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STATE OF NEVADA
COUNTY OF WASHOE

SS. Tana Ciccotti

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 ordinance

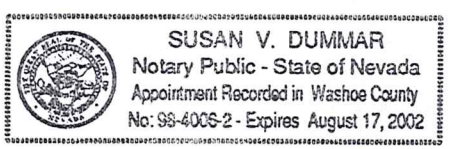
of which a copy is hereto attached, has been published in each regular and entire issue of said newspaper on the following dates to wit:

March 22, 29, 1999

Signed T. Ciccotti

Subscribed and sworn to before me this
31st day of Mar., 19 99

Susan V. Dummar
Notary Public



PROOF OF PUBLICATION

NOTICE OF ADOPTION
WASHOE COUNTY ORDINANCE
NO. 1060

NOTICE IS HEREBY GIVEN THAT: BILL No. 1236 Ordinance No. 1060 entitled AN ORDINANCE AMENDING THE WASHOE COUNTY CODE BY REORGANIZING THE PERSONNEL DIVISION INTO A DEPARTMENT OF HUMAN RESOURCES, BY ELIMINATING THE CHIEF OF PERSONNEL ADMINISTRATION AND CREATING THE POSITION OF THE DIRECTOR OF HUMAN RESOURCES, BY ELIMINATING CERTAIN DUTIES OF THE PERSONNEL COMMITTEE, AND PROVIDING OTHER MATTERS PROPERLY RELATING THERETO was adopted on March 16, 1999, by Commissioners Joanne Bond, Jim Gallo-way, Pete Sferrazza, Jim Shaw, and Ted Short and will become effective on Wednesday, March 31, 1999.

Typewritten copies of the ordinance are available for inspection by all interested persons at the office of the County Clerk, 75 Court Street, Reno, Nevada.

AMY HARVEY, Washoe County Clerk
No.1224 Mar.22,29, 1999

PLEASE STAMP & SIGN FOR PAYMENT

1060

SUMMARY: An ordinance amending Washoe County Code by reorganizing the personnel division into a department of human resources, by eliminating the chief of personnel administration and creating the position of director of human resources, and by eliminating certain duties of the personnel committee.

BILL NO. 1236

ORDINANCE NO. 1060

AN ORDINANCE AMENDING THE WASHOE COUNTY CODE BY REORGANIZING THE PERSONNEL DIVISION INTO A DEPARTMENT OF HUMAN RESOURCES, BY ELIMINATING THE CHIEF OF PERSONNEL ADMINISTRATION AND CREATING THE POSITION OF THE DIRECTOR OF HUMAN RESOURCES, PROVIDING FOR THE APPOINTMENT OF THE DIRECTOR OF HUMAN RESOURCES, BY ELIMINATING CERTAIN DUTIES OF THE PERSONNEL COMMITTEE, AND PROVIDING OTHER MATTERS PROPERLY RELATING THERETO.

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

SECTION 1. Section 5.057 of the Washoe County Code is hereby amended to read as follows:

5.057 "Department of human resources" defined. "Department of human resources" means the department of Washoe County created by section 5.067, and its staff.

SECTION 2. Section 5.067 of the Washoe County Code is hereby amended to read as follows:

5.067 County personnel system: Department of human resources; assistant county manager for personnel; director of human resources: Creation; qualifications, appointment; salary, duties, staff.

1. The department of human resources is hereby created. The department of human resources is responsible for the administration of the county personnel system.

2. The position of director of human resources is hereby created. The director of human resources shall be appointed by the county manager and shall serve at the pleasure of the county manager:

- (a) Possess qualifications determined by the county manager .
- (b) Be in the unclassified service of the county. The director's salary shall be fixed by the county manager within the range approved by the board of county commissioners.
- (c) Direct and supervise all administrative, technical and operational activities of the department.
- (d) Be in charge of the daily operations of the department.
- (e) Perform such duties as are imposed by the Merit Personnel Ordinance, and the county manager.

6. The director of human resources may appoint such technical, clerical and operational staff as the execution of his duties and the operation of the department may require. All such appointments must be made pursuant to the provisions of the Merit Personnel Ordinance.

SECTION 3. Section 5.069 of the Washoe County Code is hereby amended to read as follows:

5.069 Washoe County personnel committee: Creation; membership. There is hereby created in the department of human resources the Washoe County personnel committee (hereafter termed the "personnel committee") composed of five members appointed by the board of county commissioners.

SECTION 4. 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 human resources 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 5. Section 5.077 of the Washoe County Code is hereby amended to read as follows:

5.077 Chairman, secretary of personnel committee.

1. The personnel committee shall designate one of its members as chairman of the committee to serve for a term of 1 year.
2. The director of human resources shall act as the nonvoting recording secretary of the committee. He shall keep the minutes of the proceedings of the committee.

SECTION 6. Section 5.079 of the Washoe County Code is hereby amended to read as follows:

5.079 Meetings, quorum of personnel committee.

1. The members of the personnel committee shall meet at such times and at such places as are specified by the call of the chairman or a majority of the committee, but a meeting of the committee shall be held at least once every 3 months.
2. Three members of the committee shall constitute a quorum. A quorum may exercise all the power and authority conferred on the committee, but no rules or regulations shall be adopted, amended or rescinded except by a majority vote of the entire membership of the committee.
3. The committee shall keep minutes of the transactions of each meeting, regular or special, which shall be filed with the department of human resources and shall be public records.

SECTION 7. Section 5.083 of the Washoe County Code is hereby amended to read as follows:

5.083 Powers and duties of personnel committee. In addition to the powers and duties set forth elsewhere in the Merit Personnel Ordinance, the personnel committee shall have the following powers and duties:

1. To report to the board of county commissioners on all matters which the committee may deem pertinent to the department of human resources and concerning any specific matters previously requested by the board of county commissioners.
2. To advise and make recommendations to the board of county commissioners relative to the personnel policy of the county and required legislation.
3. To advise the assistant county manager for personnel and the director of human resources with respect to the preparation and amendment of rules and regulations to give effect to the provisions of the Merit Personnel Ordinance.
4. To foster the interest of institutions of learning and of civic, professional and employee organizations in the improvement of personnel standards in the county service.
5. To exercise any other advisory powers necessary or reasonably implied within the provisions and purposes of the Merit Personnel Ordinance.

