CITY OF SPARKS
EXECUTIVE MANAGEMENT
AUGUST 10, 2026, THROUGH JULY 8, 2029

RESOLUTION NO. 3499 **INTRODUCED BY COUNCIL**

A RESOLUTION DENOTING CERTAIN EMPLOYEE POSITIONS AS EXECUTIVE MANAGEMENT; PROVIDING FOR SALARIES AND BENEFITS FOR EMPLOYEES IN THESE POSITIONS; REPEALING ALL PRIOR RESOLUTIONS; AND PROVIDING OTHER MATTERS PROPERLY RELATED THERETO.

IT IS RESOLVED by the City Council of the City of Sparks as follows:

SECTION 1: ADMINISTRATION

ARTICLE A: DESIGNATION OF EXECUTIVE MANAGEMENT EMPLOYEES

The Executive Management employees of the City are listed on Appendix A and include Department Directors and Assistant City Managers appointed by the City Manager.

ARTICLE B: REPEAL OF PRIOR RESOLUTIONS

Unless otherwise provided in this Resolution, all previous Resolutions pertaining to the matter of Executive Management employees' compensation are hereby repealed.

No Executive Management employee originally employed through an individual employment contract will be required to terminate their existing contract and abide by this Resolution. However, an Executive Management employee originally employed through an individual employment contract may choose to terminate their existing contract and abide by this Resolution by providing a written notice to the City Manager requesting the change and specifying the effective date. The effective date of the change must be the first day of a pay period.

ARTICLE C: EFFECTIVE DATE

This Resolution shall be effective as of August 10, 2026, and shall continue in force until July 8, 2029, except as otherwise provided herein, or until a successor resolution has been approved by City Council.

ARTICLE D: BASIC WORK WEEK

Executive Management employees are defined as Exempt by Fair Labor Standards Act (FLSA) and shall be compensated on a bi-weekly basis and shall not be entitled to night differential pay, overtime pay, and worked holiday pay. Employees covered by this Resolution are trusted to work forty (40) hours each work week unless using leave as provided in this Resolution and the City Administrative Rules. Employees covered by this Resolution may work an alternative work schedule, such as four ten (4/10) hour days, as approved by the City Manager or designee.

ARTICLE E: AT-WILL EMPLOYMENT

Executive Management employees are appointed, at-will employees and therefore may be released from employment by the City Manager at any time, subject to the provisions in this Resolution.

SECTION 2: PAY

ARTICLE A: PAY RATES

Nothing herein or in the adopted classification and compensation program shall restrict the City Manager's or designee's right to assign and allocate responsibilities, job duties or reclassify a job position. Nothing herein or in the adopted classification and compensation program shall restrict the City Manager's or designee's right to demote, discipline or decrease an employee's salary as provided in this Resolution or in the City Administrative Rules.

1. Pay Rates: The pay rates set forth in Appendix A are base pay rates. No employee shall be paid at a rate above the maximum or below the minimum in the range to which the position class is assigned. The pay rates in Appendix A have been adjusted based on the 2026 Total Compensation Study due to the labor market analysis or compaction.

2. Labor Market Adjustment – FY28: Effective the first full pay period on or after July 1, 2027, the base pay rates listed in Appendix A as in effect on June 30, 2027, shall be adjusted based on the 2027 Total Compensation Study due to the labor market analysis or compaction.

3. General Wage Increase – FY29: Effective the first full pay period on or after July 1, 2028, the base pay rates listed in Appendix A as in effect on June 30, 2028, shall be increased by three percent (3.0%).

4. Initial Appointment: Depending upon qualifications and experience, the City Manager may place an employee's compensation at any salary within the established salary range upon appointment to the position.

5. Special Pay Considerations: In special circumstances, an employee may request to reduce their individual pay rate, hours, or other pay considerations. Such a request shall be made in writing, must be approved by the City Manager, and is effective for the current fiscal year only.

6. Voluntary Reductions in Salary or Benefits: Should an employee voluntarily make a reduction in pay, benefits, or hours worked as outlined in paragraph 6 above, the City Manager may make non-monetary considerations for the benefit of such employees.

