

## MEMORANDUM

**TO:** Board of Trustees

**THROUGH:** Indra Winqest  
District General Manager

**FROM:** Erin Feore  
Director of Human Resources

Paul Navazio  
Director of Finance

**SUBJECT:** Review, discuss and possibly approve the District's pay grade(s)/salary matrix, and hourly pay rates for FY2021/22, in accordance with Nevada Revised Statutes 318.185

**DATE:** July 13, 2021

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### **I. RECOMMENDATION**

That the Board of Trustees review, discuss and possibly approve the District's salary and wage ranges for Fiscal Year 2021/2022.

### **II. BACKGROUND**

At the Board of Trustees meeting on May 26, 2021, the Board of Trustees approved the District's Final Budget for FY2021/22. Included in the agenda packet for the budget adoption action(s) were the schedules that establish the salary ranges and pay grades the District utilizes for each Union and Non-Union position. Also included was a schedule presenting the District's part-time and on-call (PT/OC) seasonal positions and respective hourly pay ranges.

In consultation with the District's General Counsel, Staff is comfortable that the agenda item, as noticed for the May 26, 2021 meeting, was prepared so as to meet the NRS requirements for action related to Board approval of employee compensation, as presented in the budget. However, in order to address any concerns as to the Board action taken on May 26, 2021 relative to approval of the salary and wage information include in the budget adoption materials, Staff has prepared this agenda item in order for the Board of Trustees to take specific action, in conformity with NRS 318.185 and Resolution No. 1480. Under Resolution No. 1480, while the Board has delegated authority to the General Manager to set wages for temporary or part-time employees, the Board must approve salary ranges for full-time employees. The General Manager has the authority to place individual full-time employees within those established ranges.

In the event the General Manager adjusts hourly wages for the part-time, on-call, seasonal non benefitted positions, communication to the Board of Trustees will be provided through the General Manager's monthly report.

Provided as attachments to this Board memo are the same schedules presented to the Board in conjunction with their approval of the FY2021/22 Final Budget. These include:

- 2021-2022 Salary Grade Matrix (for non-union and salaried union employees)
- 2021-2022 General Grade Matrix (for hourly union employees); and
- Part Time, On-Call Seasonal Non-Benefitted Positions

