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**NOV 24 1987**

DESCRIPTION OF LEGAL ADVERTISING

Bill #905

349008

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

Legal Ad. Cost 16.80

Extra Proofs \_\_\_\_\_

Notary Fee 2.00

Total Amt due 18.80

- WASHOE COUNTY CLERK
- P O BOX 11130
- Reno, NV 89520

MONTH	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
NOVEMBER																X							X								

**PROOF OF PUBLICATION**

STATE OF NEVADA, ss. Janice D. Hill  
 COUNTY OF WASHOE

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 of \_\_\_\_\_ County Ordinance \_\_\_\_\_


\_\_\_\_\_ of which a copy is hereto attached, was first published in said newspaper in its issue dated the 16th day of Nov, 19 87 and, Nov 23, the full period of 2 days, the last publication thereof being in the issue of November 23 19 87.

Signed Janice D Hill

Subscribed and sworn to before me this 23rd day of November, 19 87

Alice L Buffalo  
 Notary Public

NOTICE OF COUNTY ORDINANCE  
 NOTICE IS HEREBY GIVEN that Bill No. 905, Ordinance No. 730, entitled "An ordinance amending the Washoe County Code by revising provisions of the Merit Personnel Ordinance to conform to the most recent collective bargaining agreement; and providing other matters properly relating thereto," was adopted on November 10, 1987, by Commissioners Beck, Cornwall, McDowell, and Williams.  
 Typewritten copies of the ordinance are available for inspection by all interested persons at the office of the County Clerk.  
 Judi Bailey  
 County Clerk  
 349008-Bill #905  
 Nov 16,23-ja133

 ALICE L. BUFFALO  
 Notary Public - State of Nevada  
 Appointment Recorded in Washoe County  
 MY APPOINTMENT EXPIRES JUNE 5, 1989

SUMMARY: Amends Washoe County Code by revising provisions of merit personnel ordinance to conform to collective bargaining agreement.

BILL NO. 905

ORDINANCE NO. 730

AN ORDINANCE AMENDING ~~CHAPTER~~ THE WASHOE COUNTY CODE BY REVISING PROVISIONS OF THE MERIT PERSONNEL ORDINANCE TO CONFORM TO THE MOST RECENT COLLECTIVE BARGAINING AGREEMENT; AND PROVIDING OTHER MATTERS PROPERLY RELATING THERETO.

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

SECTION 1. Section 5.121 of the Washoe County Code is hereby amended to read as follows:

5.121 Merit salary adjustment.

1. For full-time employees, the amount of the merit salary adjustment which may be paid is 5% of an employee's base salary, excluding any overtime.

2. For part-time employees, the amount of the merit salary adjustment which may be paid on the employee's anniversary date is a prorated amount calculated on the ratio between the number of hours actually worked, excluding overtime, compared to the number of hours in full-time employment (2,080 hours annually).

3. A merit salary adjustment may be given only if the employee's total salary, after adding the adjustment, does not exceed the maximum amount of the employee's salary range. If giving the full merit salary adjustment would result in a total salary exceeding that maximum amount, the employee may be given a reduced adjustment which would result in a total salary equal to the maximum amount of the employee's salary range.

4. Earned merit salary adjustment shall be made on the employee's anniversary date.

5. An employee who is not given a merit salary increase on the annual merit review date is eligible to receive all, or part, of the remaining merit salary increase at any later pay period during the annual review year. Granting a delayed merit salary increase in any succeeding pay period does not affect the employee's anniversary date, and will not extend the annual merit review date.

6. An employee who has had all or a portion of his merit salary increase withheld is entitled to receive this increase only within the immediately succeeding merit review period (i.e., 6 months or 1 year).

7. Periods of qualifying service which immediately precede a layoff or authorized leave of absence shall be qualifying service in determining an employee's eligibility for merit salary adjustment.

8. When the merit salary adjustment is delayed solely through administrative or clerical error, the adjustment shall be made effective as of the date it was properly due.

SECTION 2. 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.

6. The name of an eligible shall not be certified more than three times to the same appointing authority from the same eligible list, except at the request of the appointing authority. Certification to other than full-time permanent positions shall not be counted as one of such certifications.

SECTION 3. Section 5.255 of the Washoe County Code is hereby amended to read as follows:

5.255 Sick leave accrual and payment on death, separation or disability.

1. An employee separated from service earns sick leave only through the last working day for which he is entitled to pay.

2. Upon death, retirement or permanent disability, an employee shall be compensated for total accrued sick leave at the rate of 1 hour's pay at the employee's regular hourly rate for every 3 hours of accrued sick leave, up to a maximum payment of 300 hours.

