




TO: SOUTHERN NEVADA DISTRICT BOARD OF HEALTH **DATE:** January 23, 2020

RE: *Approval of the Southern Nevada Health District Management "M" Plan*

PETITION #18-20

That the Southern Nevada District Board of Health *Approve the Southern Nevada Health District Management "M" Plan.*

PETITIONERS:

Amy Hagan, SPHR, Human Resources Director 
Fermin Leguen, MD, MPH, Acting Chief Health Officer *FZ*

DISCUSSION:

In an effort to encourage retention of and promotion into leadership roles, a Management "M" plan is being recommended for approval. Southern Nevada Health District is the only local government agency in the Valley without a current "M" Plan. The Leadership structured the proposed "M" plan based on UMC's plan, but at a much lower benefit rate. Additional benefits proposed are:

1. Management Category I
 - a. Consolidated Annual Leave: 42 days
 - b. Extended Illness Bank: 48 hours annually
 - c. Vehicle Allowance increase of \$100
 - d. Tuition Reimbursement at twice the current UNLV per credit hour cost
 - e. Severance pay up to 8 weeks based on length of service
2. Management Category II
 - a. Consolidated Annual Leave: 37 days
 - b. Extended Illness Bank: 48 hours annually

- c. Additional members added to Vehicle Allowance
- d. Tuition Reimbursement at twice the current UNLV per credit hour cost

Management Category I: District Health Officer, Director of Clinical Services, Director of Community Health, Assistant District Health Officer/Chief Medical Officer, General Counsel, Director of Environmental Health, Chief Financial Officer, and the Director of Human Resources and Organizational Development.

Management Category II: Associate General Counsel, Chronic Disease Prevention and Health Promotion Manager, Chief Information Officer, Epidemiology and Disease Surveillance Manager, Community Health Nurse Manager, EMS & Trauma Systems Manager, Environmental Health Manager, Facilities Services Manager, Health Records Manager, Public Health Laboratory Manager, Clinical Laboratory Manager, Public Health Preparedness Manager, Public Information Manager, FQHC Operations Officer, Pharmacy Manager, and other Management-Level positions identified by the District Health Officer.

FUNDING:

Total Direct Costs:

- Vehicle Allowance \$100 times 9 Staff = \$900 Monthly
 - Annual impact = \$10,800
- Severance Package—Recommend inclusion of an estimated Contingency reserve amount in the Annual Budget
 - Annual impact = \$25,000
- Total Annual impact of M Plan = \$35,800.

Total Indirect Costs:

- Tuition Reimbursement implies no budgetary impact. The allowance and associated cost estimates will be performed as part of the annual budgeting process and approved on a case by case basis.
- Increased CAL — no direct costs as the amount of carried leave balance has not been increased. No additional leave to be paid out to the employees as part of this plan.



**SOUTHERN NEVADA HEALTH DISTRICT
MANAGEMENT COMPENSATION PLAN (“M” PLAN)**

July 1, 2019

COMPENSATION AND BENEFIT ELIGIBILITY

There are two (2) categories of benefits in the Southern Nevada Health District's Management Compensation Plan. Employees are assigned to a category based on their classification as listed below:

Management Category I:

**District Health Officer
Director of Clinical Services
Director of Community Health
Assistant District Health Officer/CMO
General Counsel
Director of Environmental Health
Chief Financial Officer
Human Resources and Performance Management Director**

Management Category II: Associate General Counsel, Chronic Disease Prevention and Health Promotion Manager, Chief Information Officer, Epidemiology and Disease Surveillance Manager, Community Health Nurse Manager, EMS & Trauma Systems Manager, Environmental Health Manger, Epidemiologist Manager, Facilities Services Manager, Laboratory Manager, Public Health Preparedness Manager, Public Information Manager, FQHC Operations Manager, Pharmacy Manager, and other Management-Level positions identified by the District Health Officer.

The category to which each classification of employee is assigned shall be determined by the District Health Officer. Management employees in a classification assigned to a different category prior to the effective date of this Management Compensation Plan shall continue to receive the benefits of that category until the employee changes classifications. Questions regarding the assigned category for any classification should be directed to Human Resources.

COMPENSATION PLAN

NEW HIRES

Employees hired into a Management Compensation Plan (Management Compensation Plan or MPlan) position from outside of Health District employment shall normally serve up to a six (6) month probationary period and are eligible for consideration for the allowable merit salary adjustment(s) at the next salary adjustment review date after the successful completion of their probationary period.

PROMOTIONS

Employees promoted into a Management Compensation Plan position or current employees changing from one Management Compensation Plan position to another, shall be eligible for a promotional increase of up to five percent (5%) of their base salary. Increases in excess of five percent (5%) shall be approved at the discretion of the District Health Officer.

Promoted employees shall normally serve a qualifying period of up to six (6) months during which they will remain eligible for consideration for merit salary adjustment(s).

ANNUAL EVALUATIONS AND SALARY INCREASES

Within the parameters outlined in the New Hire, Promotion, Transfer, and Demotion sections of this document, employees included in the Management Compensation Plan shall be eligible for merit salary adjustment(s) at the sole discretion of the District Health Officer and with the recommendation of the respective Division Head. Merit salary adjustment(s) shall not exceed five percent (5%) of an employee's base salary during any calendar year.

TRANSFERS

Employees in the Management Compensation Plan and transferring from one department to another department may serve a qualifying period of up to six (6) months as determined by the Division Director. The employee's salary will not change as a result of the transfer. During the qualifying period, the employee will still earn all the benefits outlined in the MPlan and shall remain eligible for consideration for merit salary adjustment(s).

DEMOTIONS

Employees demoting into another Management Compensation Plan category may serve a qualifying period of up to six (6) months as determined by the Division Director. The employee's salary must be within the new salary schedule range. While on a qualifying period, employees shall remain eligible for consideration for merit salary adjustment(s).