SECTION 8. Section 5.087 of the Washoe County Code is hereby amended to read as follows:

5.087 Rules and regulations.

1. The department of human resources, with the approval of the board of county commissioners, shall from time to time promulgate appropriate rules and regulations for the administration of the Merit Personnel Ordinance.
2. Nothing in this section shall be construed to:
 - (a) Prohibit elected officers and appointive department heads from promulgating office or department rules and regulations not in conflict with any provision of law, the Merit Personnel Ordinance, or the rules and regulations promulgated pursuant to the provisions of subsection 1.
 - (b) Limit the power and authority of elected officers to conduct and manage the affairs of their offices as they see fit.

SECTION 9. Section 5.097 of the Washoe County Code is hereby amended to read as follows:

5.097 Revision of classification plan.

1. Subject to the approval of the board of county commissioners, and after consultation with appointing authorities, the department of human resources shall from time to time, as necessary, recommend additional classes, and divide, combine, alter or abolish classes to meet the needs of the service.

2. The department of human resources shall from time to time, as necessary, after consultation with appointing authorities, recommend changes in the Merit Personnel Ordinance and county personnel regulations.

SECTION 10. Section 5.101 of the Washoe County Code is hereby amended to read as follows:

5.101 Reporting changes in positions; reclassification of positions.

1. Whenever an appointing authority proposes the establishment of a new position or makes a significant change in the duties and responsibilities of an existing position, the facts shall be reported to the department of human resources in the manner and on the forms prescribed by the department, with the advice of the appointing authority. 2. Requests for reclassification which result from program changes, establishment of new positions, changes to organizational structure, changes in the level of service or duties which require a new classification, shall be submitted on the forms prescribed by the department of human resources by the appointing authority as part of the department's/division's annual budget process for approval by the board of county commissioners. The department of human resources shall be responsible for providing the preliminary classification and pay analysis and recommendation for any program/classification changes prior to submission to the board of county commissioners. In the event that a request for reclassification under this subsection cannot by necessity be made as part of the budget process, the appointing authority shall submit the request (on the appropriate forms and with the human resources department's recommendation) directly to the board of county commissioners for approval. Once the changes are approved by the board of county commissioners, the department shall allocate the position into an existing class or establish a new class to which the position can be allocated.

3. Single position reclassifications within the same class series, with little or no fiscal impact, may be processed throughout the year by the department.

SECTION 11. Section 5.103 of the Washoe County Code is hereby amended to read as follows:

5.103 Investigations. The department of human resources, upon the written request of an appointing authority or an employee, or upon its own initiative, may investigate the classification status of any existing position.

SECTION 12. Section 5.105 of the Washoe County Code is hereby amended to read as follows:

5.105 Status on reclassification.

1. An incumbent of a reclassified position may retain his

appointment and move to the level of the reclassified position when he has performed the duties for 6 months and meets the minimum qualifications for the new class. When an employee has been performing the duties and responsibilities for 6 months prior to reclassification, he shall not be required to serve a new probationary period.

2. When a position is reclassified to a higher level salary grade and the incumbent retains his appointment status, or is appointed from an appropriate eligible list, his salary shall be governed by the provisions relating to promotion.

3. The effective date of a position reclassified to a class having the same or higher salary grade shall be either the date the position was studied or 90 days after the request to study the position was received in the human resources department, whichever occurs first. The effective date of a position reclassified to a class having a lower salary grade shall be the date the position was studied.

4. An incumbent of a position reclassified downward shall retain his status in the lower class. If the incumbent's salary exceeds the top of the salary range for the lower classification, he shall have his salary reduced to the top of the new range.

SECTION 13. Section 5.107 of the Washoe County Code is hereby amended to read as follows:

5.107 Interpretation of specifications.

1. The class specifications are intended to be descriptive and explanatory rather than restrictive. The use of a particular expression or illustration as to duties shall not be interpreted to exclude others not mentioned which are of similar kind or quantity.

2. In determining the class to which any position shall be allocated, the specification shall be considered as a whole and in relation to others in the classification plan. Consideration shall be given to the duties, responsibilities, qualifications, knowledge and abilities required in relation to those of other classes in determining the kinds of positions which a class is intended to include.

3. The statement of qualifications required for a particular class is intended as a standard for the evaluation of applicants. The department of human resources has the authority, after consultation with appointing authorities, to interpret these qualifications so that equivalent qualifications to those stated in the specifications may be accepted.

4. Qualifications expected of all incumbents of positions in county employment, such as a valid driver's license when the position requires driving, good physical and mental health, freedom from disabling defects, honesty, sobriety, courtesy and industry, shall be deemed to be implied in the qualification requirements of each class, even though not specifically mentioned in the class specifications.

SECTION 14. Section 5.109 of the Washoe County Code is hereby amended to read as follows:

5.109 Compensation plan. The compensation plan of Washoe County consists of the schedule of grades of pay as prepared by the department of human resources after consultation with appointing authorities and approved by the board of county commissioners. Each class in the classification plan shall be assigned to the appropriate grade in the compensation plan.

SECTION 15. Section 5.111 of the Washoe County Code is hereby amended to read as follows:

5.111 Establishing salary grades. In recommending to which grade classes shall be assigned, the department of human resources shall give appropriate consideration to the following factors:

1. Maintenance of equitable relationships between classes based on their relative duties and responsibilities;
2. The level of prevailing rates for comparable work in private and public employment; and
3. Available cost-of-living information.

SECTION 16. Section 5.119 of the Washoe County Code is hereby amended to read as follows:

5.119 Rate on initial hire, rehire, promotion, demotion or transfer.

1. Initial hire for a position shall be made at the entrance rate of the range for the class, except as provided in sections 5.123 and 5.203.

2. A former permanent employee, who, after a break in service, is reinstated to a position in the same or a related class, shall be compensated at a rate at or below his previous relative placement in the salary range for the former position, at the discretion of the appointing authority. Compensation at a higher rate may be allowed upon approval by the director of human resources.

3. When an employee is promoted, he is entitled to the entry salary for the higher grade or 10 percent above the employee's base salary, whichever is greater, provided there is at least a 10 percent differential between the top of the salary range for the lower grade and the top of the salary range for the higher grade. If the differential between the two grades is between 5 percent and 10 percent, the employee is entitled to the entry salary for the higher grade or the differential between the two grades, whichever is greater. If the differential between the two grades is less than 5 percent, the employee is entitled to the entry salary or 5 percent, whichever is greater, except as provided below. In all instances, the amount of the salary increase upon promotion must not exceed the top of the salary range for the higher grade. Any exception may be approved by the county manager upon written justification from the appointing

authority and recommendation of the assistant county manager for personnel.

4. When a permanent employee is demoted, he shall be compensated within the range at a rate which reflects an approximate 5 percent salary decrease in the class to which he is demoted. The salary decrease may be waived upon approval by the appointing authority and the director of human resources.

