

Notice: Per NRS 239B.030, this document does not contain personal information as defined in NRS 603A.040

Summary: An ordinance amending the Washoe County Code at Chapter 5 (Administration and Personnel) by amending certain provisions relating to semi-annual accrual of personal leave and exclusion of sick leave due to bereavement when calculating accrual of personal leave.

BILL NO. 1777

ORDINANCE NO. 1593

An ordinance amending Washoe County Code Chapter 5 (Administration and Personnel) at Section 5.268 by amending certain provisions relating to semi-annual accrual of personal leave and exclusion of sick leave due to bereavement from the calculation of personal leave accrual.

WHEREAS:

A. The Washoe County Board of County Commissioners desire to amend the Washoe County Code at Chapter 5 (Administration and Personnel) at Section 5.268 by amending certain provisions relating to semi-annual accrual of personal leave and exclusion of sick leave due to bereavement from the calculation of personal leave accrual.

B. Business Impact Statement: No business impact.

THE BOARD OF COUNTY COMMISSIONERS OF WASHOE COUNTY DOES HEREBY ORDAIN:

SECTION 1. Section 5.268 of the Washoe County Code is amended to read as follows:

5.268 Personal Leave

1. Personal Leave will be earned on a semi-annual basis as follows:

- (a) Pay Period #01 - #13 Personal Leave for July:  
Employees who use between 0 - 16.00 hours of sick leave during the start of pay period #01 and as of the last day in pay period #13 in each calendar year shall receive

twelve hours of personal leave at the end of the first full pay period in July of that calendar year. Employees who use between 16.01 - 20.00 hours of sick leave during the start of pay period #01 and as of the last day in pay period #13, in each calendar year, shall receive four hours of personal leave at the time specified above.

(b) Pay Period #14 - #26 or #27 Personal Leave for January:

Employees who use between 0 - 16.00 hours of sick leave during the start of pay period #14 and as of the last day in pay period #26, or in the event of a 27th pay period in a calendar year, pay period #27, shall receive twelve hours of personal leave at the end of the first full pay period in January of the next calendar year. Employees who use between 16.01 - 20.00 hours of sick leave during the start of pay period #14 and as of the last day in pay period #26, or in the event of a 27th pay period in a calendar year, pay period #27, shall receive four hours of personal leave credit at the time specified above.

2. Personal leave earned in July and January of each calendar year has no cash value and must be used by the end of pay period #26, or in the event of a 27th pay period in a calendar year, pay period #27, and if not used, personal leave will be forfeited.

(a) Under no circumstances will there be any cash payment or cash value for personal leave that is not used by the end of pay period #26 or, if applicable, pay period #27.

(b) In order to accrue personal leave, an employee must be in a paid status, either working or on paid leave, for all of the pay periods within the applicable semi-annual period.

3. Permanent part-time employees shall receive a prorated amount of personal leave at the same ratio as their regular work hours relate to a full-time work schedule. Part-time regular work hours will be reviewed as of pay period #13 and pay period #26, or #27, if applicable, using the weekly working hours encoded in an employees Planned Working Time record.

4. The use of sick leave for attending the funeral of a family member, travel to and from, and attending to family related business matters relating to the funeral, as described in Section 5.257, shall not count towards the sick leave usage when calculating personal leave.

SECTION 2. General Terms.

1. All actions, proceedings, matters and things heretofore taken, had and done by the County and its officers not inconsistent with the provisions of this Ordinance are ratified and approved.
2. The Chairman of the Board and the officers of the County are authorized and directed to take all action necessary or appropriate to effectuate the provisions of this ordinance. The District Attorney is authorized to make non-substantive edits and corrections to this Ordinance.
3. All ordinances, resolutions, bylaws and orders, or parts thereof, in conflict with the provisions of this ordinance are hereby repealed to the extent only of such inconsistency. This repealer shall not be construed to revive any ordinance, resolution, bylaw or order, or part thereof, heretofore repealed.
4. Each term and provision of this ordinance shall be valid and shall be enforced to the extent permitted by law. If any term or provision of this ordinance or the application thereof shall be deemed by a court of competent jurisdiction to be in violation of law or public policy, then it shall be deemed modified, ipso facto, to bring it within the limits of validity or enforceability, but if it cannot be so modified, then it shall be excised from this ordinance. In any event, the remainder of this ordinance, or the application of such term or provision to circumstances other than those to which it is invalid or unenforceable, shall not be affected.

