

New Employee Working at Washoe County



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Note: This document is designed to provide you with basic information about working at Washoe County. More detailed information can be found on the internal and external County websites.

Equal Employment Opportunity



Washoe County is proud to be an equal opportunity employer and is committed to a diverse workforce that creates a sense of belonging for all employees and citizens, thereby encouraging persons from all backgrounds and experiences to apply for employment.

Washoe County will recruit, hire, train and promote into all job levels without regard to race, religion or belief, gender, marital status or domestic partnership, familial status, national origin, age, mental or physical disability, pregnancy, sexual orientation, gender expression or identity, genetic information (GINA), veteran status, political affiliation, membership in an employee association or union or any other protected class under applicable federal or state law.

Read Washoe County's Equal Employment Opportunity Plan (EEOP) to learn more about the actions we take to help ensure a diverse workforce. The plan can be found on the Washoe County website on the HR Department's "*Policies, Procedures, & Forms*" page.

Compensation



Classification:

- Nevada Revised Statutes requires counties the size of Washoe to be a Merit Personnel system. According to regulation, each position is classified based on duties, authority and responsibility and linked to a pay plan for all county employees.
- Management has the right to assign job duties within the classification. When duties must be assigned to an employee that are outside of the classification, the employee may be entitled to out-of-class pay. If the out-of-class assignment appears permanent, management may need to request a job evaluation and reclassification.
- Washoe County uses the Hay evaluation system to review and classify positions.

Pay Day:

- Pay day is every other Friday. You can update Personal Information including Direct Deposit/Bank Information in Employee Self-Service (ESS) from Inside Washoe at anytime.
 - *See the Quick Tips section at the end of this PowerPoint to see where to access ESS.*

Longevity/Career Incentive Pay:

- The County pays employees with 5 years of continuous full-time equivalent service \$1,500, up to a maximum of \$5,000 for 30+ years.
- Career Incentive is reviewed as of June 1 and December 1 of each year with payment in equal semi-annual installments payable on the 1st payday of June and December.
- Employees must achieve an overall performance evaluation rating of "Meets" or "Exceeds" Expectations to be eligible.
- Employees are advised to refer to their labor contract as it applies to their specific bargaining unit:
<https://www.washoecounty.gov/humanresources/laborrelations.php>

Work Schedules & Telecommuting



Most of Washoe County's departments operate from 8am - 5pm, Monday through Friday; however, there are some like Alternative Sentencing, Clerk's Office, Sheriff's Office and Juvenile Services that operate expanded hours and/or 24/7 due to the nature of their work and state mandates.

Washoe County does allow alternate work schedules, work from home/hybrid and flex schedules depending upon department operations and need. Check with your supervisor and department HR Rep to understand the options available to you.

To learn more, refer to the **Telecommuting Policy** and **Telecommuting Worker Agreement** under policies and procedures on HR's webpage: www.washoecounty.gov/humanresources.



Rest and Meal Breaks



- Rest & Meal Breaks are provided for under provisions of NRS 608.019 and Washoe County's collective bargaining agreements.
- In general, meal breaks of at least 30 minutes are provided during a continuous 8 hour working period with 10 minute breaks given for each 4 hour period.
- Contracts typically provide for two 15-minute rest periods during the workday.
- Breaks should not be taken within 1 hour of starting time, quitting time, or meal breaks, and may not be accumulated or used to supplement meal breaks, or to allow for late arrival or early leave (except as provided for in some contracts).
- Check the Guidelines on the HR website and any applicable collective bargaining agreement for more information.