5. When an employee transfers to a position in another class, he is entitled to the corresponding step in the same range. Any exception requires written justification of the appointing authority and approval by the director of human resources.

SECTION 17. Section 5.123 of the Washoe County Code is hereby amended to read as follows:

5.123 Special salary adjustments.

1. An accelerated rate of pay may be made for new hires in order to meet difficult recruiting problems or to obtain a person with markedly superior qualifications under the following conditions:

(a) An appointing authority may appoint an individual into the salary range for a classification used exclusively by his department.

(b) Appointments above the entry rate for classifications found in more than one department must be approved by the director of human resources. Whenever a position is filled in this manner, the salary of the other incumbents occupying that same class shall be reviewed and may be recommended for adjustment by the director of human resources.

2. A special salary adjustment, within the range, may be approved by the director of human resources in order to correct existing salary inequities.

3. A 5 percent pay increment may be approved by the director of human resources for an incumbent of a classification temporarily assigned duties and responsibilities beyond those required for the classification as a whole. In the event that the duties are assigned for longer than 6 months, a classification study shall be conducted and an appropriate classification assigned to the position.

SECTION 18. Section 5.137 of the Washoe County Code is hereby amended to read as follows:

5.137 Classes which are exempt from payment of overtime. The department of human resources shall maintain a listing of those positions which are exempt from the overtime requirements of the Fair Labor Standards Act based upon either the professional, executive or administrative standards set forth in the Act.

SECTION 19. Section 5.143 of the Washoe County Code is hereby amended to read as follows:

5.143 Appeals from salary decisions for unrepresented employees. Reasonable opportunity to be heard shall be provided by the department of human resources to any employee who is not covered by a collective bargaining agreement and is affected by a change in salary or classification. The employee shall direct his request to his appointing authority, who shall seek to arrive at a solution consistent with the classification and compensation plans and acceptable to the employee. If the appointing authority is unable to resolve such a request within a reasonable time, the matter shall be submitted to the human resources department. If the problem cannot be resolved at that level, it may be submitted to the personnel committee for decision.

SECTION 20. Section 5.149 of the Washoe County Code is hereby amended to read as follows:

5.149 Types of examinations. Competitive examinations may be assembled, open or promotional, written, oral or in the form of a demonstration of skill, an evaluation of training and experience, or any combination of these. Investigations of character, personality, education and experience and any tests of intelligence, capacity, technical knowledge, manual skill or physical fitness which the department of human resources deems appropriate may be employed.

SECTION 21. Section 5.151 of the Washoe County Code is hereby amended to read as follows:

5.151 Investigations of applicants. In order to determine whether applicants meet the minimum qualifications established for examinations or for other purposes, the department of human resources may require such certificates of citizens, physicians, public officers or others having knowledge of the applicant as the good of the service may require. It may require, either before examination or before certification, that documentary evidence be submitted substantiating such facts as citizenship, honorable discharge from the Armed Forces of the United States, possession of valid licenses for various purposes or other evidence of identification, fitness and qualification.

SECTION 22. Section 5.153 of the Washoe County Code is hereby amended to read as follows:

5.153 Applications. Every applicant for examination must file an application in the office of the department of human resources by the close of business on the date contained in the examination announcement. Such applications, when filed, and all other examination materials, including examination questions and booklets, are the property of the department.

SECTION 23. Section 5.155 of the Washoe County Code is hereby amended to read as follows:

5.155 Eligibility to compete.

1. Competitive examinations for classified positions in the Washoe County service shall be open to all applicants who are authorized to work in the United States and who meet the qualifications established for the class or position for which application is being made.

2. Any applicant who has a conviction record (other than minor traffic violations involving a fine of less than \$25) shall so indicate on his application form. In addition, the application shall be accompanied by a complete explanation of the conviction.

3. In determining whether to accept the application, consideration shall be given by the department of human resources to the recency of the offense, age at time of the offense, conduct during incarceration and parole or probation period, reports from parole or probation officer concerning the applicant's employment record while on parole or probation and related factors.

4. Since the appointment decision is the prerogative of the appointing authority, all related records shall be made known to the appointing authority before such appointment is made.

SECTION 24. Section 5.159 of the Washoe County Code is hereby amended to read as follows:

5.159 Time for examinations. Upon giving 3 days' notice to his immediate supervisor, a county employee, otherwise qualified, shall be permitted to take a reasonable amount of time to take any examination given by the department of human resources during working hours without loss of pay.

SECTION 25. Section 5.160 of the Washoe County Code is hereby amended to read as follows:

5.160 Waiver of examination. The director of human resources may waive examination for those classes requiring practical or professional certification or licensure. Consideration shall be given to the anticipated size of the applicant pool and other experience requirements. All available applicants shall be placed on an unranked eligible list.

SECTION 26. Section 5.161 of the Washoe County Code is hereby amended to read as follows:

5.161 Postponement of tests. If the department of human resources determines that a sufficient number of qualified candidates has not made application for an examination or for other good reason, the department may postpone or cancel a test or an examination or extend the filing period by giving reasonable public notice thereof.

SECTION 27. Section 5.163 of the Washoe County Code is hereby amended to read as follows:

5.163 Continuous examinations. The department of human resources may conduct examinations and create countywide eligible lists continuously. The names of eligibles who took the same or a comparable examination on different dates may be ranked, for purposes of certification, in the order of final earned ratings, except as such order may be modified by the application of veterans' preference. Eligibility from a continuous examination may be deemed to be established as of the date of the examination.

SECTION 28. Section 5.165 of the Washoe County Code is hereby amended to read as follows:

5.165 Announcement of examinations. Public notice of each examination shall be given. Examination announcements shall be in such form as the department of human resources requires but shall include a listing of the subjects to be included and the relative weights to be assigned the various parts.

SECTION 29. Section 5.167 of the Washoe County Code is hereby amended to read as follows:

5.167 Minimum passing scores. The passing score for attaining a place on an eligible list shall be a rating of at least 70 percent. In written examinations, the 70 percent need not be the arithmetic 70 percent of the total possible score, but may be an adjusted score based on consideration of the difficulty of the test, the quality of the competition, and the needs of the service. Any scores shall be established before the identification of the competitors' examination papers. The final earned rating of each candidate competing in an examination shall be determined by the weighted average of the earned ratings on all phases of the examination according to the weights for each test established by the department of human resources in advance of the examination and published as a part of the examination announcement. Competitors failing to achieve a passing score in any phase may be disqualified from further participation in the immediate examination.

