accountant Senior*	$38.41	$57.60	$79,893	$119,808
Accounting Manager*	$53.76	$80.64	$111,821	$167,731
Administration Division Manager*	$53.76	$80.64	$111,821	$167,731
Administrative Analyst*	$34.24	$51.35	$71,219	$106,808
Assistant Community Services Director	$61.60	$92.41	$128,128	$192,213
Assistant Public Works Manager	$44.63	$66.95	$92,830	$139,256
Assistant Treatment Plant Manager	$50.01	$75.01	$104,021	$156,021
Budget Manager*	$53.76	$80.64	$111,821	$167,731
Building Official	$50.01	$75.01	$104,021	$156,021
Capital Projects Coordinator*	$35.76	$53.63	$74,381	$111,550
Capital Projects Manager	$50.01	$75.01	$104,021	$156,021
Chemist I	$33.26	$49.89	$69,181	$103,771
Chemist II	$36.58	$54.86	$76,086	$114,109
Chief Deputy City Clerk*	$35.76	$53.63	$74,381	$111,550
City Clerk*	$47.98	$71.97	$99,798	$149,698
City Engineer	$61.60	$92.41	$128,128	$192,213
City Planner	$55.99	$84.00	$116,459	$174,720
Civil Engineer*	$35.76	$53.63	$74,381	$111,550
Civil Engineer Senior*	$43.24	$64.87	$89,939	$134,930
Communications Coordinator	$33.26	$49.89	$69,181	$103,771
Communications Manager	$44.63	$66.95	$92,830	$139,256
Construction Manager	$44.63	$66.95	$92,830	$139,256
Control Systems Programmer	$40.22	$60.34	$83,658	$125,507
Criminal Intelligence Analyst*	$33.48	$50.22	$69,638	$104,458
Deputy Building Official	$40.22	$60.34	$83,658	$125,507
Development Services Manager	$50.01	$75.01	$104,021	$156,021
Forensic Data Analyst I	$30.53	$45.81	$63,502	$95,285
Forensic Data Analyst II	$33.26	$49.89	$69,181	$103,771
Geographic Technology Specialist Senior-GIS	$36.58	$54.86	$76,086	$114,109
Grants Administrator*	$34.78	$52.17	$72,342	$108,514
Housing Specialist	$36.58	$54.86	$76,086	$114,109
Human Resources Analyst I	$30.53	$45.81	$63,502	$95,285
Human Resources Analyst II*	$34.15	$51.22	$71,032	$106,538

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Human Resources Analyst Senior*	$43.24	$64.87	$89,939	$134,930
Information Technology Administrator	$40.22	$60.34	$83,658	$125,507
Information Technology Development Manager*	$45.97	$68.96	$95,618	$143,437
Information Technology Manager	$44.63	$66.95	$92,830	$139,256
Information Technology Operations Manager	$50.01	$75.01	$104,021	$156,021
Information Technology Security Manager	$44.63	$66.95	$92,830	$139,256
Information Technology Security Specialist	$33.26	$49.89	$69,181	$103,771
Infrastructure Coordinator	$33.26	$49.89	$69,181	$103,771
Laboratory Manager*	$45.05	$67.58	$93,704	$140,566
Laboratory Quality Assurance Officer	$36.58	$54.86	$76,086	$114,109
Mental Health Counselor	$40.22	$60.34	$83,658	$125,507
Network Specialist I*	$31.12	$46.70	$64,730	$97,136
Network Specialist II*	$34.25	$51.37	$71,240	$106,850
Operations Administrator	$40.22	$60.34	$83,658	$125,507
Parks and Recreation Administrative Manager	$36.58	$54.86	$76,086	$114,109
Parks Development Coordinator*	$35.76	$53.63	$74,381	$111,550
Planner I	$30.53	$45.81	$63,502	$95,285
Planner II	$36.58	$54.86	$76,086	$114,109
Planner Senior	$40.22	$60.34	$83,658	$125,507
Planning Manager	$50.01	$75.01	$104,021	$156,021
Police Services Manager*	$43.24	$64.87	$89,939	$134,930
Procurement and Contracts Manager*	$41.03	$61.56	$85,342	$128,045
Public Works Manager	$50.01	$75.01	$104,021	$156,021
Records Coordinator	$28.29	$41.62	$58,843	$86,570
Recreation Manager	$36.58	$54.86	$76,086	$114,109
Risk Manager	$40.22	$60.34	$83,658	$125,507
Safety Coordinator*	$39.32	$58.98	$81,786	$122,678
Security Administrator	$40.22	$60.34	$83,658	$125,507
Special Events Supervisor	$33.26	$49.89	$69,181	$103,771
Systems Analyst I*	$31.13	$46.70	$64,750	$97,136
Systems Analyst II*	$34.25	$51.37	$71,240	$106,850
Systems Analyst Senior*	$37.68	$56.51	$78,374	$117,541
Systems Analyst Senior-GIS	$40.22	$60.34	$83,658	$125,507
Systems Development Administrator*	$41.43	$62.15	$86,174	$129,272
Systems Specialist I*	$32.32	$48.50	$67,226	$100,880
Systems Specialist II*	$35.57	$53.35	$73,986	$110,968
Transportation Manager	$50.01	$75.01	$104,021	$156,021
Transportation Services Coordinator	$33.26	$49.89	$69,181	$103,771
Treatment Plant Engineer	$44.63	$66.95	$92,830	$139,256
Treatment Plant Maintenance Manager	$44.63	$66.95	$92,830	$139,256