Passage and Effective Date

This ordinance was proposed on February 14, 2017 by  
Commissioner Hartung.

This ordinance was passed on February 28, 2017.

Those voting "aye" were Bob Lucey, Kitty Jung, Marsha Zerkbigler.

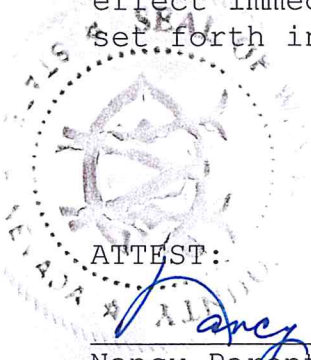
Those voting "nay" were none.

Those absent were Vaughn Hartung, Jeanne Herman.

Those abstaining were none.



This ordinance shall be published and shall be in force and effect immediately upon the date of the second publication as set forth in NRS 244.100.



  
\_\_\_\_\_  
Bob Lucey, Chair  
Washoe County Commission

ATTEST:  
  
\_\_\_\_\_  
Nancy Parent, County Clerk

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STATE OF NEVADA  
COUNTY OF WASHOE

Being first duly sworn, deposes and says: That as the legal clerk of the Reno Gazette-Journal, a daily newspaper of general circulation published in Reno, Washoe County, State of Nevada, that the notice referenced below has published in each regular and entire issue of said newspaper between the date: 03/03/2017 - 03/10/2017, for exact publication dates please see last line of Proof of Publication below.

Subscribed and sworn to before me

Signed: \_\_\_\_\_

TS



KB

**NOTICE OF ADOPTION WASHOE COUNTY**  
**ORDINANCE NO. 1593 BILL NO. 1777 NOTICE IS**  
**HEREBY GIVEN that typewritten copies of the**  
**above-numbered and entitled ordinance**

Publish Dates:  
**03/03/17, 03/10/17**

**NOTICE OF ADOPTION WASHOE COUNTY**  
**ORDINANCE NO. 1593 BILL NO. 1777**  
NOTICE IS HEREBY GIVEN that typewritten copies of the above-numbered and entitled ordinance are available for inspection by the interested parties at the office of the County Clerk of Washoe County, Nevada, at her office in the Washoe County Complex, 1001 E. Ninth Street, Building A, Reno, Washoe County, Nevada; and that the ordinance was proposed on February 14, 2017 by Commissioner Hartung and was passed and adopted without amendment at a regular meeting held on February 28, 2017 by the following vote of the Board of County Commissioners: AN ORDINANCE AMENDING WASHOE COUNTY CODE CHAPTER 5 (ADMINISTRATION AND PERSONNEL) AT SECTION 5.268 BY AMENDING CERTAIN PROVISIONS RELATING TO SEMI-ANNUAL ACCRUAL OF PERSONAL LEAVE AND EXCLUSION OF SICK LEAVE DUE TO BEREAVEMENT FROM THE CALCULATION OF PERSONAL LEAVE ACCRUAL. (BILL NO. 1777)

Those Voting Aye: Bob Lucey, Marsha Berkbigler and Kitty Jung  
Those Absent: Vaughn Hartung and Jeanne Herman

This Ordinance shall be in full force and effect from and after March 10, 2017.

IN WITNESS WHEREOF, the Board of County Commissioners of Washoe County, Nevada, has caused this Ordinance to be published by title only. DATED: March 1, 2017.

Nancy Parent, Washoe County Clerk and Clerk of the Board of County Commissioners

No 1967168

March 3, 10, 2017

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