3. Upon termination of an employee after 15 years of full-time employment (or its equivalent if the employee has not served as a full-time employee) for other than just cause, an employee shall be compensated for total accrued sick leave at the rate of 1 hour's pay at the employee's regular hourly rate for every 3 hours of accrued sick leave, up to a maximum payment of 300 hours.

SECTION 4. Section 5.259 of the Washoe County Code is hereby amended to read as follows:

5.259 Sick leave when receiving industrial insurance or occupational disease benefits.

1. When a county employee is eligible at the same time for benefits under chapter 616 or 617 of NRS (Nevada Industrial Insurance and Occupational Disease Acts) and for sick leave benefits, he shall not be required to use accrued sick leave for the period during

which Nevada industrial insurance or Nevada Occupational Disease Act benefits are being received.

2. Any employee who suffers a job-connected injury or illness in the course of his employment with Washoe County for which benefits are paid under chapter 616 or 617 of NRS may, at the option of the employee, apply for and receive accrued sick leave during the course of such disability. The amount of sick leave benefit paid to such employee for any pay period shall not exceed the difference between his normal salary and the amount of any benefit received, exclusive of reimbursement or payment of hospital or medical expenses.

SECTION 5. Section 5.269 of the Washoe County Code is hereby amended to read as follows:

5.269 Leaves of absence.

1. A leave of absence may be granted to any employee occupying a permanent position. A leave of absence shall be granted only to an employee who desires to return therefrom to the county service and who at the time the leave is granted has a satisfactory service record.

2. Leaves of absence for 30 working days or less in any calendar year may be granted upon the approval of the appointing authority. Leaves for a longer period and up to 1 year may be granted upon the recommendation of the appointing authority and the approval of the board of county commissioners.

3. Upon request of the appointing authority and approval of the board of county commissioners, a leave of absence may be granted to an employee who desires to attend school or college or to enter training to improve the quality of his service, who is temporarily incapacitated by illness or is pregnant, who is loaned to another governmental agency for the performance of a specific assignment, or for some other reason equally satisfactory. A leave of absence shall not be granted to an employee who is accepting another position in the classified service or who is leaving the county service to accept other employment, except as provided in this subsection.

4. A leave of absence with pay must be granted to any employee who is required by law to appear or serve as a witness or juror in a case before a grand jury or tribunal of the United States Government, the State of Nevada or a political subdivision thereof. The employee must be paid his regular salary while on leave of absence, but must remit to his department head, for deposit in the county general fund, all fees which he receives as a witness or juror. The employee may retain amounts received as reimbursement for mileage and per

diem. Court leave must not be charged against the employee's vacation credit.

5. The board of county commissioners, upon the recommendation of the county manager, may grant leaves of absence without pay in excess of 1 year for the purpose of attending extended courses of training at a recognized college or university, accepting a position in the unclassified service, and for other purposes deemed beneficial to the public service.

6. Employees taking authorized educational leaves may elect to use accumulated annual leave at their option.

7. Leaves of absence with pay may be granted by the appointing authority to allow employees time off to vote, pursuant to the provisions of NRS 293.463.

8. Leaves of absence with pay shall be granted to an employee, whether in the classified or unclassified service, to act as a volunteer fireman of any regular organized and recognized fire department for the protection of life or property during working hours or fractions thereof which should otherwise have been devoted to county employment.

9. Any employee who is an active member of the United States Army Reserve, the United States Air Force Reserve, the United States Naval Reserve, the United States Marine Corps Reserve, the United States Coast Guard Reserve, the United States Public Health Service Reserve or the Nevada National Guard shall be relieved from his duties, upon request to his appointing authority, to serve under orders on training duty without loss of his regular compensation for a period not to exceed 15 working days in any 1 calendar year. Any such absence shall not be deemed to be such employee's annual leave provided for by the Merit Personnel Ordinance.

SECTION 6. Section 5.409 of the Washoe County Code is hereby amended to read as follows:

5.409 Cash awards: Limitations.

1. Insofar as it may be equitable and practicable, the amount of the cash award allowed for an employee's suggestion shall be predicated upon the savings to the county. No cash award may exceed \$400.

2. Cash payments to employees arising out of adopted suggestions shall be paid from moneys appropriated by the board of county commissioners for Such purpose.

3. Not more than \$2,000 each fiscal year may be expended on merit awards.


Proposed on the 13th day of October, 1987.  
 Proposed by Commissioners McDowell.  
 Passed on the 10th day of November, 1987.

## Vote:

Ayes: Commissioners: McDowell, Williams, Beck & Cornwall

Nays: Commissioners: None

Absent: Commissioners: Lillard

  
Chairman of the Board

## ATTEST:

  
County Clerk

This ordinance shall be in force and effect from and after the  
23rd day of November, 1987.