Sick Leave and Vacation Time



Sick Leave:

- Employees earn sick leave from the first day of employment and may use it as it accrues.
- Accrual rate:
 - Employees <10 years of service:
 - 4.624 hours per pay period OR
 - 15 days/year
 - Employees >10+ years of service:
 - 5.544 hrs. per pay period
 - 18 days/year
- Sick leave needs to be used appropriately. Supervisors can ask for a doctor's note if there are concerns of abuse or for an illness lasting more than 3 days.
- You can find more information in the "Sick Leave Usage Guide" on the HR Department website under "Policies & Guidelines":
<https://www.washoecounty.gov/humanresources/files/hrfiles/SickLeaveUsageGuide.PDF>

Vacation Leave:

- Employees accrue vacation from the first day of employment but **cannot** use it before 6 months.
- Accrual rates for employees with:
 - less than 3 yrs. = 96 hrs./yr. (3.70 hrs. per pay period)
 - 3 yrs. < 5 yrs. = 136 hrs./yr. (5.23 hrs. per pay period)
 - 5 yrs. < 10 yrs. = 152 hrs./yr. (5.85 hrs. per pay period)
 - 10 yrs. < 15 yrs. = 176 hrs./yr. (6.77 hrs. per pay period)
 - 15 yrs. < 20 yrs. = 192 hrs./yr. (7.38 hrs. per pay period)
 - 20 yrs. or more = 200 hrs./yr. (7.69 hrs. per pay period)
- Be sure to check your contract! Some of the collective bargaining units have negotiated different accrual rates.

Personal Leave



- Employees can earn up to 24 hours per calendar year of personal leave based upon individual sick leave usage.
- Personal leave is calculated and credited on a semi-annual basis according to the following schedule:

- **Pay period #1 - #13 (January – June)**

Sick Leave Used	Personal Leave Earned
0-16 hours	12 hours
16.01-20 hours	4 hours
20+ hours	0 hours

Personal leave credited in first full pay period of July (current calendar year)

- **Pay period #14 - #26 (July – December)**

Sick Leave Used	Personal Leave Earned
0-16 hours	12 hours
16.01-20 hours	4 hours
20+ hours	0 hours

Personal leave credited in first full pay period of January (next calendar year)

- Personal leave earned in July and January of each calendar year must be used by the end of pay period #26 (or pay period #27 in years having one) or forfeited.
- You must be in a pay status (working or on paid leave) for all of the pay periods within the semi-annual period in order to receive the personal leave benefit.
- Permanent, part-time employees receive a prorated amount of personal leave at the same ratio as their regular work hours relate to a full-time schedule.

NOTE: Attorneys and Deputies accrue personal leave based on their negotiated labor contract which differs from the above schedule. Please check your specific labor contract.

Public Employee Retirement System (PERS)



- If you have been in PERS at anytime in your career, you will continue with Washoe County.
- PERS is 100% County paid and employees are vested after 5 years of service.
- Your retirement payment will be computed on your highest 36 months salary, not to exceed 75%.

Employees enrolled in PERS on or after July 1, 2015, receive full retirement benefits at:

- Age 65 with 5-10 yrs. of service
- Age 62 with 10 + yrs. of service
- Age 55 with 30 yrs. of service
- Any age with 33.3+ years of service

Exceptions: employees enrolled prior to July 1, 2015 and Public Safety Officers.



Find more PERS info at: <https://www.nvpers.org/front> AND <https://www.washoecounty.gov/humanresources/Benefits/retirementplanning.php>

Additional Benefits Information



Health Benefits:

- Washoe County offers a comprehensive health benefit package to employees and their dependents, including medical, dental, vision, and life insurance. **Beginning June 1st, newly hired and rehired employees are eligible for health benefits on the 31st day of employment. Employees hired April 2nd – May 31st will have met the 31-day requirement and will have a benefit effective date of July 1st.** More information about eligibility and enrollment can be found at:
<https://www.washoecounty.gov/humanresources/Benefits/New%20Employees/Index.php>
- New employees are required to attend Health Benefits New Employee Orientation within the first 15 days of employment in order to learn about the County's health benefits and get enrolled ***before*** the 31st day.
- More information about all benefits can be found on the benefits portion of the HR website at:
<https://washoenv.sharepoint.com/sites/Inside-Washoe-HR/SitePages/Employee-Benefits.aspx>
- If you have additional questions at this time, you can email or call the Benefits Team at: HR-HealthBenefits@washoecounty.gov
Or (775) 328-2081, option 2

Other benefits:

- Observed holidays: Washoe County observes 12 paid holidays. The holiday calendar can be found at: <https://www.washoecounty.gov/humanresources/Benefits/otherbenefits.php>
- Military Leave: per Nevada state law, Washoe County provides job protection for military leave under specified conditions.

