



*A healthy watershed
that meets the water
needs of all users*

Carson Water Subconservancy District Board of Directors Meeting October 18, 2023 Supplemental Materials

Material provided by staff to CWSD Board of Directors on October 11, 2023:

- Item 9 For Possible Action: Approval of update to CWSD Personnel Policy Manual to add Voting Leave:

See attached corrected CWSD Personnel Policy Manual proposed language - Agenda Item 9.

Supplemental materials posted in accordance with NRS 241.020.

CARSON WATER SUBCONSERVANCY DISTRICT

TO: Board of Directors

FROM: Edwin James

DATE: October 18, 2023

SUBJECT: Agenda Item #9 – For Possible Action: Approval of update to CWSD Personnel Policy Manual to add Voting Leave

DISCUSSION: To follow Nevada law (Voting Leave per NRS 293.463), staff is proposing to update the CWSD Personnel Policy Manual to include the following section:

5.13. Voting Leave

Per NRS 293.463 employers in Nevada are required to provide paid voting leave to all employees who are registered voters if it's impractical for them to vote before or after work. The duration of this type of leave is determined by the distance between the workplace and the polling place.

An employee must be given:

- 1 hour – if the distance between the workplace and polling place is less than 2 miles
- 2 hours – if the distance is between 2 miles and 10 miles
- 3 hours – if the distance is more than ten miles

Employers may designate the hours of absence, in order to minimize the impact on business operations. An employer isn't allowed to penalize, discharge, discipline, or discriminate against an employee who wishes to vote. Advanced notice is required; an employee must apply for leave before the election day. Voting leave in Nevada must be paid. An employer may not deduct from an employee's salary or wages for this absence.

STAFF RECOMMENDATION: Approve adding Section 5.13 - Voting Leave to the CWSD Personnel Policy Manual as presented above.