

DESCRIPTION OF LEGAL ADVERTISING

Bill #784  
3349008

TERMS: Please pay from this invoice. It is due upon presentation and is past due after 15 days.

Legal Ad. Cost 21.00

Extra Proofs

Notary Fee 2.00

Total Amt due 23.00

Washoe County Clerk

Charlotte James

P. O. Box 11130

Reno, NV 89520

MONTH

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July

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### PROOF OF PUBLICATION

NOTICE OF COUNTY ORDINANCE  
NOTICE IS HEREBY GIVEN that Bill No. 784, Ordinance No. 611, entitled "An ordinance amending the Washoe County Code by adjusting the compensation and expenses of members of the Personnel Committee; by providing for discharge of employees by the Sheriff and Treasurer in conformance with State Law; by revising the career incentive plan, certification procedure and the probationary appointment procedure; and by modifying the vacation and sick leave allowance," was adopted on July 10, 1984, by Commissioners Williams, King, Lillard, McDowell, and Ritter.  
Typewritten copies of the Ordinance are available for inspection by all interested persons at the Office of the County Clerk,  
Judi Bailey  
County Clerk  
3349008-Bill #784  
July 16, 23-ic133

STATE OF NEVADA,  
COUNTY OF WASHOE

SS.

Doris Mertz

being first duly sworn, deposes and says: That as the legal clerk of the RENO GAZETTE-JOURNAL, a daily newspaper published in Reno, Washoe County, State of Nevada, that the notice

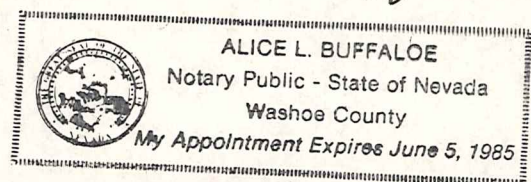
Bill #784

of which a copy is hereto attached, was first published in said newspaper in its issue dated the 16th day of Jul, 1984 and, Jul 23, the full period of 2 days, the last publication thereof being in the issue of July 23 1984.

Signed Doris Mertz

Subscribed and sworn to before me this 23rd day of July, 1984

Alice L. Buffaloe  
Notary Public



SUMMARY: Amends the Washoe County Code by revising provisions relating to county employees.

BILL NO. 784

ORDINANCE NO. 611

AN ORDINANCE AMENDING THE WASHOE COUNTY CODE BY ADJUSTING THE COMPENSATION AND EXPENSES OF MEMBERS OF THE PERSONNEL COMMITTEE; BY PROVIDING FOR DISCHARGE OF EMPLOYEES BY THE SHERIFF AND TREASURER IN CONFORMANCE WITH STATE LAW; BY REVISING THE CAREER INCENTIVE PLAN, CERTIFICATION PROCEDURE AND THE PROBATIONARY APPOINTMENT PROCEDURE; AND BY MODIFYING THE VACATION AND SICK LEAVE ALLOWANCE.

THE BOARD OF COUNTY COMMISSIONERS OF THE COUNTY OF WASHOE DO ORDAIN:

SECTION 1. Section 5.075 of the Washoe County Code is hereby amended to read as follows:

5.075 Compensation and expenses of members of the personnel committee. While engaged in official business of the personnel department, a member of the personnel committee is entitled to a salary of \$25 per day and the per diem expense allowance and travel expenses as provided by law.

SECTION 2. Section 5.091 of the Washoe County Code is hereby amended to read as follows:

5.091 Classified service: Composition, appointments and discharge.

1. The classified service of Washoe County is comprised of all positions in the service of Washoe County now existing or hereafter created which are not included in the unclassified service or are specifically exempted from the unclassified service or are specifically exempted from the unclassified service as set forth in section 5.045.

2. Appointments in the classified service must be made according to merit and fitness from eligible lists prepared upon the basis of examination, which must be open and competitive, except as otherwise provided in the Merit Personnel Ordinance.

3. A person shall not be appointed, transferred, promoted, demoted or discharged as an officer, clerk, employee or laborer in the classified service in any manner or by any means other than those prescribed in the Merit Personnel Ordinance.

4. A person shall not be discriminated against on account of his religious opinions or affiliations, his age, race, color, sex, physical or visual handicap or national origin.

5. Notwithstanding any provision of the Washoe County Code or any agreement, the county treasurer may remove his deputies at his pleasure pursuant to NRS 249.060.

SECTION 3. Section 5.145 of the Washoe County Code is hereby amended to read as follows:

5.145 Career incentive plan; inapplicability to elected county officers and certain employees.

1. Except as provided in subsection 5, a career incentive plan is hereby instituted for county employees with 5 years or more of full-time Washoe County service. An employee rated standard or better pursuant to sections 5.283 to 5.287, inclusive, with 5 years of service is entitled to career incentive pay at the rate of \$39 per year of service up to a maximum annual payment of \$780 for 20 years or more of service. For purposes of career incentive pay, the number of years an employee has been in the service of the county includes all periods of continuous service after the date the employee was last hired as a permanent employee, and includes former periods of service if each applicable period of separation may be bridged pursuant to subsection 2.