ARTICLE B: MERIT ADVANCEMENTS

Each employee who has not reached the maximum in the pay range shall be eligible for a merit pay increase, contingent upon the employee's level of job performance, starting with the pay period coinciding with the anniversary date of the employee's holding that position.

ARTICLE C: VARIABLE COMPENSATION

Following the employee's annual performance evaluation, the City may pay the employee variable compensation up to $10,000 based on the performance of the employee, at the discretion of the City Manager. The maximum variable compensation for the Police Chief and Fire Chief is $12,000. Variable compensation may not be subject to Nevada Public Employees Retirement System (PERS).

ARTICLE D: LONGEVITY PAY FOR CERTAIN EMPLOYEES

An employee hired or promoted into a position covered by this Resolution on or before July 1, 2015, will receive Longevity Pay that is subject to Nevada Public Employees Retirement System (PERS) equal to three hundred dollars ($300.00) payable each pay period beginning with the first full pay period after the effective date of this Resolution or the date the employee elects to be subject to this Resolution, whichever last occurs.

ARTICLE E: UNIFORM ALLOWANCE

The Police Chief and Fire Chief shall be paid $25 per week uniform allowance.

ARTICLE F: CITY VEHICLE

The City Manager may designate an employee to utilize a City vehicle for City business. Employees so designated shall be permitted to take the vehicle home within a 60-mile radius of Sparks City Hall for after-hour meetings or for emergency response. Employees not designated to receive a City vehicle may claim mileage for official City business according to IRS regulations and rates.

ARTICLE G: TERMINATION WITHOUT CAUSE

Employment may be terminated for any legal reason whatsoever and/or for no reason at all, in the sole, absolute, and unreviewable discretion of the City Manager, upon written notice by City Manager to the employee. The City may terminate employment without cause by providing (90) days' advance written notice to employee. During such ninety (90) day period, the City Manager, in his/her sole discretion, may determine if the employee is to maintain regular business hours or if the employee should be placed on administrative leave with pay. During this 90-day period, the employee will retain all salary and benefits, including health insurance, as was provided prior to the notice. Upon termination, the employee shall be entitled to all salary and benefits due and owing under this Agreement as of the termination date, cashout of all unused accrued annual leave and personal leave, and any applicable sick leave cash-out benefits based on years of service as outlined in this Resolution.

ARTICLE H: PROMOTIONAL EMPLOYMENT PROTECTION

Notwithstanding the termination provisions of this Resolution, an employee who accepts appointment to a position covered by this Resolution after at least five (5) consecutive years of continuous City employment immediately preceding the appointment is eligible for the transitional protections provided in this Article.

If the City terminates the employee without cause during the first twelve (12) months following the promotional appointment the following shall apply:

1. Return to Prior or Similar Position. The City will first determine whether the employee may be returned to the employee's former position or placed in a substantially similar vacant position for which the employee meets the minimum qualifications. If returned to a position under this subsection, the employee shall receive a salary no less than the salary received immediately before appointment to the position covered by this Resolution, plus any generally applicable wage increases or classification-based salary increases that would have applied during the employee's service in the appointed position.

   Nothing in this section requires the City to create a position, displace another employee, delay filling a vacancy, or hold a position open to provide a return placement. The determination of whether a return placement is available shall be made by the City in its sole discretion.

2. Limited Separation Benefit. If the City determines that a return placement is unavailable, the employee shall receive a separation benefit equal to the greater of:

   a. the remaining portion of the first twelve (12) months of the employee's base salary in effect on the date of termination; or

   b. six (6) months of the employee's base salary in effect on the date of termination.

   For example, if the employee is terminated three (3) months after the employee's promotional appointment, the employee will receive nine (9) months of base salary. If the employee is terminated nine (9) months after the employee's promotional appointment, the employee will receive six (6) months of base salary.

3. This separation benefit is available only for a without-cause termination occurring during the first twelve (12) months following the promotional appointment of the employee to a position governed by this Resolution. It is in addition to compensation and benefits earned through the effective date of termination, payment for accrued unused annual leave and personal leave, and any sick leave cash-out otherwise provided under this Resolution.

