



TO: SOUTHERN NEVADA DISTRICT BOARD OF HEALTH DATE: November 20, 2025

RE: Approval of the Revision to Leadership Team Employment and Appeal Rights, Employment Rights and Appeal, Employee Privacy, and Separation from Employment in the SNHD Employee Handbook

PETITION #16-26

That the Southern Nevada District Board of Health reviews and approves the proposed revision to the Employee Handbook of the Southern Nevada Health District.

PETITIONERS

Cassius Lockett, PhD, *District Health Officer* 
Renee Trujillo, *Chief Human Resources Officer* 

DISCUSSION:

During review of the Employee Handbook, it was identified that the sections “**Leadership Team Employment and Appeal Rights**”, “**Employment Rights and Appeal**”, and “**Separation from Employment**” were included in the previous *Personnel Code* but were inadvertently omitted during the transition to the new *Employee Handbook*. To maintain consistency and ensure these important provisions are preserved, it is recommended that both sections be reinstated in the updated version.

In addition, we are further **defining and clarifying the Employee Privacy section** to better outline expectations related to confidentiality, workplace monitoring, and employee information handling in alignment with current laws and organizational practices.

Page 4 - Leadership Team Employment and Appeal Rights

Added:

This section formally reinstates provisions from the 2019 Personnel Code (Sections 13.2-13.3), which were originally approved by the Board of Health but inadvertently omitted during the transition to the 2025 Employee Handbook. These provisions now apply under this Handbook to clarify the employment status and procedural rights of the Leadership Team, including positions designated by the District Health Officer.



Leadership Team Positions:

The Leadership Team include, but are not limited to:

- Chief Executive Officer-FQHC
- Chief Medical Officer
- Deputy Health Officer for Operations and Administration
- Director of Administration
- General Counsel
- Operational Directors (e.g. Community Health, Disease Surveillance and Control, Environmental Health and Public Health & Preventive Care)
- Other executive or senior management positions designated by the District Health Officer

Page 5 – Employment Rights and Appeal

Added:

Leadership Team members shall be entitled to all rights and privileges of regular employees, except that their tenure and continued service are subject entirely to the discretion of the District Health Officer and are not eligible for appeal under this Handbook, the Personnel Code, or the Management Compensation Plan.

This section shall not apply to or affect any personnel actions or appeals that were fully resolved prior to the effective date of this amendment. In the event of any conflict between this provision and other sections of this Handbook, this section shall govern Leadership Team Positions.

Page 15 – Employee Privacy

Added:

The use of unauthorized recording devices poses significant risks to the organization. Unauthorized devices may unintentional capture Protected Health Information (PHI) in clinical settings, staff areas, or on computer screens. This could lead to HIPAA violations, resulting in legal penalties and harm to patient trust. Unauthorized recordings can compromise information that is not publicly available resulting in a Security Breach. The following is a list of prohibited devices. Additions will be made as more information or new products become available.

1. Smart/recording glasses (e.g., spectacles, certain smart glasses).
2. Hidden “pen” or “button” cameras.
3. Body-worn cameras not explicitly issued and authorized by the Health District.
4. Any other wearable technology or accessory that has an active or potential recording function.



Page 25 – Separation from Employment

Added:

Employees who are not assigned to regular positions may be separated from employment at any time. The District Health Officer has full discretion to discontinue the employment of individuals serving in Leadership Team or appointed positions, as defined by the District Health Officer, at any time and for any reason deemed to be in the best interest of the District, consistent with applicable law and District policy.

The District Health Officer may also terminate the employment of any employee, whether regular or otherwise, in cases of lack of funds, lack of work, or the elimination of a position or program.

FUNDING:

No funding is required.

Employment at Will/Due Process

At-will

Nevada is an at-will employment state. During the probationary period, the employment relationship is at-will and can be terminated by the employee or by the District at any time during the probationary period or during the extension of the probationary period, with or without cause or advance notice.

At-will employees do not have due process rights. Employees who are at-will include:

- Employees in the “probationary period” of their position (probationary periods is the first six (6) months of employment) are at-will. Once an employee successfully passes their probationary period, the employee is no longer at-will and is afforded due process rights.
- Temporary, casual, and seasonal employees are at-will. These employees are hired on an as-needed basis, either as a replacement for permanent employees who are out on short and long-term absences or to meet employer’s additional staffing needs during peak business periods. These employees are not afforded due process.

Employees who are not otherwise at-will may be afforded due process rights. Due process rights for employees at the District may be provided via Nevada law and the Collective Bargaining Agreement (CBA). Employees must successfully pass their six (6) month probationary period prior to being afforded due process rights.

Leadership Team Employment and Appeal Rights

This section formally reinstates provisions from the 2019 *Personnel Code* (Sections 13.2-13.3), which were originally approved by the Board of Health but inadvertently omitted during the transition to the 2025 Employee Handbook. These provisions now apply under this Handbook to clarify the employment status and procedural rights of the Leadership Team, including positions designated by the District Health Officer.

Leadership Team Positions:

The Leadership Team include, but are not limited to:

- Chief Executive Officer-FQHC
- Chief Medical Officer
- Deputy Health Officer for Operations and Administration
- Director of Administration
- General Counsel
- Operational Directors (e.g. Community Health, Disease Surveillance and Control, Environmental Health and Public Health & Preventive Care)
- Other executive or senior management positions designated by the District Health Officer

Employment Rights and Appeal:

Leadership Team members shall be entitled to all rights and privileges of regular employees, except that their tenure and continued service are subject entirely to the discretion of the District Health Officer and are not eligible for appeal under this Handbook, the Personnel Code, or the Management Compensation Plan.