Performance Evaluations



Washoe County encourages a culture of belonging, continuous process improvement, and professionalism. This includes the administration of a structured performance evaluation process. The intent of a structured performance evaluation process is to:

- Provide staff with direction and goals.
- Foster open communication through consistent coaching and feedback on work performance.
- Identify obstacles and allow for formulation of corrective strategies.
- Identify professional development needs and opportunities.
- Provide a basis for annual merit and longevity compensation decisions.
- Serve as a basis and legal defense for promotion, discipline and dismissal.

Probationary Employees are evaluated based on the probation period assigned to their job classification:

- 6-month probationary positions - 3rd & 5th month
- 12-month probationary positions - 3rd, 8th & 11th month

Permanent Employees:

- Annually (on your anniversary date)

What will you be evaluated on?

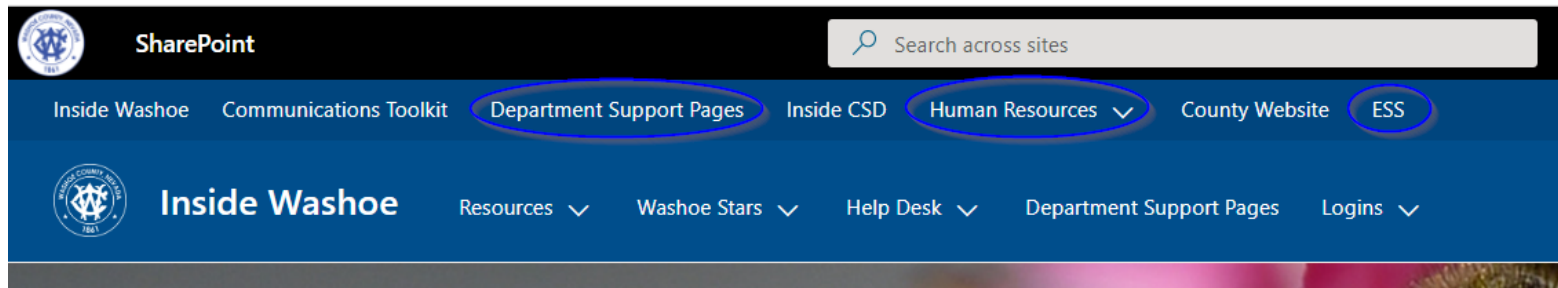
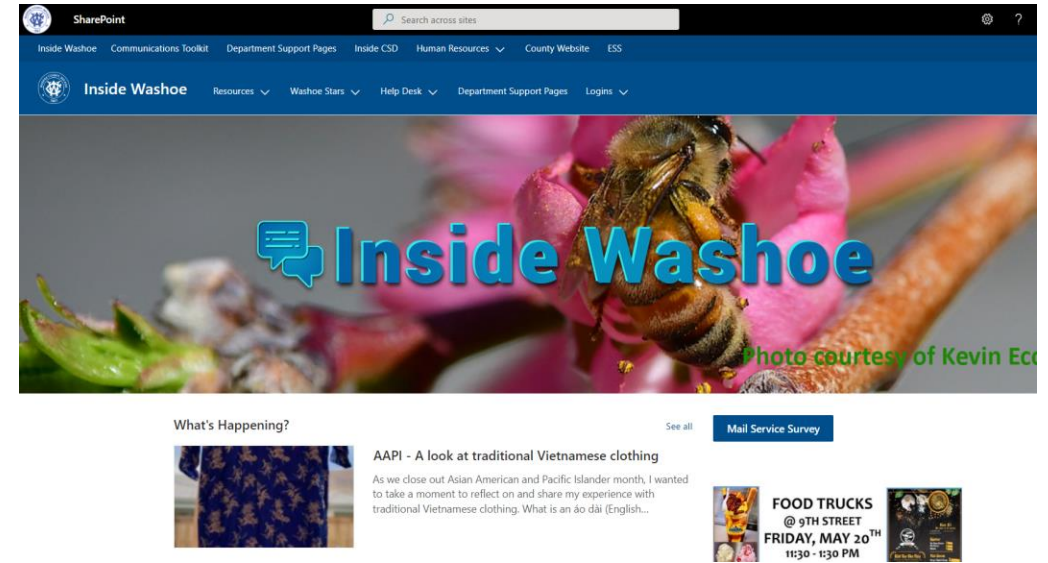
- Washoe County's core competencies as they relate to the performance of job duties and responsibilities.