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Treatment Plant Manager	$61.60	$92.41	$128,128	$192,213
Treatment Plant Operations Manager	$50.01	$75.01	$104,021	$156,021
Utility Manager	$50.01	$75.01	$104,021	$156,021
Victim Advocate	$30.53	$45.81	$63,502	$95,285
Wastewater Process Engineer*	$38.06	$57.08	$79,165	$118,726

Pursuant to Section 2, Article A(1) – Pay Rates, the following positions' pay rates were increased based on the 2025 Total Compensation Study, subject to a 7.5% limit on the maximum increase. Any additional increase to base pay rates indicated by the 2025 Total Compensation Study shall be applied the first full pay period on or after July 1, 2026.

Position
Accountant Senior*
Accounting Manager*
Administration Division Manager*
Administrative Analyst*
Budget Manager*
Capital Projects Coordinator*
Chief Deputy City Clerk*
City Clerk*
Civil Engineer*
Civil Engineer Senior*
Criminal Intelligence Analyst*
Grants Administrator*
Human Resources Analyst II*
Human Resources Analyst Senior*
Information Technology Development Manager*
Laboratory Manager*
Network Specialist I*
Network Specialist II*
Parks Development Coordinator*
Police Services Manager*
Procurement and Contracts Manager*
Safety Coordinator*
Systems Analyst I*
Systems Analyst II*
Systems Analyst Senior*
Systems Development Administrator*
Systems Specialist I*
Systems Specialist II*
Wastewater Process Engineer*

* Dollar Amounts are rounded. For exact wage amounts, refer to the City of Sparks' "Position Report by Title."