2. A period of separation may not be bridged to increase the number of years of service, except that:

(a) A period of separation which resulted from a layoff may be bridged to increase the number of years of service if the employee was subsequently rehired pursuant to section 5.311.

(b) A period of separation may be bridged if the employee was rehired within 1 year after the date of commencement of the separation and the employee has been in the continuous service of the county for 1 year after the date he was rehired.

3. An employee's eligibility for career incentive pay must be reviewed as of June 1 and December 1 of each year with payment to be effected in equal semi-annual installments payable on the first pay day of June and December immediately following a determination of eligibility.

4. For qualified employees retiring or resigning before the due date of any semi-annual increment, the amount of the payment shall be prorated.

5. The career incentive plan does not apply to elected county officers, the amounts of whose annual salaries are governed by the provisions of NRS 245.043, and does not apply to any employee who is covered by a collective bargaining agreement entered into pursuant to chapter 288 of the Nevada Revised Statutes unless the agreement provides specifically for the career incentive plan set forth in this section.

SECTION 4. Section 5.189 of the Washoe County Code is hereby amended to read as follows:

5.189 Certification of names.

1. In response to requests for certification from appointing authorities, the personnel department shall certify the names, if any, of eligibles from current eligible lists for the class or position to be filled. Certification must be made in the order of standing on the lists. If there are fewer than five names on a list, consideration may be given to certification from other lists determined to be appropriate by the personnel department. Names from such other lists must follow those names certified (if any) from the original eligibility list for a total of five names.

2. The appointing authority may request selective certification for a particular position if the standard certification described in subsection 1 does not provide candidates qualified to perform duties of the position satisfactorily. Where selective certification is necessary, the appointing authority shall furnish in writing those specialized requirements peculiar to the position and his reasons for such requirements. If the personnel department, after investigation, determines that the facts and reasons justify selective certification, the personnel department may certify the highest ranking eligibles who possess the special qualifications. Determination of special qualifications may require circularization of eligibles before certification can be made. Certification of eligibles of only one sex must not be made unless there is clear evidence that efficient performance of duties assigned could be performed only by the sex specified. Authorization for selective certification must be made on an individual basis and subsequently reported to the personnel committee at its next regular meeting.

3. Upon receipt of an appointing authority's estimated unskilled and semiskilled labor requirements, the personnel department shall certify eligible applicants to meet employment requirements.

4. The personnel department shall certify at least two more whole number scores than there are vacancies to be filled, provided that no less than five names may be certified for each vacancy regardless of score. For those examinations conducted on a countywide, promotional-open competitive basis, in addition to the top three whole-number scores being certified from the promotional lists, all open competitive candidates who achieved a higher score than the lowest promotional candidate certified must also be certified for the vacancy.

5. If less than five eligibles are available for appointment, the appointing authority may either make an appointment from among the remaining eligibles or

make a provisional appointment upon approval by the personnel department.

SECTION 5. Section 5.207 of the Washoe County Code is hereby amended to read as follows:

5.207 Probationary appointments. A probationary appointment shall be made by the appointing authority from the list of names certified if the list contains at least the names of five eligibles who have indicated their availability for appointment to the position.

SECTION 6. Section 5.237 of the Washoe County Code is hereby amended to read as follows:

5.237 Vacation: Full-time employees.

1. On the first day of the pay period following the completion of 6 months' continuous county service, each employee who is employed full-time is entitled to vacation leave credit as follows:

(a) For employees hired before June 29, 1981, 60 hours.

(b) For employees hired on or after June 29, 1981, 40 hours.

2. After the end of the pay period following the completion of 6 months' continuous county service, each employee who is employed full-time is entitled to vacation credit at the biweekly equivalent of the following annual hourly rates:

(a) For employees hired before June 29, 1981 who have:

(1) Less than seven (7) years of continuous service, 120 hours.

(2) Seven (7), but less than ten (10), years of continuous service, 144 hours.

(3) Ten (10) or more years of continuous service, 168 hours.

(b) For employees hired on or after June 29, 1981 who have:

(1) Less than three (3) years of continuous service, 80 hours.

(2) Three (3), but less than seven (7), years of continuous service, 120 hours.

(3) Seven (7), but less than ten (10), years of continuous service, 144 hours.

(4) Ten (10) or more years of continuous service, 168 hours.

3. For the purpose of computing credit for vacation, each employee is considered to work not more than 40 hours each week.

4. For purposes of vacation credits, the number of years an employee has been in the continuous service of the county includes all periods of continuous service after the date the employee was last hired as a perma-

ment employee and includes former periods of service if each applicable period of separation may be bridged pursuant to subsection 5.

5. A period of separation may not be bridged to increase the number of years of service, except that:

(a) A period of separation which resulted from a layoff may be bridged to increase the number of years of service if the employee was subsequently rehired pursuant to section 5.311.