4. Payment of the separation benefit is expressly conditioned upon the employee executing, delivering, and not revoking a separation and release agreement in a form approved by the City.

5. These transitional protections do not apply if the employee: voluntarily resigns or retires; is terminated for cause; fails to maintain a required license or certification; is unable to perform the essential functions of the position, with or without reasonable accommodation; abandons the position; or is otherwise ineligible under applicable law or City policy.

ARTICLE I: LEADERSHIP TRANSITION EMPLOYMENT PROTECTION

Notwithstanding the termination provisions of this Resolution, an employee whose employment is terminated without cause during the first twelve (12) months following the commencement of service of a new City Manager is eligible for the protections provided in this Article.

1. Limited Separation Benefit. The employee shall receive a separation benefit equal to the greater of:

    a. the remaining portion, following the new City Manager’s commencement of service, of the first twelve (12) months of the employee’s base salary in effect on the date of termination; or

    b. six (6) months of the employee's base salary in effect on the date of termination.

    For example, if the employee is terminated three (3) months after the City Manager commences service, the employee will receive nine (9) months of base salary. If the employee is terminated nine (9) months after the City Manager commences service, the employee will receive six (6) months of base salary.

2. This separation benefit is available only for a without-cause termination occurring during the first twelve (12) months following the commencement of service of a new City Manager. It is in addition to compensation and benefits earned through the effective date of termination, payment for accrued unused annual leave and personal leave, and any sick leave cash-out otherwise provided under this Resolution.

3. Payment of the separation benefit is expressly conditioned upon the employee executing, delivering, and not revoking a separation and release agreement in a form approved by the City.

4. These protections do not apply if the employee: voluntarily resigns or retires; is terminated for cause; fails to maintain a required license or certification; is unable to perform the essential functions of the position, with or without reasonable accommodation; abandons the position; or is otherwise ineligible under applicable law or City policy.

SECTION 3: BENEFITS

ARTICLE A: GROUP HEALTH, LIFE AND LONG-TERM DISABILITY INSURANCE

1. Eligibility: All employees are eligible for group health insurance (medical, dental, vision, pharmacy, life) and long-term disability insurance, and may on the first of the month following employment, be eligible to enroll in the City’s group health insurance plan and long-term disability insurance, provided however, such employee is not excluded from enrollment by conditions of the Group Health Plan Document.

2. <u>City and Employee Share of Premium</u>:

    a. The City shall pay the entire premium for group health, dental, vision, and life insurance for each employee and for the employee's eligible dependents for employees hired on or before June 30, 2006. For all other employees, the City shall pay the entire premium for group health, dental, vision, and life insurance for each employee and their spouse, and seventy-five percent (75%) of the premium for the employee's eligible dependents enrolled in the City's plan. Employees shall pay twenty-five percent (25%) of the monthly group health insurance premium for their eligible dependents.

    b. The City shall pay one hundred percent (100%) of the total premium for the basic long-term disability plan offered by the City. Additional premium for any "buy-up" to the plan is the employee's sole responsibility.

3. <u>Status While on Leave of Absence</u>: An employee on an unpaid Leave of Absence from the City may continue to carry the City group health insurance and long-term disability policy by making the full premium payment in compliance with applicable federal regulations.

4. <u>Long-Term Disability Insurance Upon Separation from City Service</u>: Employees who separate from City service may be eligible to convert the long-term disability coverage through the insurance company. The individual is responsible for one hundred percent (100%) of the premium cost and shall pay the premium directly to the insurance company.

ARTICLE B: HEALTH INSURANCE UPON RETIREMENT

Employees hired, transferred, or promoted into the Executive Management Resolution may be eligible to continue health care coverage under the City's Group Health Plan at the time the employee is eligible for retirement under applicable law. Upon separation from City employment in good standing, Executive Management employees whose last Nevada public employer is the City may continue on the City's health insurance plan per the following:

1. Upon reaching five (5) years of service in a position covered by this Executive Management Resolution, the City will pay 100% of the health, dental, vision, and life insurance for the employee and spouse for thirty-six (36) consecutive months following separation from the City. In the event the retired Employee chooses to delay implementation of this benefit, the retired Employee shall provide written notice of such choice to the City's Human Resources Department, and retired Employee will be eligible to enroll in this benefit during general open enrollment as provided in Nevada law and the then-applicable plan document.