SECTION 30. Section 5.169 of the Washoe County Code is hereby amended to read as follows:

5.169 Appeal of examinations. Appeal of results of examinations or findings of ineligibility to compete must be received in writing in the department of human resources within 5 working days after grade notification or notification of ineligibility to compete. In the case of an appeal, a candidate may review his examination rating with the appropriate scoring key. Test items and raters' comments are confidential and are not subject to

inspection by the candidate.

1. Objections to written test items must be submitted at the time the test is being administered on forms supplied by the department. The department will review items being questioned and revise or eliminate those items determined inappropriate.

2. Requests for review of training and/or experience evaluations are limited to evaluation and/or clarification of application materials previously submitted. No new information may be considered.

SECTION 31. Section 5.171 of the Washoe County Code is hereby amended to read as follows:

5.171 Corrections of examination ratings. If, after examination of the appeal filed by any candidate, the department of human resources finds that any manifest error was made in rating, scoring or computation of the result, the department shall make the required correction and place the name of the person on the eligible list in its correct position by virtue of the correction. Such correction, however, shall not invalidate any appointment previously made from such eligible list.

SECTION 32. Section 5.179 of the Washoe County Code is hereby amended to read as follows:

5.179 Duration of lists. An eligible list remains in effect for 1 year but may be extended by the director of human resources if the number of remaining interested eligibles on the list in relation to the labor market is sufficient to meet the needs of the county service. A list may not be extended for more than 2 additional years. Reasonable notice of a proposed abolishment shall be given to the remaining eligibles prior to holding a new examination.

SECTION 33. Section 5.183 of the Washoe County Code is hereby amended to read as follows:

5.183 Removal of names from eligible lists.

1. The director of human resources may remove names of eligibles from active eligible lists for any of the following causes:

(a) Appointment after certification to fill a full-time permanent position in the class for which the examination was given.

(b) Expiration of the term of eligibility of the eligible list.

(c) Separation of a promotional eligible from the county service.

(d) Failure to respond within the required time to a notice of certification or availability survey or failure to appear for a scheduled interview.

(e) A statement by the eligible that he is not willing to accept any type of appointment from the eligible list.

(f) Three instances of voluntary withdrawal from consideration for appointment.

2. Names of eligibles may be removed from the active eligible lists for any of the causes listed under subsection 3 of section 5.155 or section 5.185.

3. A person whose name has been removed from an eligible list may be reinstated on the list under the following conditions:

(a) A probationary employee who has resigned from county service in good standing may be reinstated to the eligible list;

(b) A promotional eligible who has resigned from county service in good standing may be reinstated to the open competitive list; or

(c) An employee who is no longer eligible as a promotional candidate on a list may be reinstated to the open competitive list.

Reinstatement may only occur upon request of the former eligible and is limited to placement on the eligible list with the score earned during the period of time that the eligibility list is valid.

(d) An eligible removed from the list pursuant to subsection 1(a) above who subsequently voluntarily demotes to a class in a lower grade may be reinstated to the list.

(e) An eligible who is removed from a list pursuant to subsection 1(d) above may be reinstated to the eligible list if the director of human resources finds sufficient reason to justify reinstatement.

SECTION 34. Section 5.185 of the Washoe County Code is hereby amended to read as follows:

5.185 Director of human resources may refuse to examine or refuse to certify. The director of human resources may refuse to examine an applicant or, after examination, may refuse to certify an eligible person who comes under any of the following categories:

1. Lacks any of the preliminary requirements established for the examination for the position or employment for which he applies.

2. Is physically so disabled as to be rendered unfit for the proper performance of the duties of the position to which he seeks appointment.

3. Is addicted to the use of habit-forming drugs.

4. Is an habitual user of intoxicating liquors to excess.

5. Has been guilty of any crime involving moral turpitude or of infamous or notoriously disgraceful conduct.

6. Has been dismissed from the public service for delinquency or misconduct.

7. Has made a false statement of any material fact.

8. Has, directly or indirectly, given, rendered or paid, or promised to give, render or pay, any money, service or other valuable thing to any person for, or on account of, or in connection with, his examination, appointment or proposed appointment.

9. Has practiced, or attempted to practice, any deception or fraud in his application, in his certificate, in his examination, or in securing his eligibility or appointment.

SECTION 35. Section 5.187 of the Washoe County Code is hereby amended to read as follows:

5.187 Statement of director of human resources upon refusal to examine or certify; appeal to personnel committee.

1. When the director of human resources refuses to examine an applicant or, after an examination, refuses to certify an eligible person, the applicant or eligible person may appeal that decision and request that the director furnish to him a statement of the reasons for the refusal to examine or the refusal to certify, as the case may be. The director shall furnish the statement upon request.

2. If the director of human resources refuses to examine an applicant or, after an examination, refuses to certify an eligible person, that person may appeal to the personnel committee in accordance with rules and regulations adopted by the committee. If the committee finds that the director is in error in refusing to examine an applicant or in refusing to certify an eligible person, the committee shall order the director to examine or certify, and the director shall comply.

SECTION 36. 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 department of human resources shall certify the names, if any, of eligibles from current eligible lists for the class or flexibly staffed class series to be filled. The director of human resources may authorize certification as described in this section from each of the eligible lists within a flexibly staffed class series.

(a) For an initial vacancy, the appointing authority shall request a number of names to be certified, ranging from a minimum of three each from the promotional and open competitive portions of the eligible list, to a maximum of ten each from the promotional and open competitive portions of the eligible list. Certification must be made in the order of standing on the lists. If an insufficient number of either open competitive or promotional eligibles are available, additional names may be certified from the other portion of the eligible list to complete the certification. If there are fewer than the number of names requested by the appointing authority on a list, the list may be forwarded with the fewer number or certification from other lists may be determined to be appropriate by the human resources department. Names from other lists must follow those names, if any, certified from the original eligible list.

(b) For multiple vacancies within 30 days of original certification, one more name each from the promotional and open competitive portions of the eligible list may be certified for each additional vacancy.

(c) When, within the range of names to be certified, there are tied scores, the tie shall not be broken, and all eligibles with the tied score shall be certified.

2. For each initial vacancy for unskilled and semiskilled classes, the appointing authority shall request a number of names to be randomly certified from unranked eligible lists, from a minimum of six to a maximum of twenty names. For multiple vacancies within 30 days of original certification, one more name may be certified for each additional vacancy.

3. An 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 the reasons for such requirements.

(a) If the department determines that the facts and reasons justify selective certification, the department may certify the highest ranking eligibles who possess the special qualifications.

(b) 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.

(c) Authorization for selective certification must be made on an individual basis and subsequently reported to the personnel committee at its next regular meeting.

4. If the number of eligibles requested by the appointing authority pursuant to section 1 or 2 is not available for appointment, the appointing authority may make an appointment from the remaining eligibles or make a provisional appointment upon approval by the department of human resources.