(b) A period of separation may be bridged if the employee was rehired within 1 year after the date of commencement of the separation and the employee has been in the continuous service of the county for 1 year after the date he was rehired.

6. Vacation credit accrues only while an employee is in a paid status.

SECTION 7. Section 5.239 of the Washoe County Code is hereby amended to read as follows:

5.239 Vacation: Part-time employees. On the first day of the pay period following completion of 6 months of continuous county service, and thereafter, each part-time employee is entitled to vacation credit prorated on the basis of the rates established in section 5.237 for full-time employees. If an employee who is paid by the hour works more than 40 hours per week, the hours which exceed 40 are not included in computing vacation with pay.

SECTION 8. Section 5.243 of the Washoe County Code is hereby amended to read as follows:

5.243 Time when vacation shall be taken; limit on accrual. The time when vacation leave may be taken shall be determined by the appointing authority after considering the needs of the service and the seniority and wishes of the employees. Vacation credit may be accumulated from year to year, but may not exceed 240 hours. Amounts in excess of 240 hours the end of the last full pay period in December must be forfeited. Vacation leave must not be granted if it exceeds the vacation credit earned. Vacation leave taken during a biweekly pay period must be deducted from the employee's vacation credit before vacation credit earned during that pay period is added to the employee's vacation credit.

SECTION 9. Section 5.251 of the Washoe County Code is hereby amended to read as follows:

5.251 Sick leave.

1. Each employee in the continuous service of the county for less than 10 years is entitled to sick leave credit at the rate of 1 1/4 days for each month of full-time service.

2. Each employee in the service of the county for 10 or more continuous years of service is entitled to sick leave credit at the rate of 1 1/2 days for each month of full-time service.

3. Part-time employees shall be allowed prorated sick leave on the basis of 1 1/4 days of credit for each equivalent month of full-time service.

4. For purposes of sick leave, the number of years an employee has been in the continuous service of the county includes all periods of continuous service after the date the employee was last hired as a permanent employee and includes former periods of service if each applicable period of separation may be bridged pursuant to subsection 5.

5. A period of separation may not be bridged to increase the number of years of service, except that:

(a) A period of separation which resulted from a layoff may be bridged to increase the number of years of service if the employee was subsequently rehired pursuant to section 5.311.

(b) A period of separation may be bridged if the employee was rehired within 1 year after the date of commencement of the separation and the employee has been in the continuous service of the county for 1 year after the date he was rehired.

6. Sick leave credit earned pursuant to this section is cumulative from year to year.

SECTION 10. Section 5.255 of the Washoe County Code is hereby amended to read as follows:

5.255 Sick leave accrual and payment on separation.  
An employee separated from service earns sick leave only through the last working day for which he is entitled to pay. Upon death or retirement, an employee is entitled to compensation for accrued sick leave not exceeding 300 hours, at the rate of one hour's pay at the employee's last regular hourly rate for every three hours of sick leave accrued.

SECTION 11. Section 5.257 of the Washoe County Code is hereby amended to read as follows:

5.257 Use of sick leave.

1. An employee is entitled to use accrued sick leave:

(a) When incapacitated to perform the duties of the employee's position due to sickness, injury, pregnancy or childbirth;

(b) When quarantined;

(c) When receiving required medical or dental service or examination;

(d) For adoption of a child if the welfare division of the department of human resources or any other

appropriate public agency requires the employee to remain at home with the child; or

(e) In the event of an illness in the employee's immediate family where such illness requires his attendance. For purposes of this paragraph, "immediate family" means the employee's spouse, parents, step-parents, children, stepchildren, and, if living in the employee's household, includes relations by marriage corresponding to those relatives and foster children, parents, brothers and sisters.

(f) In the event of a death in the employee's immediate family, the employee may use accrued sick leave not to exceed 5 days for each death. For purposes of this paragraph, "immediate family" means the employee's spouse, parents, stepparents, children, stepchildren, brothers, sisters, grandparents, grandchildren, aunts, uncles, nieces, nephews, or relations by marriage corresponding to those relatives and, if living in the employee's household, includes foster children and parents.

SECTION 12. Section 5.265 of the Washoe County Code is hereby repealed.

Proposed on the 12th day of June, 1984.  
Proposed by Commissioner King, Lillard, McDowell, and Ritter.  
Passed on the 10th day of July, 1984.

Vote:

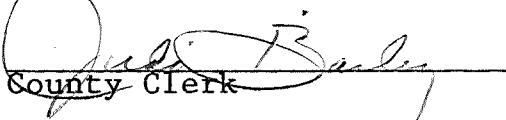
Ayes: Commissioners: Williams, King, Lillard, McDowell  
and Ritter.

Nays: Commissioners: None.

Absent: Commissioners: None.

  
\_\_\_\_\_  
Chairman of the Board

ATTEST:

  
\_\_\_\_\_  
County Clerk

This Ordinance shall be in force and effect from and after the 23rd day of July, 1984.