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EFFECTIVE OCTOBER 19, 2026

Effective Date:	10/19/2026		10/19/2026	
Position	**Hourly Min ***	**Hourly Max ***	**Annual Min ***	**Annual Max ***
Accountant	$30.91	$50.51	$64,293	$105,061
Accountant Senior	$38.89	$58.32	$80,891	$121,306
Accounting Manager*	$55.92	$83.89	$116,314	$174,491
Administration Division Manager*	$56.24	$84.37	$116,979	$175,490
Administrative Analyst	$34.67	$51.99	$72,114	$108,139
Asset Management Coordinator	$38.11	$57.23	$79,269	$119,038
Assistant Director of Finance	$62.37	$93.57	$129,730	$194,626
Assistant Public Works Manager	$45.19	$67.79	$93,995	$141,003
Assistant Truckee Meadows Water Reclamation Facility Director	$58.24	$87.34	$121,139	$181,667
Building Official	$50.64	$75.95	$105,331	$157,976
Capital Projects Coordinator*	$38.29	$57.42	$79,643	$119,434
Capital Projects Manager	$50.64	$75.95	$105,331	$157,976
Chemist I	$33.68	$50.51	$70,054	$105,061
Chemist II	$37.04	$55.55	$77,043	$115,544
Chief Deputy City Clerk*	$38.92	$58.37	$80,954	$121,410
City Clerk*	$52.23	$78.34	$108,638	$162,947
City Engineer	$62.37	$93.57	$129,730	$194,626
City Planner	$56.69	$85.05	$117,915	$176,904
Civil Engineer*	$38.13	$57.18	$79,310	$118,934
Civil Engineer Senior*	$43.84	$65.76	$91,187	$136,781
Communications Coordinator	$33.68	$50.51	$70,054	$105,061
Communications Manager	$45.19	$67.79	$93,995	$141,003
Construction Manager	$45.19	$67.79	$93,995	$141,003
Controls Application Programmer	$39.23	$58.85	$81,588	$122,400
Control Security Analyst	$45.79	$68.69	$95,244	$142,872
Control Systems Programmer	$40.72	$61.09	$84,698	$127,067
Criminal Intelligence Analyst	$33.90	$50.85	$70,512	$105,768
Deputy Building Official	$40.72	$61.09	$84,698	$127,067
Development Services Manager	$50.64	$75.95	$105,331	$157,976
Forensic Data Analyst I	$30.91	$46.38	$64,293	$96,470
Forensic Data Analyst II	$33.68	$50.51	$70,054	$105,061
Geographic Technology Specialist Senior-GIS	$37.04	$55.55	$77,043	$115,544
Government Relations Program Manager	$43.41	$65.16	$90,300	$135,528
Grants Administrator	$35.22	$52.82	$73,258	$109,866
Housing Specialist	$37.04	$55.55	$77,043	$115,544

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Human Resources Analyst I	$30.91	$46.38	$64,293	$96,470
Human Resources Analyst II	$34.58	$51.86	$71,926	$107,869
Human Resources Analyst Senior*	$47.06	$70.61	$97,885	$146,869
Information Technology Administrator	$40.72	$61.09	$84,698	$127,067
Information Technology Development Manager	$46.55	$69.82	$96,824	$145,226
Information Technology Manager	$45.19	$67.79	$93,995	$141,003
Information Technology Operations Manager	$50.64	$75.95	$105,331	$157,976
Information Technology Security Manager	$45.19	$67.79	$93,995	$141,003
Information Technology Security Specialist	$33.68	$50.51	$70,054	$105,061
Infrastructure Coordinator	$33.68	$50.51	$70,054	$105,061
Laboratory Manager	$45.61	$68.43	$94,869	$142,334
Laboratory Quality Assurance Officer	$37.04	$55.55	$77,043	$115,544
Mental Health Counselor	$40.72	$61.09	$84,698	$127,067
Network Specialist I	$31.51	$47.28	$65,541	$98,342
Network Specialist II	$34.68	$52.01	$72,134	$108,181
Operations Administrator	$40.72	$61.09	$84,698	$127,067
Parks Development Coordinator*	$38.29	$57.42	$79,643	$119,434
Planner I	$30.91	$46.38	$64,293	$96,470
Planner II	$37.04	$55.55	$77,043	$115,544
Planner Senior	$40.72	$61.09	$84,698	$127,067
Planning Manager	$50.64	$75.95	$105,331	$157,976
Police Services Manager*	$46.86	$70.31	$97,469	$146,245
Procurement and Contracts Manager	$41.54	$62.33	$86,403	$129,646
Public Works Manager	$50.64	$75.95	$105,331	$157,976
Records Coordinator	$28.64	$42.14	$59,571	$87,651
Parks & Recreation Manager	$37.04	$55.55	$77,043	$115,544
Risk Manager	$40.72	$61.09	$84,698	$127,067
Safety Coordinator*	$41.08	$61.62	$85,446	$128,170
Security Administrator	$40.72	$61.09	$84,698	$127,067
Special Events Supervisor	$33.68	$50.51	$70,054	$105,061
Systems Analyst I	$31.52	$47.28	$65,562	$98,342
Systems Analyst II	$34.68	$52.01	$72,134	$108,181
Systems Analyst Senior	$38.15	$57.22	$79,352	$119,018
Systems Analyst Senior-GIS	$40.72	$61.09	$84,698	$127,067
Systems Development Administrator	$41.95	$62.93	$87,256	$130,894
Systems Specialist I	$32.72	$49.11	$68,058	$102,149
Systems Specialist II	$36.02	$54.02	$74,922	$112,362
Transportation Manager	$50.64	$75.95	$105,331	$157,976
Transportation Services Coordinator	$33.68	$50.51	$70,054	$105,061
Treatment Plant Engineering Manager	$50.37	$75.56	$104,770	$157,165