5. The name of an eligible may not be certified more than three times for permanent positions to the same appointing authority from the same eligible list, except at the request of the appointing authority. After initial certification, an appointing authority may, based upon job-related criteria, request that the department of human resources remove an eligible's name from the eligible list for future certifications to that department. The appointing authority must notify the eligible in writing of the reasons justifying their removal from the list.

6. An employee who is requesting a transfer from one department or class to another, or a probationary employee who is requesting a transfer from a part-time to full-time position, or vice versa, or an employee who is requesting a voluntary demotion, or a current or former employee who is requesting reinstatement, must so notify the department of human resources in writing, in order to be placed on the appropriate certification list, in addition to the names certified under the provisions of

subsections 1 and 2.

7. Certification of eligibles from unranked lists established in accordance with section 5.160 shall include all available eligibles on such lists.

8. Duplicate names shall not be certified from more than one eligible list in a flexibly staffed class series. Eligible candidates who appear on more than one list in the series shall be certified from the highest level list within the class series, unless they specifically request certification on a list at a lower level in lieu of the higher level.

SECTION 37. Section 5.193 of the Washoe County Code is hereby amended to read as follows:

5.193 Types of appointments. Vacancies in positions in the classified service may be filled by the appointing authority by rehire, transfer, demotion, appointment from an appropriate eligible list supplied by the department of human resources pursuant to sections 5.149 to 5.191, inclusive, or by appointment of a person under temporary or provisional appointment, in accordance with the provisions of the Merit Personnel Ordinance.

SECTION 38. Section 5.195 of the Washoe County Code is hereby amended to read as follows:

5.195 Reinstatement.

1. An employee who has attained permanent status in a class and who has:

- (a) Resigned from the county service in good standing;
- (b) Accepted an unclassified appointment; or
- (c) Accepted a voluntary demotion

may be reinstated under the following conditions:

(1) The position must be in the same or related class to that held by the employee at the time of:

- (i) Resignation;
- (ii) Change to unclassified status; or
- (iii) Voluntary demotion,

and such class shall have reasonably similar prerequisite knowledge, skills and abilities and the same or lower salary grade.

(2) Reinstatement must occur within 3 years from the date of resignation, change to unclassified status or voluntary demotion.

(3) Reinstatement must be upon approval by the director of human resources.

2. Reinstatement of a permanent or unclassified employee shall not require the service of a new probationary period. Reinstatement of an employee who has resigned shall require the service of a new probationary period.

SECTION 39. Section 5.196 of the Washoe County Code is hereby amended to read as follows:

5.196 Voluntary demotion. An employee may request demotion to a position in a class with reasonably similar prerequisite knowledge, skills and abilities and a lower salary grade. Such demotion may be permitted upon approval of the appointing authority and after such investigation as the department of human resources deems necessary. Voluntary demotion of a permanent employee shall not require the service of a new probationary period. Employees serving an initial probationary period who voluntarily demote must serve the remaining portion of the probationary period in the new class.

SECTION 40. Section 5.197 of the Washoe County Code is hereby amended to read as follows:

5.197 Transfers: Kinds of transfers; conditions.

1. An appointing authority may, after reasonable notice and upon the approval of the director of human resources, transfer any permanent or probationary employee under his jurisdiction from one position to another position in the same class, or from a position in one class to a position in a related class with the same grade and with reasonably similar prerequisite knowledge, skills and abilities.

2. An appointing authority may, after reasonable notice and upon approval of the department of human resources, transfer for the convenience of the county any employee with permanent status from a position in one class in one location to another permanent assignment in a position of the same or related class.

3. The position to which an employee is transferred may be in a location different from that from which he was transferred. When an employee transfers from a position under one appointing authority to a position under another appointing authority without a break in service, his vacation and sick leave balances shall become a charge upon the agency to which he transfers. All accumulated overtime shall be compensated for by the department he is leaving, if authorized in accordance with the provisions of the Merit Personnel Ordinance concerning payment of overtime.

SECTION 41. Section 5.203 of the Washoe County Code is hereby amended to read as follows:

5.203 Employment by Washoe County of employees of agencies or organizations whose functions have been assumed by Washoe County.

1. If Washoe County assumes in whole or in part a function of an agency or organization, an employee who is performing that function for the agency or organization at the time of the assumption and who will be performing a similar function for Washoe County immediately following the assumption may be included within the county's merit personnel system without examination.

2. The department of human resources shall determine the status and benefits of each employee included within the county's merit personnel system pursuant to subsection 1. The employee's

status must be equivalent to the status he would have had if he were employed by Washoe County during the term of his employment with the agency or organization. The employee's benefits may include those benefits which he had during the period of his employment by the agency or organization, but shall not exceed the benefits which would have been available to the employee under the Merit Personnel Ordinance during the same period.

3. If the agency or organization paid an employee described in subsection 1 a salary which is greater than the salary allowed under the employee's classification with Washoe County, the employee shall receive his former salary until it is equaled or exceeded by the salary for that classification.

SECTION 42. Section 5.209 of the Washoe County Code is hereby amended to read as follows:

5.209 Provisional appointments. In the absence of an appropriate eligible list, and upon specific approval of the department of human resources, a provisional appointment may be made of a person meeting the minimum qualifications for the class. The provisional appointment must be terminated within 30 days after the establishment of an appropriate eligible list and not later than 6 months following the date of his original appointment. Service in a provisional status will not be credited for purposes of probation but will be credited towards sick and annual leave and the anniversary date, if immediately followed by a probationary appointment.

SECTION 43. Section 5.211 of the Washoe County Code is hereby amended to read as follows:

5.211 Temporary and seasonal appointments.

1. When services to be performed are required for a limited term of not to exceed 6 months, the appointing authority shall indicate the probable duration of employment on his request for certification. Upon receipt of the request, the department of human resources shall certify the names of eligibles from the appropriate eligible list who have noted that they will accept employment for the duration of the employment indicated. If, before or after certification, it appears that there are no eligibles who will accept such employment, the human resources department may authorize a provisional appointment not to exceed 6 months to fill the vacancy.

2. Service under temporary or seasonal appointment immediately preceding appointment to a permanent position in the same department shall be credited for purposes of sick and annual leave and merit salary increases, but shall not be counted as part of the probationary period applicable to the permanent position.

SECTION 44. Section 5.217 of the Washoe County Code is hereby amended to read as follows:

5.217 Interrupted probationary period.

1. If a probationer has not, during his prescribed probationary period, worked the number of months set forth in the classification and compensation plan, his probationary period may, with prior approval of the department of human resources, be extended until he has worked the required months.