LONGEVITY

After completion of five (5) years (10,400 hours) of accredited service with the District, an employee is eligible for longevity pay. Employees hired after June 30, 2014 will be eligible for Longevity Pay after completion of 7 years (14,560 hours). Longevity pay will be paid on a semi-annual basis on or about June 1st, and December 1st of each year.

CONSOLIDATED ANNUAL LEAVE (CAL)

Accruals

Consolidated Annual Leave provides employees paid leave for purposes of vacation time, sick time, and/or time off work for personal and family matters.

Management Compensation Plan employees shall begin each calendar year with a bank of CAL hours. January 1st of every year, M plan members will be credited with the following CAL leave banks:

Category I: 42 days per year

Category II: 37 days per year

CAL may not be accumulated in excess of 800 hours as of December 31st of every year.

The rules governing the use of Consolidated Annual Leave time shall be consistent with those set forth by Human Resources Policies and Procedures.

Buyout

All employees in the Management Compensation Plan will be paid for one hundred percent (100%) of their unused CAL up to 800 hours, upon separation from Health District service.

Sellback

MPlan employees may submit a request to sell back up to 200 hours of CAL every December. The request must be done in accordance with Human Resources Policies and Procedures.

DEFERRED COMPENSATION

A Deferred Compensation Plan permits employees, on a voluntary basis, to have a portion of their salary withheld and invested on a tax-deferred basis. All Management Compensation Plan employees are eligible to participate in the Health District's deferred compensation plans.

EXTENDED ILLNESS BANK (EIB)

Accruals

Employees shall accrue compensated leave time to be used in cases of extended illness or injury at the rate of 1.846 hours for each eighty (80) hours worked. Accruals will be based on hours worked and benefit hours paid up to a maximum of eighty (80) hours per pay period.

Extended illness is defined as any illness necessitating hospitalization as an inpatient, or an absence of the employee for outpatient surgery, excluding simple dental extractions or an employee's absence of more than 16 consecutive scheduled work hours.

There shall be no maximum number of EIB hours an employee in the Management Compensation Plan can accumulate.

The rules governing the use of Extended Illness Bank leave time shall be consistent with those set forth by Human Resources Policies and Procedures.

EIB Buyout

After three (3) consecutive years as a District employee holding a Category I position, employees who held positions classified as Category I positions prior to the effective date of this Plan (January 1, 2020) will be paid for seventy-five percent (75%) of their unused EIB, upon separation from Health District service.

In addition, such employees are eligible for an increased percentage above the seventy-five percent (75%) based on their years of service in a Management Plan position and the calculation outlined below.

For employees in a Management Plan, Category I position who achieve (20) years of service, the employee's EIB buyout upon separation shall increase above seventy-five percent (75%) at the rate of two and one-half percent (2 ½ percent) for each additional consecutive year of service as a District employees above 20 years of service up to a maximum of 100% at 30 years of service.

After three (3) consecutive years in a Management Plan, Category I and II position, employees appointed to the Management Compensation Plan on or after the effective date of this Plan (January 1, 2020) will be paid for one-half (1/2) of his/her EIB accumulation upon separation. Employee's EIB buyout upon separation shall increase above fifty percent (50%) at the rate of one and one-half percent (1 ½ %) for each additional consecutive year of service in a Management Plan category I or II.

INSURANCE

Life Insurance

For Category I & II employees, the Health District provides will provide life insurance as outlined in the Personnel Code and Collective Bargaining Agreements (CBAs).

Health/Dental/Vision Insurance

Health, dental and vision insurance is provided by the Clark County self-funded health benefits plan, and any other major carriers as determined by Clark County. These providers may change when the plan document is updated. Employees selecting to have group insurance, pay the percentages of the total health, dental and vision premium per month outlined in the SEIU Collective Bargaining Agreement. Unless covered by the Family and Medical Leave Act, employees are required to pay the full premium to continue receiving health, dental, and vision benefits when they are on leave without pay

for more than thirty (30) calendar days.

Long Term Disability Insurance

The District shall provide for a long-term disability insurance program, at benefit levels to be approved by the Southern Nevada Health District Board of Health, at no expense to the MPlan employee.

MISCELLANEOUS LEAVES

Management Compensation Plan employees are entitled to miscellaneous leaves outlined in Human Resources Policies and Procedures (e.g., Jury Duty, Military Leave, Bereavement Leave, etc.).

RETIREMENT GROUP INSURANCE

Management Compensation Plan employees are entitled to participate in a District program providing for contributions for group insurance upon retirement.

SECTION 125

A Section 125 Plan commonly referred to as a “Cafeteria Plan” or a “Flexible Benefits Plan” allows employees the option of pretax payroll deductions for some insurance premiums, unreimbursed medical expenses and child/dependent care expenses (up to the limits specified by plan documents).

SEVERANCE PAY

Category I: Employees hired into the Management Compensation Plan position prior to July 1, 2019, upon separation from Health District service, shall receive payment for one (1) week of base salary for each consecutive year of employment up to a maximum of eight (8) weeks. Additional severance pay may be provided by approval of the Chief Health Officer.

TUITION REIMBURSEMENT

Reimbursement of tuition, up to twice the current University of Nevada at Las Vegas (UNLV) course rate, is available after successful completion of job-related college and/or technical courses in accordance with the Health District’s Tuition Reimbursement Program.

VEHICLE ALLOWANCE

Category I: Employees in Category I are eligible for payment of a monthly vehicle allowance in an amount not to exceed five hundred dollars (\$500).

Category II: Employees in Category II are eligible for payment of a monthly vehicle allowance in an amount not to exceed three hundred dollars (\$300).