INCLINE VILLAGE GENERAL IMPROVEMENT DISTRICT

Standard Salary Ranges

Effective July 1, 2021

Top of Ranges Increased 3%  
from previous year.  
Min to Max 40%

GRADE	HOURLY			BI-WEEKLY			ANNUAL		
	Minimum	Mid	Max	Minimum	Mid	Max	Minimum	Mid	Max
16	\$19.22	\$23.06	\$26.90	\$1,537	\$1,845	\$2,152	\$39,971	\$47,965	\$55,959
17	\$20.17	\$24.21	\$28.24	\$1,614	\$1,937	\$2,259	\$41,960	\$50,353	\$58,745
18	\$21.19	\$25.43	\$29.66	\$1,695	\$2,034	\$2,373	\$44,072	\$52,887	\$61,701
19	\$22.24	\$26.69	\$31.14	\$1,779	\$2,135	\$2,491	\$46,261	\$55,513	\$64,765
20	\$23.35	\$28.02	\$32.69	\$1,868	\$2,242	\$2,615	\$48,571	\$58,286	\$68,000
21	\$24.52	\$29.43	\$34.33	\$1,962	\$2,354	\$2,746	\$51,004	\$61,205	\$71,406
22	\$25.75	\$30.90	\$36.05	\$2,060	\$2,472	\$2,884	\$53,560	\$64,272	\$74,984
23	\$27.03	\$32.44	\$37.84	\$2,162	\$2,595	\$3,027	\$56,223	\$67,467	\$78,712
24	\$28.38	\$34.06	\$39.74	\$2,271	\$2,725	\$3,179	\$59,038	\$70,846	\$82,654
25	\$29.80	\$35.76	\$41.73	\$2,384	\$2,861	\$3,338	\$61,992	\$74,390	\$86,789
26	\$31.30	\$37.56	\$43.82	\$2,504	\$3,005	\$3,505	\$65,098	\$78,118	\$91,138
27	\$32.86	\$39.43	\$46.00	\$2,629	\$3,154	\$3,680	\$68,343	\$82,011	\$95,680
28	\$34.50	\$41.40	\$48.30	\$2,760	\$3,312	\$3,864	\$71,755	\$86,106	\$100,457
29	\$36.23	\$43.47	\$50.72	\$2,898	\$3,478	\$4,057	\$75,351	\$90,422	\$105,492
30	\$38.04	\$45.64	\$53.25	\$3,043	\$3,651	\$4,260	\$79,116	\$94,939	\$110,762
31	\$39.94	\$47.93	\$55.92	\$3,195	\$3,834	\$4,473	\$83,079	\$99,695	\$116,311
32	\$41.94	\$50.32	\$58.71	\$3,355	\$4,026	\$4,697	\$87,226	\$104,672	\$122,117
33	\$44.03	\$52.84	\$61.65	\$3,523	\$4,227	\$4,932	\$91,588	\$109,905	\$128,223
34	\$46.24	\$55.49	\$64.74	\$3,699	\$4,439	\$5,179	\$96,178	\$115,414	\$134,650
35	\$48.55	\$58.26	\$67.97	\$3,884	\$4,661	\$5,438	\$100,984	\$121,180	\$141,377