2. In calculating the required period, overtime work and other time beyond those variations as specified in section 5.275 shall not be counted. The appointing authority shall report in the prescribed manner to the human resources department and the employee when, because of inadequate time served, the probationary period is to be extended under this section.

3. When a probationary employee is injured on the job and is placed in a "light duty" assignment as certified by the risk management division, his probationary period may, with prior approval of the department of human resources, be extended until he has worked the required months performing his regular assignment.

4. When a probationary employee is incapacitated and in a paid leave status in excess of 30 consecutive days, his probationary period may, with prior approval of the department of human resources, be extended until he has worked the required number of months.

SECTION 45. Section 5.219 of the Washoe County Code is hereby amended to read as follows:

5.219 Reports of performance of probationers.

1. The appointing authority shall file with the department of human resources a report of performance at the end of the 3rd and 5th month for each employee serving a 6-month probationary period. For those employees serving a 12-month period, the appointing authority shall file a performance report at the end of the 3rd, 8th and 11th month of employment.

2. Copies of all performance reports shall be given to the employee, and the appointing authority shall provide for the training of and assistance to the employee to meet the standards of performance for the position to which he has been appointed.

SECTION 46. Section 5.221 of the Washoe County Code is hereby amended to read as follows:

5.221 Rejection of probationary employees.

1. Probationary employees serve at the pleasure of the appointing authority, and the appointing authority may, at any time during the probationary period, terminate a probationer.

2. Rejection of an employee during the probationary period shall be accomplished by the filing by the appointing authority with the department of human resources of all performance reports due and a report of separation for the probationary employee affected. The appointing authority shall advise the probationary employee, in writing, of the reason or reasons for the

termination.

3. If a report of separation for the employee is not received in the department of human resources or postmarked by the close of business on the last day of the probationary period, the employee will be considered satisfactorily to have completed the probationary period and acquired permanent status.

4. Any promotional appointee who fails to attain permanent status in the position to which he was promoted, or who is dismissed for cause other than misconduct or delinquency on his part from the position to which he was promoted, either during the probationary period or at the conclusion thereof, shall be restored to the position from which he was promoted.

5. When an incumbent does not satisfactorily complete his probationary period upon promotion, he shall return to his former position and pay status as if the promotion had not occurred.

SECTION 47. Section 5.223 of the Washoe County Code is hereby amended to read as follows:

5.223 Reports of personnel actions.

1. Each appointing authority shall report promptly to the department of human resources such information as is required in connection with each appointment, separation from service or other change in position or salary or other matters affecting the status of positions or the performance of duties of county employees. All such reports shall be prepared in the manner and on the forms prescribed by the human resources department. The department of human resources shall establish procedures for sending copies of reports and notices to the county comptroller and management information services without delay of any new positions, new employees, changes in pay or status, and attendance and absence of employees and of its approval or disapproval of such actions for use in auditing and approval of payment of any salaries or wages to county employees. The department of human resources shall, if so requested by the county comptroller, make available the official roster for the purpose of making such audits.

2. Whenever the department of human resources determines that employment or proposed employment or payment of any person as an employee in the classified or unclassified service is in any way contrary to law or the Merit Personnel Ordinance, it shall so notify the county comptroller, after review with the division concerned. Upon such notice neither the county comptroller nor management information services shall approve any payment to such person.

3. Any personnel document effecting a change in an employee's salary rate and having the identical effective date shall be processed in the following order:

- (a) Merit salary increase.
- (b) Reclassification or overall compensation plan adjustment.
- (c) Promotion or demotion.

The combined salary increase which an employee shall receive under paragraphs (a) and (c) is 10 percent or the bottom of the salary range of the class to which the person is being promoted, whichever is greater.

SECTION 48. Section 5.225 of the Washoe County Code is hereby amended to read as follows:

5.225 Roster. The official roster of county employees maintained by the department of human resources is a public record and is open to inspection in the offices of the department under reasonable conditions during business hours.

SECTION 49. Section 5.229 of the Washoe County Code is hereby amended to read as follows:

5.229 Normal work week.

1. The normal work week for county employees shall be 40 hours, except that work weeks of a different number of hours may be established in order to meet the varying needs of different county departments. Appointing authorities shall report all deviations from the normal work schedule to the department of human resources.

2. Except as otherwise provided in subsection 3, subsection 4 or by statute, pursuant to the provisions of NRS 245.040, the offices of all elected and appointed officers shall be kept open on all days except Saturdays and Sundays and nonjudicial days from 8 a.m. to 5 p.m. for the transaction of public business.

3. The hours during which the Washoe County library and its branches are open to the public shall be as determined by the county library trustees.

4. The office of commissioner of civil marriages will be open on Thursdays through Monday from 9 a.m. to 6 p.m. The office of the commissioner of civil marriages will be closed on Thanksgiving Day (the fourth Thursday in November) and on Christmas Day (December 25).

SECTION 50. Section 5.247 of the Washoe County Code is hereby amended to read as follows:

5.247 Vacation; records and reports. Each appointing authority shall keep accurate records of earned and used vacation. Such records shall be kept as prescribed by the department of human resources and reports shall be made to the department as it may from time to time require. Employees who are compensated for overtime at the rate of time and one-half under section 5.127, shall be charged vacation on an hour-for-hour basis or major fraction thereof. Employees who are compensated for overtime at the rate of straight time under section 5.127, shall be charged vacation on an hour-for-hour basis or major fraction thereof only if they have worked less than forty hours in a workweek.

SECTION 51. Section 5.267 of the Washoe County Code is hereby amended to read as follows:

5.267 Sick leave; records and reports. Each appointing authority shall keep accurate records of earned and used sick leave. Such records shall be kept as prescribed by the department of human resources and reports shall be made to the department as it may from time to time require. Employees who are compensated for overtime at the rate of time and one-half under section 5.127, shall be charged sick leave on an hour-for-hour basis or major fraction thereof. Employees who are compensated for overtime at straight time under section 5.127, shall be charged sick leave on an hour-for-hour basis or major fraction thereof only if they have worked less than forty hours in a workweek.

SECTION 52. Section 5.270 of the Washoe County Code is hereby amended to read as follows:

5.270 Leave of absence under the Family and Medical Leave Act.

1. Pursuant to the provisions of the Family and Medical Leave Act (FMLA), an eligible employee may take up to 12 weeks of unpaid, job-protected leave during each calendar year (January through December) for certain family or medical reasons as provided herein. An employee is eligible if he or she has worked for the county for at least 1 year, and for 1,250 hours over the previous 12 months.