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Treatment Plant Maintenance Manager	$45.19	$67.79	$93,995	$141,003
Treatment Plant Operations Manager	$50.64	$75.95	$105,331	$157,976
Treatment Plant Process Engineer	$38.54	$57.79	$80,163	$120,203
Utility Manager	$50.64	$75.95	$105,331	$157,976
Victim Advocate	$30.91	$46.38	$64,293	$96,470

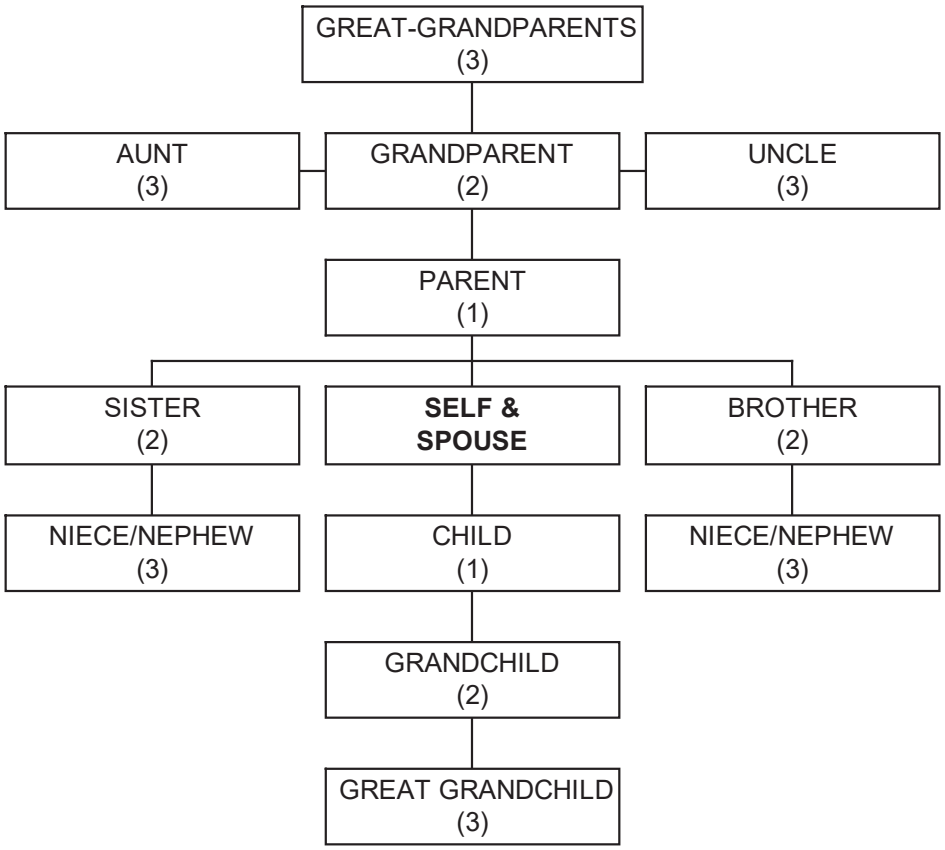
Pursuant to Section 2, Article A(1) - Pay Rates, the following positions' pay rates were increased based on the 2025 Total Compensation Study, subject to a 7.5% limit on the maximum annual increase. Any additional increase to base pay rates indicated by the 2025 Total Compensation Study shall be applied to the following positions the first full pay period on or after July 1, 2026.

Position
Accounting Manager*
Administrative Division Manager*
Capital Projects Coordinator*
Chief Deputy City Clerk*
City Clerk*
Civil Engineer*
Civil Engineer Senior*
Human Resources Analyst Senior*
Parks Development Coordinator*
Police Services Manager*
Safety Coordinator*

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APPENDIX B – CONSANGUINITY AND AFFINITY CHART

DEGREES OF CONSANGUINITY AND AFFINITY



Note:

- Spouse includes Domestic Partner.
- Step-family is included in all categories in the diagram above.