2. An additional twelve (12) months will be added to the coverage in paragraph 1 above for each twenty-four (24) additional months of City service, to a maximum amount of eighty-four (84) months in addition to the thirty-six (36) months in paragraph 1 above. The total maximum combined amount shall not exceed one hundred twenty (120) months.

3. For Police and Fire Chiefs, an additional twelve (12) months will be added to the coverage in paragraph 1 above for each additional eighteen (18) months of City service, to a maximum amount of one hundred forty-four (144) months in addition to the thirty-six (36) months in paragraph 1 above. The total maximum combined amount shall not exceed one hundred eighty (180) months.

4. If the Employee wants to keep additional qualifying dependents on the plan:

    a. The Employee shall pay the full premium for any such dependents; or

b. The period of time that the benefit applies shall be reduced by one third (1/3). For example, an Employee qualifying for one hundred twenty (120) months of coverage for the Employee and Spouse may instead elect eighty (80) months of coverage for the Employee and Family or Employee and Child(ren).

5. Once the premium payments above have been exhausted, former employees and any eligible dependents may continue on the City's health insurance by paying the full premium payments directly to the City. In the event the employee passes away, their spouse and/or dependents may continue on the health plan until the City-paid premiums are exhausted.

6. When the Employee and/or spouse reaches Medicare eligibility age, the Employee shall enroll in Medicare and designate the City's insurance plan as secondary coverage. Employees must inform the City when they and/or their spouse are eligible for Medicare. Failure to do so may result in denial of coverage and/or other penalties.

ARTICLE C: RETIREMENT

The retirement rights of the employee are as provided by the Nevada Revised Statutes. The City will pay one hundred percent (100%) of the employee's retirement contribution to the Retirement System. Eligible compensation and service credit is determined at the sole discretion of PERS.

ARTICLE D: PHYSICAL EXAMINATIONS

The City shall be responsible for the cost of a yearly medical examination for employees who are required to have a complete annual medical examination per NRS. The City will designate the physician who is to perform the physical examination. In the event the employee does not concur with the physician selected by the City, the employee may select a physician of the employee's choice. The City, however, shall not be responsible for payment of charges beyond those expenses that would have been incurred if the City-selected physician had been used. Nothing in this section shall prohibit the employee from submitting excess medical bills to City's group health insurance plan.

ARTICLE E: MATCHING DEFERRED COMPENSATION

The City will match one hundred percent (100%) of employee's contribution to a deferred compensation program to the maximum annual amount for a 457(b) plan allowed by IRS limits. At no point will the matched amount exceed the total of 50% of the allowed annual 457(b) amount for that calendar year in accordance with the age and catch-up provisions for that individual employee. Employees may choose the following options related to the matching amount:

1. Employer match placed into 457(b) account to the maximum allowed by IRS.

2. Employer match placed into a 401(a) plan, once such a plan is established at the sole discretion of the City.

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SECTION 4 – LEAVE BENEFITS

ARTICLE A: HOLIDAYS

1. The following holidays are established as legal holidays:

New Year's Day	January 1
Martin Luther King Jr.'s Birthday	3rd Monday in January
Washington's Birthday	3rd Monday in February
Memorial Day	Last Monday in May
Juneteenth Day	June 19
Independence Day	July 4
Labor Day	1st Monday in September
Nevada Day	Last Friday in October
Veteran's Day	November 11
Thanksgiving Day	Thanksgiving Day
Day after Thanksgiving	Friday after Thanksgiving Day
Christmas Day	December 25

And, any other day that may be declared a holiday by the Mayor or the City of Sparks, or by the Governor of the State of Nevada or any national holiday declared by the President of the United States. Special holidays granted by the President of the United States for Federal Employees under Executive Order 11582 are not City Holidays.