2. Unpaid leave may be granted to an eligible employee for any of the following reasons:

(a) For birth and to care for the employee's child after birth, or placement with the employee of a child for adoption for foster care. Leave must occur within the first year after the event. If both husband and wife are employed by the county, leave is limited to a combined total of 12 work weeks each calendar year. Leave may be granted on a continual basis, or if the department head agrees, intermittently or on a reduced leave schedule;

(b) To care for the employee's spouse, child, or parent, who has a serious health condition. Serious health condition means an illness, injury, impairment, or physical or mental condition as defined by the FMLA. The county requires an employee to provide medical certification of the serious health condition from the health care provider. Leave may be granted on a continual basis, or intermittent basis if medically necessary. For purposes of this paragraph:

(1) Child includes biological, adopted, stepchild, foster child, legal ward, or child of a person standing in loco parentis.

(2) Parent includes biological parent or a person who stood in loco parentis when the employee was a child. The term parent does not include parents-in-law. Persons in loco parentis include those with day-to-day responsibilities to care for and

provide financial support to a child, and need not have a biological or legal relationship.

(c) Where an employee's serious health condition as defined by the FMLA, makes the employee unable to perform his or her essential job functions. The county requires an employee to provide medical certification of the serious health condition from the employee's health care provider.

3. An employee's health coverage under the appropriate group health plan will be maintained by the county for the duration of the unpaid leave provided in subsection 2 above on the same terms as if the employee was at work. The employee is responsible for the appropriate dependent premium for the maintenance of dependent coverage.

4. An employee returning from unpaid leave as provided in subsection 2 above will be restored to his or her original or an equivalent position with equivalent pay, benefits, and other employment terms upon return from FMLA leave.

5. Leave taken pursuant to this section will be reported and charged against an employee's annual FMLA leave entitlement. Appropriate forms must be completed by an employee and health care provider, and submitted to the department head and the department of human resources for review and approval.

6. This section shall be effective on and after August 5, 1993 (and if necessary given retroactive application to that date) for all eligible employees not covered by a collective bargaining agreement; and shall be effective on and after February 5, 1994, for all eligible employees currently covered by a collective bargaining agreement.

7. This section shall be construed in accordance with the provisions of the Family and Medical Leave Act and the regulations promulgated thereunder.

SECTION 53. Section 5.281 of the Washoe County Code is hereby amended to read as follows:

5.281 Rights of organization.

1. Unless otherwise prohibited by the provisions of chapter 288 of NRS (Local Government Employee-Management Relations Act), employees have the right to join an employee organization of their choice and shall be free from coercion in exercising this right. Employees who feel this right has been diminished by management have, in addition to any other rights provided by law, the right of an administrative review by the department of human resources and then may appeal the matter to the personnel committee if the employee is aggrieved by the action which the department takes.

2. The provisions of sections 5.295 to 5.333, inclusive, relating to disciplinary and correctional actions, separations, and appeals and hearings shall not be applicable to employees covered by a collective bargaining agreement which contains a grievance procedure for discharge and disciplinary actions.

SECTION 54. Section 5.283 of the Washoe County Code is hereby amended to read as follows:

5.283 Performance evaluation: Timing and method. Each appointing authority shall provide for an annual evaluation of all employees, other than those in temporary appointments or positions in his department, in achieving the standard of work performance established. The evaluation shall be made at least annually during the month prior to the anniversary date but effective as of the anniversary date, and will be effective in accordance with section 5.121. Probationary employees shall be further evaluated in accordance with section 5.219. All evaluations shall include a discussion between the employee and his immediate supervisor for the purpose of determining goals and methods and evaluating progress toward better performance and personal development. After discussion, the evaluation report shall be forwarded to the appointing authority by the supervisor on forms and in the manner prescribed by the department of human resources.

SECTION 55. Section 5.287 of the Washoe County Code is hereby amended to read as follows:

5.287 Copies of performance evaluation reports. Each employee shall be given a copy of the evaluation form prepared by his supervisor regarding his progress. Copies of the evaluations may only be made available to that current supervisor, the appointing authority, the department of human resources or an appointing authority (or designee) who is considering the employee for a vacant position.

SECTION 56. Section 5.289 of the Washoe County Code is hereby amended to read as follows:

5.289 Training: Responsibility of appointing authority. The appointing authority shall be responsible for the provision of orientation, induction and on-the-job training and for the continuing development of the employees in his department. The department of human resources shall cooperate with and assist appointing authorities in carrying out this responsibility and in meeting any special training needs of the departments.

SECTION 57. Section 5.291 of the Washoe County Code is hereby amended to read as follows:

5.291 Training in new processes. Whenever the duties of a position are to be materially changed by the introduction of new machinery or processes requiring different skills and knowledge, any permanent or probationary employee affected by the change shall be given reasonable opportunity at the expense of the county to learn to perform the new duties and to qualify for status in any new class of positions required for such work. An

employee who, after a reasonable training period, qualified for appointment in the different class shall be deemed to possess the specific education, experience or other requirements for such class and shall be appointed thereto with the same status and seniority which he last had in his previous class, upon the written recommendation of the appointing authority and the approval of the department of human resources. Employees who do not qualify for such appointment shall be reassigned to other duties appropriate to their class, or be laid off in accordance with the provisions of the Merit Personnel Ordinance concerning layoff.

SECTION 58. Section 5.293 of the Washoe County Code is hereby amended to read as follows:

5.293 Specialized training. In order to meet the needs of the county service for scientific, technical, professional and management skills which cannot be provided through available in-service training, the department of human resources may arrange for the provision of such training through recognized educational or training facilities.

SECTION 59. Section 5.297 of the Washoe County Code is hereby amended to read as follows:

5.297 Contents of action form; review, recommendations, appeal.

1. The action form on which an employee resigns shall contain a statement of all appeal rights of a classified employee and the fact that the employee is relinquishing all appeal rights by resigning. The form shall also contain a statement that a classified employee may only appeal the resignation if he alleges that the resignation was obtained against his will. Such an appeal must be received by the department of human resources within 5 working days of the date of the resignation.

2. After review of the facts presented by the classified employee and the employer, the department of human resources may make its recommendation. If the employee is not satisfied with that recommendation, he may appeal the matter to the personnel committee if he is still not satisfied.

SECTION 60. Section 5.309 of the Washoe County Code is hereby amended to read as follows:

5.309 Layoff: Written notice. All career employees to be laid off shall be given written notice of the layoff at least 30 calendar days before the effective date thereof. A copy of the layoff computations as well as a copy of the notice of layoff to the employee shall be sent to the department of human resources for approval.