36	\$50.97	\$61.16	\$71.36	\$4,078	\$4,893	\$5,709	\$106,018	\$127,222	\$148,425
37	\$53.53	\$64.24	\$74.94	\$4,282	\$5,139	\$5,995	\$111,344	\$133,612	\$155,881
38	\$56.20	\$67.44	\$78.68	\$4,496	\$5,395	\$6,295	\$116,899	\$140,278	\$163,658
39	\$59.01	\$70.81	\$82.62	\$4,721	\$5,665	\$6,609	\$122,744	\$147,293	\$171,842
40	\$61.96	\$74.35	\$86.75	\$4,957	\$5,948	\$6,940	\$128,881	\$154,657	\$180,433
41	\$65.06	\$78.07	\$91.08	\$5,205	\$6,246	\$7,287	\$135,323	\$162,388	\$189,452
42	\$68.31	\$81.97	\$95.64	\$5,465	\$6,558	\$7,651	\$142,087	\$170,504	\$198,922
43	\$71.73	\$86.08	\$100.43	\$5,739	\$6,886	\$8,034	\$149,203	\$179,043	\$208,884
44	\$75.32	\$90.38	\$105.44	\$6,025	\$7,230	\$8,435	\$156,655	\$187,986	\$219,317
45	\$79.08	\$94.90	\$110.71	\$6,327	\$7,592	\$8,857	\$164,490	\$197,388	\$230,287

INCLINE VILLAGE GENERAL IMPROVEMENT DISTRICT

Union Salary Ranges  
Effective July 1, 2021

Uncertified Scale

*Top of Ranges Increased 3%  
from previous year.  
Min to Max 40%*

GRADE	HOURLY			BI-WEEKLY			ANNUAL		
	Minimum	Mid	Max	Minimum	Mid	Max	Minimum	Mid	Max
G3	\$ 20.51	\$ 24.61	\$ 28.71	\$1,640	\$1,969	\$2,297	\$42,652	\$51,182	\$59,713
G4	\$ 21.55	\$ 25.86	\$ 30.17	\$1,724	\$2,069	\$2,414	\$44,827	\$53,792	\$62,757
G5	\$ 22.63	\$ 27.15	\$ 31.68	\$1,810	\$2,172	\$2,534	\$47,063	\$56,476	\$65,888
G6	\$ 23.40	\$ 28.08	\$ 32.76	\$1,872	\$2,247	\$2,621	\$48,679	\$58,414	\$68,150
G7	\$ 25.98	\$ 31.18	\$ 36.37	\$2,078	\$2,494	\$2,910	\$54,037	\$64,845	\$75,652
G8	\$ 28.47	\$ 34.17	\$ 39.86	\$2,278	\$2,733	\$3,189	\$59,225	\$71,070	\$82,915
G9	\$ 31.06	\$ 37.28	\$ 43.49	\$2,485	\$2,982	\$3,479	\$64,615	\$77,538	\$90,461
G10	\$ 33.60	\$ 40.32	\$ 47.03	\$2,688	\$3,225	\$3,763	\$69,880	\$83,856	\$97,832
G11	\$ 36.14	\$ 43.36	\$ 50.59	\$2,891	\$3,469	\$4,047	\$75,161	\$90,194	\$105,226
G12	\$ 38.70	\$ 46.44	\$ 54.18	\$3,096	\$3,715	\$4,334	\$80,489	\$96,587	\$112,684