2. Holidays shall be observed as follows:

   a. If a legal holiday falls on the first day of an employee's scheduled day off, the preceding workday shall be observed as a holiday.

   b. If a legal holiday falls on the second or succeeding day of consecutive scheduled days off, the next succeeding workday shall be observed as a holiday.

ARTICLE B: ANNUAL LEAVE

1. Eligibility: For the purpose of determining eligibility for Annual Leave accrual, the term "full-time service" shall mean all years of service in a full-time position in any city, county, state, or federal government entity or a government special district within the United States of America. The City Manager may, in their sole discretion, include government service outside the United States of America for the purposes of this paragraph. For the purpose of determining Annual Leave earned, the term "actual service" shall mean the number of days actually worked on the job; provided, however, that absence from work due to Sick Leave with pay, Annual Leave with pay, paid parental leave, or injury or illness incurred in service of such an agency shall be deemed actual service.

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2. Accrual of Annual Leave: Effective upon approval of this Resolution, employees will accrue annual leave at the following rates:

Years of Full-Time Service	Accrual Rate per Bi-Weekly Pay Period
Less than 5 years	4.6 hours
5 years or more	7.0 hours
10 years or more	7.6 hours
15 years or more	8.4 hours
20 years or more	8.9 hours

The maximum hours to be accumulated are eight hundred (800) hours. Employees whose annual leave balances exceed 800 hours as of August 10, 2026, are exempt from the 800-hour cap.

3. Resignation and/or Retirement: Upon resignation or retirement, an employee who has earned Annual Leave may be granted Annual Leave for the time so earned. Such Annual Leave must be taken prior to the effective date of any such resignation or retirement; or in lieu of such Annual Leave, an employee may be granted a lump sum payment for Annual Leave time accrued to employee's credit.

4. Death of Employee: Upon the death of a person presently on the employment records of the City, a lump sum payment for Annual Leave time accrued to the employee's credit will be made to the employee's beneficiaries or estate.

5. Minimum Annual Leave To be Taken: The minimum Annual Leave time which may be taken at any one time by any employee shall be one day based on the employee's regular schedule.

6. Annual Leave on a Holiday: An employee who is on Annual Leave on a holiday shall not be charged Annual Leave for that holiday.

7. Annual Conversion: An employee may elect to cash out up to one hundred twenty (120) hours of annual leave per fiscal year. Annual leave conversion must be taken in forty (40) hour increments. The employee must have a minimum of one hundred sixty (160) hours of annual leave prior to cash out to utilize this benefit.

ARTICLE C: SICK LEAVE

1. Eligibility: For the purposes of determining eligibility for Sick Leave allowance, the term "continuous service" shall be that service commencing with appointment to a position and continuing until termination.

   For the purpose of determining Sick Leave earned, the term "actual service" shall mean the number of days actually worked on the job; provided, however, that absence from work due to Sick Leave with pay, Annual Leave with pay, injury or illness incurred in the City service and absence on temporary military duty shall be deemed actual service.

2. Accrual of Sick Leave: Executive Management employees shall earn Sick Leave credits at the rate of five (5) hours per bi-weekly period or major fraction thereof, computed on the basis of calendar days of actual service.

   Accrual of Sick Leave shall cease after any period of continuous Sick Leave having duration of six (6) calendar months.

3. Authorized Use of Sick Leave: Sick leave can only be granted in the case of bona fide illness or injury of an employee or illness, injury or death of any relative within the third degree of consanguinity or affinity, as outlined on Appendix B. Sick leave used for bereavement shall be limited to forty (40) hours per incident, except if an additional amount is approved in advance by the City Manager. Such use of bereavement leave is limited to the relatives listed on Appendix B.

4. Certificate of Illness: Evidence in the form of a physician's certificate or certificate of illness shall be furnished as proof of adequacy of the reason for the employee's absence during the time when sick leave was requested. A certificate may be required when there is:

   a. Absence in excess of three (3) days; or

   b. Reason to believe that the Sick Leave privilege is being abused.