SECTION 61. Section 5.313 of the Washoe County Code is hereby amended to read as follows:

5.313 Warning and reprimand. Whenever an employee's performance falls below standard or, for other just cause, there is a lapse in his performance, the employee's supervisor shall inform the employee promptly and specifically of such lapse. If appropriate and justified, and following a discussion of the matter, a reasonable period of time for improvement or correction may be allowed before initiating disciplinary action. In situations where an oral warning has not resulted in a correction of the condition or where more severe initial action is warranted, a written reprimand shall be sent to the employee and a copy placed in the employee's personnel folder in the department and in the department of human resources.

SECTION 62. Section 5.319 of the Washoe County Code is hereby amended to read as follows:

5.319 Procedures for suspension and demotion. An order by an appointing authority to suspend or demote a permanent, classified employee shall:

1. Be in writing;
2. State specifically the action to be taken;
3. State specifically the cause or causes for the action to be taken;
4. State the effective date of such action;
5. State that the employee has 7 calendar days within which to appeal the action;
6. Be served on the employee, either personally or by posting by certified mail no later than 24 hours after the effective date of the action; and
7. Be filed with the department of human resources.

SECTION 63. Section 5.327 of the Washoe County Code is hereby amended to read as follows:

5.327 Procedure for discharge.

1. In any action to discharge an employee having permanent status in a position in the classified service, after having complied with the applicable requirements set forth in sections 5.321 or 5.323, the appointing authority may order the discharge of the employee.
2. Such order shall:
 - (a) Be in writing;
 - (b) State specifically the cause or causes for the action;
 - (c) State the effective date of such action, which shall be no less than 7 calendar days from the date of issuance of the notice of proposed action under section 5.321;
 - (d) State that the employee has 7 calendar days within which to appeal the action;
 - (e) Be served on the employee, either personally or by posting

by certified mail, prior to the effective date of such discharge;
and

- (f) Be filed with the department of human resources.

SECTION 64. Section 5.331 of the Washoe County Code is hereby amended to read as follows:

5.331 Appeal from discipline; selection of arbitrator.

1. A permanent, classified employee who has been demoted, suspended or discharged may, within 7 calendar days of the effective date of the discipline imposed, appeal the action. The appeal shall be in writing and shall be filed with the assistant county manager for personnel.

2. Upon receipt of the appeal, the assistant county manager for personnel or his designee shall meet with the employee and the appointing authority in an attempt to select a mutually acceptable arbitrator. For cases involving demotion and suspension, the Rules for Expedited Arbitration of the American Arbitration Association apply. For cases involving discharge, the director of human resources shall determine, based upon the complexity of the case, whether the Rules for Expedited Arbitration or the regular Voluntary Labor Arbitration Rules of the American Arbitration Association apply.

3. If an arbitrator cannot be agreed upon, and if the Voluntary Labor Arbitration Rules are to be followed, the director of human resources shall submit a request to the American Arbitration Association for a list of arbitrators. Upon receipt of the list an arbitrator shall be selected by the assistant county manager for personnel and the employee by alternately striking names, the employee striking first.

SECTION 65. Section 5.349 of the Washoe County Code is hereby amended to read as follows:

5.349 Employees' compliance with Nevada Motor Vehicle Insurance Act. Compliance with the provisions of the Nevada Motor Vehicle Insurance Act (chapter 698 of NRS) is required of all persons employed by Washoe County whose employment requires the use of their personal motor vehicles in the conduct of county business. The department of human resources shall promulgate regulations to effectuate the provisions of this section to guarantee compliance at the time of initial appointment, and shall periodically require evidence of compliance with the Nevada Motor Vehicle Insurance Act.

SECTION 66. Section 5.358 of the Washoe County Code is hereby amended to read as follows:

5.358 Recruitment expenses.

1. In an effort to be competitive in recruiting management level employees, it is the policy of the board of county commissioners to pay recruitment expenses consistent with this section.

2. Upon approval of the county manager or his designee, expenses incurred for travel, meals and lodging by candidates competing for management positions as designated on the unclassified management salary schedule shall be reimbursed at the same rate as county officers and employees. In addition and subject to the same limitations, the county manager or his designee may approve reimbursement for expenses incurred by candidates for positions other than those listed on the unclassified management salary schedule, when reimbursement is deemed necessary in order to attract top quality candidates for such positions in the event the county is otherwise unable to attract qualified candidates.

3. In the event the director of human resources deems it necessary to obtain subject matter experts to assist the department of human resources in the recruitment and selection of candidates for employment with the county, the county manager or his designee may authorize reimbursement of expenses incurred by those experts, subject to the same rates as would be payable to county officers and employees under the travel regulations.

4. Except as otherwise provided herein and to the extent feasible, the requirements of the travel regulations that apply to county officers and employees also apply to candidates and subject matter experts seeking reimbursement pursuant to this section.

5. To obtain reimbursement pursuant to this section, original receipts for expenses incurred, except for meal per diem reimbursement, must be submitted to the comptroller for payment.

6. Recruitment expenses as provided for in this section are not included in a department's travel budget.

SECTION 67. Section 5.401 of the Washoe County Code is hereby amended to read as follows:

5.401 Employee recognition program committee: Creation; composition; secretary.

1. The controlling authority of the employee recognition program is the employee recognition committee, which is hereby created.

2. The committee shall be composed of seven members as follows:

(a) Three representatives of employee associations now or hereafter established, with not more than one representative from each association appointed by the associations in accordance with their bylaws and operating practices, and by mutual agreement among themselves. In the same manner, an alternate representative or representatives may be appointed to sit and participate in the place and stead of any regular member appointed by an employee association at any meeting where the regular member is unable to attend.

(b) The director of human resources or his designee.

(c) The assistant county manager for finance or his designee.

(d) One member appointed by and representing the board of county commissioners.

(e) One member appointed by and representing the organization-
al effectiveness committee.

3. The members of the committee shall elect one member to
serve as the secretary of the committee.

Proposed on the 16th day of February 1999.
Proposed by Commissioner Joanne Bond.
Passed on the 16th day of March 1999.

Vote:

Ayes: **Joanne Bond, Jim Galloway, Pete Sferrazza,
Jim Shaw, and Ted Short**

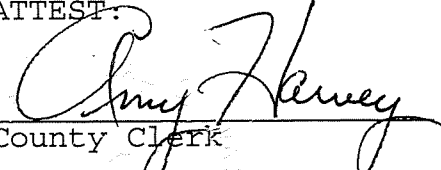
Nays:

Absent:



Chairman
Washoe County Commission

ATTEST:



County Clerk

This ordinance shall be in force and effect from and after the
31st day of March, 1999.