Note: Each Grade has been set at amount relative to the Position assigned to that Grade.

<u>Location</u>	<u>Dept</u>	<u>Division</u>	<u>Position</u>	<u>Status</u>	<u>YR or seasonal</u>	<u>Current Rate (hrly or salary)</u>	<u>Notes</u>
Admin	General	Varies	Weekend Boardroom Sprvr	OC	YR	\$25.00/hr	
Admin	General	IT	IT Generalist	PT	YR	\$17.50/hr	
Admin	General	Varies	Special Projects	T	YR	varies based on project	
Comm Svcs	*Multi	F&B	Snack Bar Attendant	*All	Seasonal	\$10.50 - \$11.00/hr	Stats incl FT, PT & OC; services Golf, Beaches & Ski
Comm Svcs	DP	Ski	Lift Operator/Ticket Checker	*All	Seasonal	\$10.50 - \$13.00/hr	Status includes: FT, LPT & OC
Comm Svcs	Golf	F&B	Grille Host	*All	Seasonal	\$11.50/hr	Status includes: S-FT & S-PT
Comm Svcs	Golf	F&B	Busser	*All	Seasonal	\$11.00 - \$14.00/hr	Status includes: FT, LPT & OC
Comm Svcs	Golf	F&B	Bar Cart Attendant	*All	Seasonal	\$10.50 - \$11.00/hr	Status includes: FT, LPT & OC
Comm Svcs	Rec	Rec	Assistant Parks & Rec Clerk	*All	YR	\$12.00 - \$20.00/hr	
Comm Svcs	Rec	Beaches	Beach Host	*All	Seasonal	\$11.00-\$14.00/hr	Status includes: S-FT & S-PT
Comm Svcs	Rec	Beaches	Lead Beach Host	*All	Seasonal	\$15.00-\$19.00/hr	Status includes: S-FT & S-PT
Comm Svcs	Rec	Beaches	Parking & Boat Ramp Attendant	*All	Seasonal	\$11.00 - \$28.00/hr	Status includes: S-FT & S-PT
Comm Svcs	Rec	*Multi	Lead Lifeguard	*All	YR	\$14.50 - \$16.50/hr	Stats incl: FT, PT & OC; services Rec & Beaches
Comm Svcs	Rec	*Multi	Lifeguard	*All	YR	\$13.00 - \$13.50/hr	Stats incl: FT, PT & OC; services Rec & Beaches
Comm Svcs	Rec	Rec	Child Care Leader	*All	YR	\$11.00 - \$13.00/hr	Status includes: FT, PT, LPT & OC
Comm Svcs	Rec	Rec	Fitness Facility Rover	*All	YR	\$11.00 - \$16.00/hr	Status includes: FT, PT, LPT & OC
Comm Svcs	Rec	Rec	Fitness Instructor	*All	YR	\$24.00 - \$33.00/hr	Status includes: FT, PT, LPT & OC
Comm Svcs	Ski	F&B	F&B Cashier	*All	Seasonal	\$10.50 - \$12.00/hr	Status includes: FT, LPT & OC
Comm Svcs	*Multi		Revenue Office Clerk	*Multi	Seasonal	\$12.00 - \$17.00/hr	Possible ACA Benefits; Status includes: S-FT, S-PT
Comm Svcs	Parks	Parks	Maintenance Worker	*Multi	Seasonal	\$11.00 - \$13.00/hr	Status includes: S-FT & S-PT
Comm Svcs	Rec	Rec	Personal Trainer	*Multi	YR	Commission Only	Status includes: LPT & OC
Comm Svcs	Rec	Rec	Recreation Leader	*Multi	YR	\$11.00 - \$12.00/hr	Status includes: FT, LPT & OC
Comm Svcs	Rec	Rec	Senior Child Care Leader	*Multi	YR	\$12.00 - \$13.00/hr	Status includes: FT, LPT & OC
Comm Svcs	Rec	Rec	Senior Recreation Leader	*Multi	YR	\$13.00 - \$17.00/hr	Status includes: FT, LPT & OC
Comm Svcs	Rec	Rec	Sports Site Supervisor	*Multi	YR	\$12.50 - \$13.00/hr	Status includes: FT, LPT & OC
Comm Svcs	Rec	Rec	Swim Coach	*Multi	YR	\$14.00 - \$18.00/hr	Status includes: FT, LPT & OC
Comm Svcs	Rec	Rec	Youth Recreation Leader	*Multi	YR	\$10.50 - \$12.00/hr	Status includes: FT, LPT & OC
Comm Svcs	Rec	Tennis	Head Tennis & Pickleball Pro	*Multi	Seasonal		Status includes: FT, LPT & OC
Comm Svcs	Rec	Tennis	Tennis & Pickleball Instructor	*Multi	Seasonal	\$18.00-\$19.05/hr	Status includes: FT, LPT & OC
Comm Svcs	Rec	Tennis	Tennis & Pickleball Coach	*Multi	Seasonal		Status includes: FT, LPT & OC