5. Advancing Sick Leave: Upon application of an employee and approval and justification by the City Manager, an employee may be advanced Sick Leave. Advanced Sick Leave will not exceed sixty (60) working days and will be subject to the following:

   a. Request for advancement of Sick Leave will be supported by a medical certificate.

   b. All available accumulated Sick Leave will be exhausted before advancement.

   c. All available accumulated Annual Leave will be exhausted before advancement.

   d. All available Personal Leave Days will be exhausted before advancement.

   e. There is reasonable assurance that the employee will return to duty to earn and repay the advance credits.

   f. If the employee terminates prior to restoring advanced sick leave, any amounts owing will be deducted from the employee's final paycheck.

   g. The City Manager will be the final approving authority on such request.

6. Recovery for Damages: If an employee recovers damages for time lost, the employee shall not receive Sick Leave pay under this section for the same time; or having received sick leave prior to the recovery of damages, the employee shall repay the City for any amount paid therefore under this section.

7. Minimum Sick Leave to be Taken: The minimum Sick Leave time which may be taken by the employee shall be one (1) day based on the employee's regular schedule.

8. Payment for Accumulated Sick Leave: Employees separating from City service may cash out unused sick leave at the following rates:

Years of Service	Cash-Out Percentage
5	20%
10	50%
15	60%
20 or More	75%

9. Payment for Accumulated Sick Leave for Certain Employees: An Employee continuously employed by the City prior to July 1, 2005, may cash out unused sick leave at the following rates when separating from City service:

Years of Service	Cash-Out Percentage
21	80%
22	85%
23	90%
24	95%
25 or More	100%

ARTICLE D: WORKERS COMPENSATION LEAVE

The City will follow applicable law regarding workers' compensation leave.

ARTICLE E: MILITARY LEAVE

Military Leave shall be in compliance with the Uniformed Services Employment & Re-Employment Rights Act of 1994, and the City's Administrative Rule on Military Leave.

ARTICLE F: PERSONAL LEAVE

Employees covered by this Resolution will be provided eighty (80) hours of Personal Leave each fiscal year. The Personal Leave hours shall be available in full with the first full pay period in July of each year. Up to 40 hours of unused hours may be cashed out upon request once per fiscal year. Any remaining unused hours shall expire and be forfeited at the end of the pay period that includes June 30 of each year.

A newly hired employee who is not an internal candidate shall receive eighty (80) hours of personal leave upon hire. These eighty hours of personal leave may be rolled over from the date of hire to the immediately following full fiscal year, must be used within the first full fiscal year of employment, and have no cash value upon separation.

Personal Leave shall be scheduled using the same process for Annual Leave.

ARTICLE G: PAID PARENTAL LEAVE

Subject to the requirements and limitations in this Article, employees covered by this Resolution who are eligible for leave under the Family and Medical Leave Act (FMLA) are eligible for up to one hundred sixty (160) hours of paid parental leave following the birth of a child of the employee or the placement of a child with an employee for adoption or foster care.

1. Paid parental leave will not exceed one hundred sixty (160) hours in any rolling twelve (12) month period, regardless of whether more than one birth, adoption, or foster placement occurs within that period.

2. Paid parental leave will run concurrently with any applicable FMLA leave. To receive paid parental leave, an employee must meet all qualifications for FMLA leave for the birth of a child of the employee or the placement of a child with an employee for adoption or foster care. Employees should consult the City's Administrative Rules for more information about FMLA leave.

3. Paid parental leave must be used within twelve (12) months of the birth or placement of the child. Any unused paid parental leave will be forfeited twelve (12) months after the birth or placement of the child.

4. Upon termination of employment for any reason, an employee will not be paid for any unused paid parental leave for which they were eligible.