This section shall not apply to or affect any personnel actions or appeals that were fully resolved prior to the effective date of this amendment. In the event of any conflict between this provision and other sections of this Handbook, this section shall govern Leadership Team Positions.

While the organization generally adheres to progressive discipline, it is not bound or obligated to do so. Actions related to employment for those employees covered by S.E.I.U. (Service Employees International Union), Local 1107, will be in accordance with the current Collective Bargaining Agreement.

Note: *All employees, whether at-will or not, are protected by federal and state non-discrimination laws.*

Nothing in this employee handbook creates or is intended to create an employment agreement, express or implied. Nothing contained in this, or any other document provided to the employee is intended to be, nor should it be, construed as a contract that employment or any benefit will be continued for any period of time. In addition, no organization representative is authorized to modify this handbook for any employee or to enter into any agreement, oral or written, that changes the at-will relationship.

Any salary figures provided to an employee in annual or monthly terms are stated for the sake of convenience or to facilitate comparisons and are not intended to and do not create an employment contract for any specific period of time.

Management Rights

The District reserves the right to exercise customary managerial functions, including to hire; direct, assign or transfer an employee, but excluding the right to assign or transfer an employee as a form of discipline; reduce the workforce or lay off any employee because of lack of work or lack of money; determine appropriate staffing levels and work performance standards; establish and enforce safety standards as required by the Occupational Safety and Health Act (OSHA); the content of the workday, including without limitation workload factors; except for safety considerations, to include the quality and quantity of services to be offered to the public and the means and methods of offering those services; to establish, change and abolish its policies, practices, rules, and regulations; to determine and change methods by which its operations are to be conducted; to assign duties to employees in accordance with the needs and requirements determined by the District; and to carry out all ordinary administrative functions. All rights

Employment Relationship

Employee Privacy

It is the District's goal to respect the individual privacy of its employees and at the same time maintain a safe and secure workplace. When issues of safety and security arise, employees may be requested to cooperate with an investigation. Refusal to cooperate may be grounds for discipline up to and including termination. Providing false information during any investigation may lead to discipline, up to and including termination of employment.

Employees are expected to make use of District facilities only for the business purposes of the organization. Accordingly, materials that appear on District hardware or networks are presumed to be for business purposes, and all such materials are subject to review by the organization at any time without notice to the employees. Employees should not have any expectation of privacy with respect to any material on organization property. The District regularly monitors its communications systems and networks as allowed by law. Monitored activity may include voice, e-mail, and text communications, as well as Internet search and browsing history. Employees who make excessive use of communication systems for personal matters are subject to discipline. Employees are expected to keep personal communication to a minimum and to emergency situations. Furthermore, unless determined protected under NRS 239, all District records, emails, text messages, etc. are considered public records and will be made available to requestors after review.

The use of unauthorized recording devices poses significant risks to the organization. Unauthorized devices may unintentional capture Protected Health Information (PHI) in clinical settings, staff areas, or on computer screens. This could lead to HIPAA violations, resulting in legal penalties and harm to patient trust. Unauthorized recordings can compromise information that is not publicly available resulting in a Security Breach. The following is a list of prohibited devices. Additions will be made as more information or new products become available.

1. Smart/recording glasses (e.g., spectacles, certain smart glasses).
2. Hidden "pen" or "button" cameras.
3. Body-worn cameras not explicitly issued and authorized by the Health District.
4. Any other wearable technology or accessory that has an active or potential recording function.

As part of its security measures and to help ensure a safe workplace, the District has positioned video cameras to monitor various areas of its facilities. Video cameras will not be used in private areas, such as restrooms, etc.

do work in a direct supervisory relationship with each other, the organization will attempt to reassign one of the employees to another position for which the employee is qualified if such a position is available. If no such position is available, the employees will be permitted to determine which one of them will resign from the District.

Separation from Employment

In all cases of voluntary resignation (one initiated by the employee), in addition to an employee's performance needing to meet or exceed District expectations, and not being subject to any performance or behavioral related discipline exceeding a Documented Verbal Warning at time of separation, the employees must provide a written notice to their supervisors at least 14 calendar days in advance of the last day of work to be considered in good standing for future employment with the District. Employees must work their final workday in the office when available or have an authorized excusal.

Employees who separate either voluntarily or involuntarily, will be paid for all unused accrued vacation, allocated sick leave and when applicable, longevity pay pro-rated based on separation date on their final check.

The District maintains the right to perform administrative separation of employment in cases where discipline or performance are not necessary.

Employees who are not assigned to regular positions may be separated from employment at any time. The District Health Officer has full discretion to discontinue the employment of individuals serving in Leadership Team or appointed positions, as defined by the District Health Officer, at anytime and for any reason deemed to be in the best interest of the District, consistent with applicable law and District policy.

The District Health Officer may also terminate the employment of any employee, whether regular or otherwise, in cases of lack of funds, lack of work, or the elimination of a position or program.

Employees are expected to return all District issued equipment on their final day worked. Any item not returned may be subject to reimbursement based on current replacement cost.

On or before the last day of employment, the employees' manager will collect all District property. If applicable, information regarding benefits continuation through the Consolidated Omnibus Budget Reconciliation Act (COBRA) will be sent to the employee's home address. When appropriate, an exit interview will be conducted by an outside agency after their last day of employment.

Should it become necessary because of business conditions to reduce the number of employees or work hours, this will be done at the discretion of the District.