Comm Svcs	Rec	Tennis	Tennis & Pickleball Host	*Multi	Seasonal		Status includes: FT, LPT & OC
Comm Svcs	Rec	Tennis	Tennis & Pickleball Court Washer	*Multi	Seasonal		Status includes: FT, LPT & OC
Comm Svcs	Rec	*Multi	Swim Instructor	*Multi	YR	\$14.00 - \$18.00/hr	Stats incl: FT, PT & OC; services Rec & Beaches
Comm Svcs	Ski	CSC	CSC Guest Services	*Multi	Seasonal	\$12.00 - \$14.00/hr	Status includes: S-FT & S-PT
Comm Svcs	Ski	CSC	CSC Rental Technician	*Multi	Seasonal	\$12.50 - \$14.25/hr	Status includes: S-FT & S-PT
Comm Svcs	Ski	CSC	Jr. CSC Instructor	*Multi	Seasonal	\$10.50/hr	Status includes: S-FT & S-PT
Comm Svcs	Ski	Mktg	Receptionist/Snow Reporter	*Multi	Seasonal	\$15.00 - \$18.00/hr	Status includes: S-FT & S-PT
Comm Svcs	Ski	Base Ops	Parking Attendant	*Multi	Seasonal	\$10.50 - \$14.00/hr	Status includes: S-FT & S-PT
Comm Svcs	Ski	Base Ops	Shuttle/Tram Driver	*Multi	Seasonal	\$15.00-\$19.00/hr	Status includes: S-FT & S-PT
Comm Svcs	Ski	Base Ops	Tram Driver	*Multi	Seasonal	\$14.00-\$15.00/hr	Status includes: S-FT & S-PT
Comm Svcs	Ski	Base Ops	Maintenance Property Ops	*Multi	Seasonal	\$14.00-\$15.00/hr	Status includes: S-FT & S-PT
Comm Svcs	Ski	Rentals	Rental Technician	*Multi	Seasonal	\$13.00 - \$14.00/hr	Status includes: S-FT & S-PT
Comm Svcs	Ski	Rentals	Rental Attendant	*Multi	Seasonal	\$10.50 - \$13.00/hr	Status includes: S-FT & S-PT
Comm Svcs	Ski	Rentals	Rental Technician	*Multi	Seasonal	\$14.00/hr	Status includes: S-FT & S-PT
Comm Svcs	Ski	Patrol	Dispatcher	*Multi	Seasonal	\$14.00-\$14.50/hr	Status includes: S-FT & S-PT
Comm Svcs	Ski	Patrol	Ski Patroller	*Multi	Seasonal	\$14.00 - \$16.00/hr	Status includes: S-FT & S-PT
Comm Svcs	Ski	SRC	Ski/Snowboard Instructor	*Multi	Seasonal	\$13.00-\$19.00/hr	Status includes: S-FT & S-PT
Comm Svcs	Ski	Revenue	Lead Cashier	*Multi	Seasonal	\$14.00-\$15.00/hr	Status includes: S-FT & S-PT
Comm Svcs	Ski	Revenue	Cashier	*Multi	Seasonal	\$13.00-\$14.00/hr	Status includes: S-FT & S-PT
Comm Svcs	Ski	Revenue	Mountain Host	*Multi	Seasonal	\$13.00-\$14.00/hr	Status includes: S-FT & S-PT
Comm Svcs	Rec	Rec	Sr Fitness Instructor	LPT	YR	\$25.00 - \$35.00/hr	
Comm Svcs	Rec	Rec	Sr. Aquacise Instructor	LPT	YR	\$32.00/hr	
Comm Svcs	Chateau	Banquets	Banquet Bartender	OC	YR	\$10.00 / hr	
Comm Svcs	Chateau	Banquets	Banquet Captain	OC	YR	\$10.00 / hr	
Comm Svcs	Chateau	Facilities	Facilities Operations Assistant	OC	YR	\$15.00 - \$16.00 / hr	
Comm Svcs	Facilities	F&B	Banquet Bar Captain	OC	YR	\$10.00 / hr	
Comm Svcs	Facilities	F&B	Banquet Server	OC	YR	\$10.00 / hr	
Comm Svcs	Facilities	F&B	Banquet Cook	OC	YR	\$10.25 - \$17.00/hr	
Comm Svcs	Facilities	F&B	Banquet Dishwasher	OC	YR	\$12.00 - \$14.00/hr	
Comm Svcs	*Multi	*Multi	Hyatt Shop Staff	PT	Seasonal	\$12.00 - \$14.00/hr	Position serves Golf & Ski
Comm Svcs	*Multi	*Multi	Lead Hyatt Shop Staff	PT	Seasonal	\$12.00 - \$16.00/hr	Position serves Golf & Ski
Comm Svcs	Facilities	Chateau	Chateau Receptionist Clerk	PT	YR	\$14.00 - \$16.00/hr	
Comm Svcs	Parks	Parks	Parks Admin Assistant	PT	YR	\$12.00-\$18.00/hr	
Comm Svcs	Rec	Rec	Parks & Recreation Clerk	PT	YR	\$15.00 - \$18.00/hr	
Comm Svcs	*Multi	*Multi	Irrigation Technician	S-FT	Seasonal	\$18.00 - \$20.00/hr	Position serves Parks & Golf