PASSED AND ADOPTED this 10th day of August, 2026, by the following vote of the City Council:

AYES: Abbott, VanderWell, Anderson, Bybee, Rodriguez

NAYS:

ABSENT:

APPROVED this 10th day of August, 2026, by:

Ed Lawson

ED LAWSON, MAYOR

ATTEST:

LISA HUNDERMAN
CITY CLERK

APPROVED AS TO FORM:

Wes Duncan

WESLEY K. DUNCAN
CITY ATTORNEY

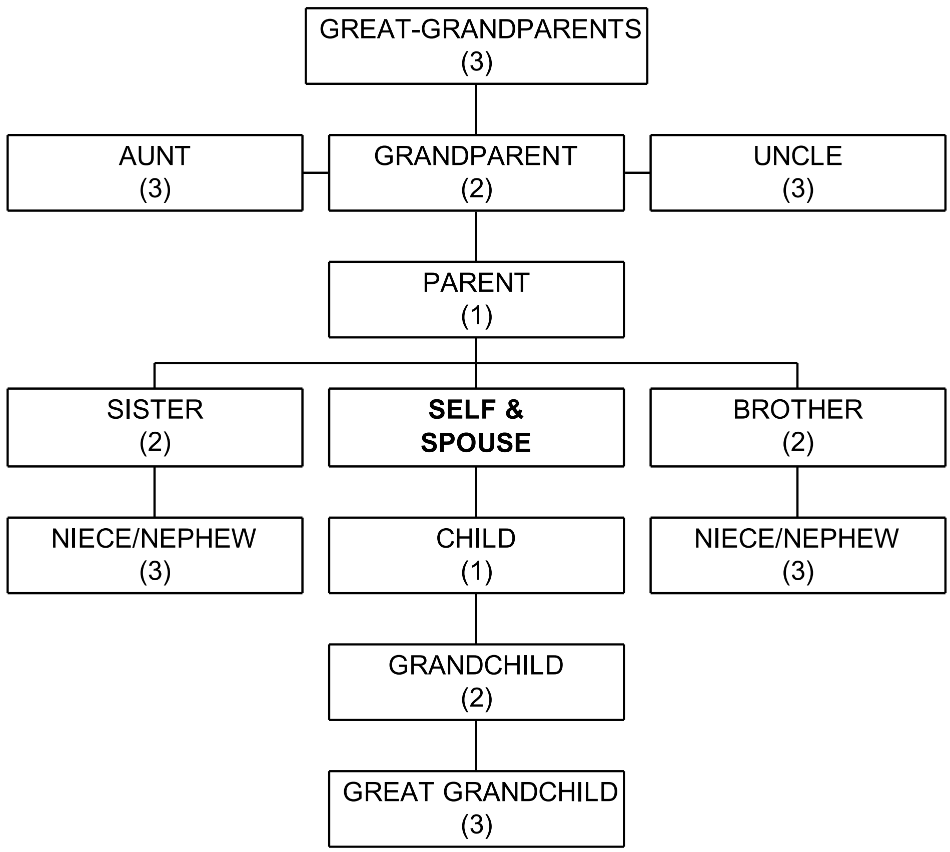
APPENDIX A – JOB CLASS AND SALARY WAGE RANGES

EFFECTIVE AUGUST 10, 2026

Effective Date:	8/10/26		8/10/26	
Position	**Hourly Min ***	**Hourly Max ***	**Annual Min ***	**Annual Max ***
Assistant City Manager	$ 83.31	$ 124.91	$ 173,285	$ 259,813
Chief Financial Officer	$ 74.13	$ 111.18	$ 154,190	$ 231,254
Community Development Director	$ 68.61	$ 102.93	$ 142,709	$ 214,094
Fire Chief	$ 77.38	$ 115.83	$ 160,941	$ 240,926
Police Chief	$ 81.78	$ 122.62	$ 170,102	$ 255,050
Human Resources Director	$ 63.04	$ 94.58	$ 131,123	$ 196,726
Information Technology Director	$ 64.84	$ 97.28	$ 134,867	$ 202,342
Parks & Recreation Director	$ 58.94	$ 88.43	$ 122,595	$ 183,934
Public Works Director	$ 68.61	$ 102.93	$ 142,709	$ 214,094
Truckee Meadows Water Reclamation Facility Director	$ 72.96	$ 109.45	$ 151,757	$ 227,656

APPENDIX B – CONSANGUINITY AND AFFINITY CHART

DEGREES OF CONSANGUINITY AND AFFINITY



Note:

- Spouse includes Domestic Partner.
- Step-family is included in all categories in the diagram above.