

RESOLUTION 2024R-001

Revising the Merit Increase Scale associated with Annual Employee Performance Evaluations and Establishing a Cost of Living Adjustment for fiscal year (FY) 2023-2024 and Ongoing Years Based on the Consumer Price Index for Employees Not Represented by a Labor Association, which will Supersede Resolution 2022R-063.

WHEREAS, the Douglas County Board of Commissioners (the “Board”) recognizes the importance of recruiting and retaining skilled employees that are best able to serve the citizens of Douglas County;

WHEREAS, the Board adopted a classification and compensation plan for non-represented employees in September 2023, however the Board did not address a cost-of-living-adjustment (hereafter COLA) for FY 2023-2024 or ongoing years. All labor associations have negotiated an annual COLA as well as a merit scale or step increase associated with employee performance evaluations, as part of their collective bargaining agreements; and

WHEREAS, Douglas County Code 2.02.040(D) requires merit salary increases associated with employee performance evaluations to be adopted by the Board via Resolution and Douglas County Administrative and Policies and Procedures §200.23 establishes a policy regarding the evaluation of an employee’s on-the-job performance and to financially recognize an employee’s level of performance through the merit increase system; and

WHEREAS, the Board desires to maintain parity among non-represented employees and employees represented by labor associations who have a bargaining unit agreement; and

NOW, THEREFORE, BE IT RESOLVED by the Douglas County Board of Commissioners;

The following will apply only to Douglas County employees, including those subject to the Court Personnel Regulations, whom are not represented by a NRS Chapter 288 recognized bargaining unit:

1. Consistent with Douglas County Code, 2.02.040 (D) and Douglas County Administrative and Policies and Procedures §200.23, employees will receive an annual performance evaluation on their annual anniversary date of hire or promotion date. The range for merit increases will be on a 0-3% scale and any merit increase will be applied to the employee’s base rate of pay. The range for merit increases will be applied as follows:

Evaluation Score	Merit Increase
87%-100%	3%
66%-86.9%	2%
50%-65.9%	1%
49.9% or below	0%

2. Cost of Living Adjustments (“COLA”) will be made to each employee’s base rate of pay and salary range the first pay period of each fiscal year. The COLA will be equal to the annual

change in the Consumer Price Index for All Urban Consumers (CPI-U) according to the Bureau of Labor Statistics, Series ID: CUUR0400AA0, from December to December of each calendar year. This cost of living adjustment will be no less than 0% and no more than 5%, regardless of whether the actual change in the CPI is lower or higher than these caps.

3. A one-time 4% COLA will be implemented in the first full pay period following approval of this Resolution by the Board. Employees whose rate of pay is above the pay range for their grade will not receive a COLA increase and instead will receive a lump sum payment equal to the amount of the COLA or remainder of the COLA they would have received if the rate of pay was not above the pay range.

ADOPTED this ____ day of January, 2024, by the following vote:

Ayes: Commissioners: _____

Nays: Commissioners: _____

Absent: Commissioners: _____

, Chair
Douglas County Board of Commissioners

ATTEST:

Amy Burgans, Douglas County Clerk