<u>Location</u>	<u>Dept</u>	<u>Division</u>	<u>Position</u>	<u>Status</u>	<u>YR or seasonal</u>	<u>Current Rate (hrly or salary)</u>	<u>Notes</u>
Comm Svcs	*Multi	F&B	Cook	S-FT	Seasonal	\$14.00 - \$19.00/hr	<i>Position serves Ski &amp; Golf</i>
Comm Svcs	*Multi	F&B	Prep Cook	S-FT	Seasonal	\$12.00 - \$18.00/hr	<i>Position serves Ski &amp; Golf</i>
Comm Svcs	*Multi	F&B	On Duty F&B Supervisor	S-FT	Seasonal	\$20.00/hr	<i>Position serves Ski &amp; Golf</i>
Comm Svcs	*Multi	F&B	Bartender	S-FT	Seasonal	\$10.50 - \$14.00/hr	<i>Position serves Ski &amp; Golf</i>
Comm Svcs	DP	Ski	Lead Lift Operator	S-FT	Seasonal	\$10.50/hr	
Comm Svcs	DP	Ski	Lift Maintenance Laborer	S-FT	Seasonal	\$10.50 - \$16.00/hr	
Comm Svcs	DP	Ski	Snowmaker	S-FT	Seasonal	\$15.00-\$17.00/hr	
Comm Svcs	DP	Ski	Snowmaking Crew Leader	S-FT	Seasonal	\$16.00-\$17.00/hr	
Comm Svcs	DP	Ski	Grooming Crew Leader	S-FT	Seasonal	\$16.00-\$19.00/hr	
Comm Svcs	DP	Ski	Senior Groomer	S-FT	Seasonal	\$16.00-\$19.00/hr	
Comm Svcs	Golf	Mtn	Outside Services Supervisor	S-FT	Seasonal	\$11.00 - \$13.00/hr	
Comm Svcs	Golf	Mtn	Merchandise Sales Staff	S-FT	Seasonal	\$11.25 - \$12.00/hr	
Comm Svcs	Golf	Champ	Teaching Professional	S-FT	Seasonal	\$10.50 - \$14.00/hr	
Comm Svcs	Golf	F&B	Dishwasher	S-FT	Seasonal	\$14.00 - \$15.00/hr	
Comm Svcs	Golf	F&B	Server	S-FT	Seasonal	\$10.50 - \$11.00/hr	
Comm Svcs	Golf	*Multi	Outside Services	S-FT	Seasonal	\$10.50 - \$10.75/hr	<i>Position serves Mtn &amp; Champ</i>
Comm Svcs	Golf	*Multi	Golf Shop Staff	S-FT	Seasonal	\$11.00 - \$12.50/hr	<i>Position serves Mtn &amp; Champ</i>
Comm Svcs	Golf	*Multi	Lead Golf Shop Staff	S-FT	Seasonal	\$13.00 - \$16.00/hr	<i>Position serves Mtn &amp; Champ</i>
Comm Svcs	Golf	*Multi	Starter/Ranger	S-FT	Seasonal	\$11.00 - \$12.00/hr	<i>Position serves Mtn &amp; Champ</i>
Comm Svcs	Golf	*Multi	Maintenance Grounds Worker	S-FT	Seasonal	\$13.00 - \$20.00/hr	<i>Position serves Mtn &amp; Champ</i>
Comm Svcs	Parks	Parks	Senior Maintenance - Parks	S-FT	Seasonal	\$15.50/hr	
Comm Svcs	Ski	CSC	CSC Supervisor	S-FT	Seasonal	\$1,440 - \$1,920/pp	
Comm Svcs	Ski	Base Ops	Base Ops Supervisor	S-FT	Seasonal	\$18.00/hr	
Comm Svcs	Ski	Slopes	Mountain Maint. Worker	S-FT	Seasonal	\$15.00-\$18.00/hr	
Comm Svcs	Ski	Rentals	Assist Rental Shop Manager	S-FT	Seasonal	\$1,440 - \$1,920/pp	
Comm Svcs	Ski	Rentals	Lead Rental Technician	S-FT	Seasonal	\$14.50/hr	
Comm Svcs	Ski	Slopes	Groomer	S-FT	Seasonal	\$15.00-\$17.00/hr	
Comm Svcs	Ski	Slopes	Terrain Park Attendant	S-FT	Seasonal	\$15.00-\$17.00/hr	
Comm Svcs	Ski	Slopes	Winch Cat Operator	S-FT	Seasonal	\$17.00-\$18.50/hr	
Comm Svcs	Ski	Revenue	Ticket Office Supervisor	S-FT	Seasonal	\$15.00/hr	
Comm Svcs	Golf		Horticulturist	S-PT	Seasonal	\$16.00/hr	
Comm Svcs	Rec	Beaches	Assistant Beach Host	S-PT	Seasonal	\$10.50/hr	
Comm Svcs	Ski	CSC	CSC Lead Guest Services	S-PT	Seasonal	\$15.00 - \$16.00/hr	
Public Works	*Multi	*Multi	Sign Maker	PT	YR	\$15.00 - \$20.00/hr	<i>Position serves internal svcs</i>
PW	Utility		Wetlands Hunting Coordinator	OC	YR	\$16.00/hr	