Quick Tips for New Employees



Inside Washoe:

- Inside Washoe is the home page for Washoe County's intranet. This is the internal website with information and resources for County employees.
<https://washoenv.sharepoint.com/sites/Inside-Washoe>
- Visiting Inside Washoe on a regular basis is the best way to stay connected with what is happening throughout Washoe County. On this page, you can find information about current employee events, management & wellness articles and much more!
- Navigate to department sites such as Human Resources, the TS Help Desk, Washoe Stars employee recognition program and the **Employee Self Service portal, ESS**.



- **In ESS employees:**
 - Enter their working time for supervisor approval.
 - Edit health benefit, beneficiary information.
 - Access bi-weekly payroll statements.
 - Enter into the performance evaluation module.

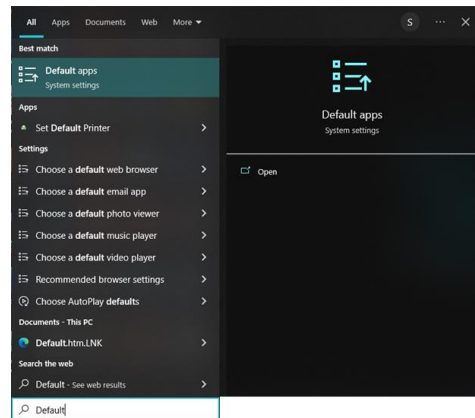
Quick Tips for New Employees continued



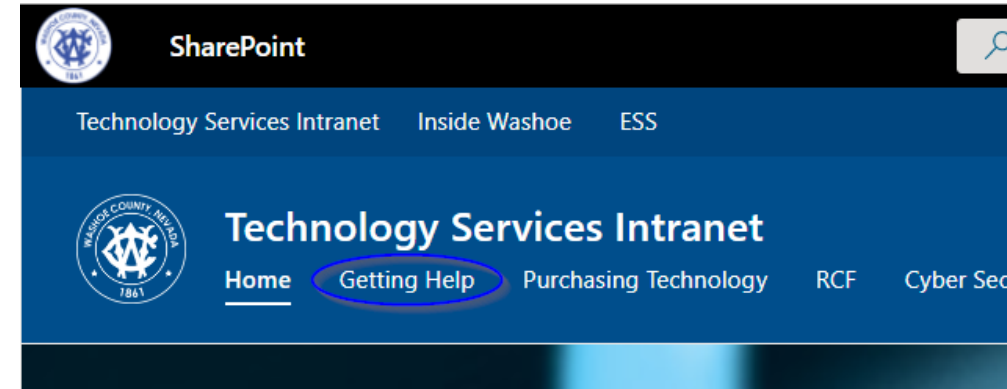
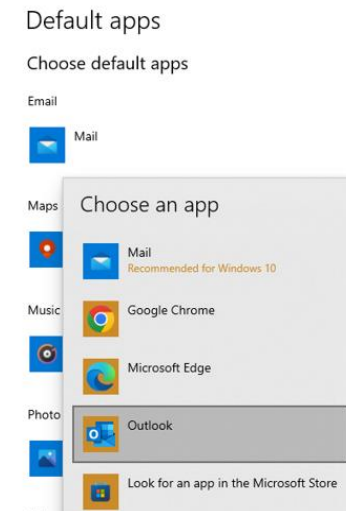
Technology Services and Helpdesk Tickets