RESOLUTION NO. 1480

A RESOLUTION ADOPTING A  
PERSONNEL MANAGEMENT POLICY

INCLINE VILLAGE GENERAL IMPROVEMENT DISTRICT

WHEREAS, the Board of Trustees of the Incline Village  
General Improvement District desires to establish a framework for  
the Board and General Manager to use in addressing personnel  
matters within IVGID;

NOW, THEREFORE, IT IS HEREBY ORDERED as follows:

The Policy Statement titled "Personnel Management" attached  
hereto as Exhibit A, is adopted as Policy and Procedure Resolution  
No. 105.

\* \* \* \* \*

I hereby certify that the foregoing is a full, true and  
correct copy of a resolution duly passed and adopted at a regular-  
ly held meeting of the Board of Trustees of the Incline Village  
General Improvement District on the 29th day of November  
1984, by the following vote:


AYES, and in favor thereof, Trustees:

Jane Maxfield, Bob Wolf, Bob Jones, Syd Brosten

NOES, Trustees: None

ABSENT, Trustees: None

ABSTENTION, Trustee: Tom Duggan

  
Secretary

Resolution Number 1480  
Adopted November 29, 1984

Policy Statement  
PERSONNEL MANAGEMENT  
Incline Village General Improvement District

I. PURPOSE

The Incline Village General Improvement District (IVGID) is committed to maintaining a dedicated and motivated work force, while developing its Staff's technical and professional standards to meeting changing demands for services with the Village. This policy statement establishes a framework which the Board of Trustees and the General Manager will use in addressing personnel matters within IVGID.

II. ROLES

The District operates under a Board-Manager form of government which places the Board of Trustees in the role of establishing overall IVGID policy direction. IVGID Staff is appointed to administer and execute day-to-day operations. The Manager is responsible for supervising these operations and providing general administrative direction.

With regarding to IVGID personnel, it is the Board's responsibility to establish overall guidelines governing IVGID's approach to personnel matters. The Manager's role is to put these guidelines into the day-to-day practice of hiring, firing, motivating, promoting, demoting, compensating, and training individual employees.

III. GENERAL OBJECTIVES

The Board hereby establishes the following general personnel objectives for IVGID.

- Employee Development. IVGID will motivate and train existing employees to become more productive and proficient in their current jobs. Where appropriate, IVGID will encourage employees to develop new skills which might lead to job advancement. Where appropriate, IVGID will cross-train employees to cover temporary vacancies on related jobs.

**EXHIBIT A**



Resolution Number 1480  
Adopted November 29, 1984

Policy Statement  
PERSONNEL MANAGEMENT  
Incline Village General Improvement District

- Attrition Management. IVGID will evaluate alternatives to filling positions which become vacant, as a means to reduce costs. These alternatives may include changes in work routines, job descriptions, work hours, or scope of services. They may include combining positions or reassigning work or personnel from one department to another.
- Recruitment. When vacancies must be filled from outside the ranks of the existing work force, IVGID will recruit and hire the most qualified candidates for the job, based strictly upon merit. Merit selection implies that anyone may apply, and that candidates are evaluated fairly by the appointing authority, based upon job-related criteria established in advance. In general, local recruitment is sufficient for clerical positions, semiskilled laborer positions, lower level technical positions, and all part-time or temporary positions. A larger recruitment area may be required for more highly skilled positions. Where local and non-local candidate are being considered which have equal or nearly equivalent qualifications, the local candidate will be preferred.
- Performance Standards and Evaluations. IVGID will establish clear standards for employee performance, and encourage employees to maintain these standards through ongoing communication with supervisors, performance evaluations, and where necessary, disciplinary procedures, demotion or termination.
- Longevity. IVGID will ensure the longevity of loyal and hard-working employees which have provided many years of faithful service to the community.
- Management. IVIGD will develop senior department heads as a management team which can work with the General Manager in addressing overall IVGID administrative needs and assist the Board of Trustees in policy development.

**EXHIBIT A**

Resolution Number 1480  
Adopted November 29, 1984

Policy Statement  
PERSONNEL MANAGEMENT  
Incline Village General Improvement District

- Guidelines. IVGID will develop a uniform set of guidelines to direct the administration of the District's personnel matters.
- Planning. IVGID will develop a strategic approach to personnel administration which will diagnose long-term problems, anticipate future needs, and develop a stable framework for addressing these problems and needs in an orderly fashion.
- Unions. IVGID will maintain a cooperative relationship with collective bargaining units and their representatives, which establishes a clear understanding of the proper roles for both unions and management.

#### IV. PROCEDURES

The General Manager is accountable to the Board of Trustees for the fair and efficient execution of these guidelines, as well as the overall performance of IVGID. In order to maintain this accountability, the General Manager must be given the authority to administer personnel matters without direct Trustee intervention or influence.

The following procedures shall govern the personnel practices of IVGID:

- The General Manager shall maintain direct, day-to-day supervision over all District employees, with the exception of the Attorney. Supervision includes the power to hire, fire, motivate, discipline, evaluate, promote, demote, transfer, and train employees, subject to established personnel guidelines, union contracts, Board policy, and generally accepted personnel practices.
- The General Manager will keep the Trustees informed about the status of all major personnel actions relating to department head positions. Department head appointments and terminations shall be discussed with the Trustees in advance. Information on personnel actions relating to non-department head positions will be provided on an as-requested basis.

#### EXHIBIT A

Resolution Number 1480  
Adopted November 29, 1984

Policy Statement  
PERSONNEL MANAGEMENT  
Incline Village General Improvement District

- Trustees are encouraged to express their opinion and/or concerns on any personnel matter to the General Manager in private. Trustees, individually or as a body, will refrain from directly intervening in or publicly influencing any personnel matter within the jurisdiction of the General Manager.
- Trustees will exercise their authority to direct Staff, collectively, through the General Manager, at Board meetings. Individual Trustees shall refrain from directing or attempting to directly supervise Staff. This policy statement is not intended to prevent individual Trustees from occasionally making suggestions to supervisor Staff, when such suggestions do not imply supervisory direction.
- All union matters, other than overall negotiation strategy, will be handled by the General Manager. The Board will maintain responsibility for establishing overall negotiation strategy and approving final union contracts.
- The General Manager shall be responsible for coordinating the work of the Attorney with the activities of IVGID Staff, and the Board of Trustees.
- The General Manager shall recommend, and the Board of Trustees shall establish, salary ranges for all non-contract, full-time permanent employment classifications. Salary ranges shall be based upon objective criteria not specific to individual employees, relating to union contracts, market conditions, cost of living, budgetary guidelines, legal considerations, and job descriptions.
- The General Manager shall set a specific salary for each employee within the salary range established by the Board of Trustees. Specific salaries shall be based upon employee-specific information, including qualifications, experience, longevity, and performance evaluations.

**EXHIBIT A**

Resolution Number 1480  
Adopted November 29, 1984

Policy Statement  
PERSONNEL MANAGEMENT  
Incline Village General Improvement District

- The Board of Trustees shall exercise its exclusive power to create full-time permanent employment positions, considering the recommendations, if any, of the General Manager. The General Manager shall establish, and as deemed necessary, amend detailed job descriptions for positions of employment. The General Manager may create temporary, seasonal and part-time positions of employment, and the wages and terms of employment thereof, subject to general personnel and budgetary guidelines, Board policies, and union contracts.
- The General Manager shall have the authority to establish and revise chains of command, reporting relationships among personnel, organization charts, and other structural matters pertaining to the organization of the District, provided that the Board of Trustees shall exercise the exclusive power to create or abolish operating departments of the District. The Board's power shall be exercised by resolution.
- The General Manager may eliminate positions, combine positions, lay off personnel, or reduce work hours, as deemed necessary to maintain a balanced budget, improve efficiency, or accomplish other administrative objectives, subject to general personnel guidelines, union contracts, legal considerations, or Board policy. Where such actions pertain to full-time permanent personnel, the General Manager shall notify the Board of Trustees of the actions in advance, and the Board may, by majority vote, override such proposals.

**EXHIBIT A**