- From the Inside Washoe top navigation bar, select **Department Support Pages**. It will take you to a list of internal support departments, including **Technology Services**.
- Need Technology Help? Submit a **Help Desk Ticket**:
 - Go to the *Technology Services* site and select *Getting Help* on the navigation bar. Find the issue descriptor that best matches your need and click on it to begin your Help Desk Ticket. This will begin a Help Desk Ticket to the appropriate team within Tech Services. OR
 - Email Helpdesk@washoecounty.gov OR
 - Call (775) 328-3950
- *If you try to submit a Helpdesk Ticket and are unable to log into your Outlook account, then you might need to change your Default settings. This is how:*

1. In the search bar on the lower left corner of your screen, search for "Default" and then select "Default apps".



2. Under "Email" select "Outlook". If it asks you if you want to make this switch, confirm your choice.

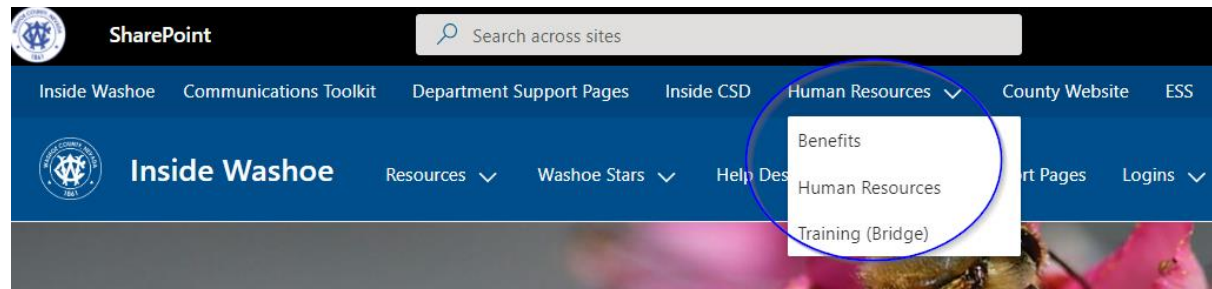


Quick Tips for New Employees continued



Important Sites continued: Human Resources

- Human Resources is another important tab on Inside Washoe's main navigation bar. If you click on the Human Resources drop-down arrow, the top option is **Benefits**. This will take you to a page with information and resources around employee health, retirement, and all other benefits.
- The second option in the drop-down menu is **Human Resources**, which will take you to the main HR page where you can see links to the different HR team pages as well as the Washoe Star nominations from the last month. You can also nominate Washoe Stars who have been particularly helpful to you!
- The third item in the drop-down menu is **Training (Bridge)**. The Human Resources training team uses Bridge to provide employees with mandated courses, as well as training and classes that will enhance individual performance and professional development.
 - Bridge uses single sign-on so you *do not* need a separate username or password to login.
 - It takes a couple days for your account to become active. If you have been with the county for a few days and you still do not have access, you can email HRtraining@washoecounty.gov for help. This is also who you email for Bridge support or course questions.
 - Required courses will show up on your home screen and you can browse additional courses and trainings offered using the "Learning Library".



Quick Tips for New Employees continued



Viva Engage

- Viva Engage (previously called Yammer) is the social media platform used by Washoe County employees. It provides a way for employees to communicate with one another regarding things that are happening in the organization.
- All employee emails are only used for specific communication needs, so staff are encouraged to frequent Viva Engage to remain involved and connected.
- **How do I access Viva Engage?** On the Inside Washoe homepage, scroll down the page until the "What's on Yammer?" Sidebar appears on the right. That will show you the current feed and employee posts. Select "View all" to navigate to Viva Engage.
- Go directly to Viva Engage: <http://web.yammer.com/main/feed>
- Once in Viva Engage, view "Suggested communities" on the right side of the screen. Select "Discover more" and choose the communities you would like to join to see the content posted to each.
- People from all over the County share important and interesting information here such as articles on topics like management and wellness, ways to get involved, fun activities taking place at Washoe County sites, diversity and inclusion posts & raffles, the monthly Washoe Stars, environmental trends, and much more!

What's on Yammer?

View all

A screenshot of the "What's on Yammer?" sidebar. At the top, there is a text input field with the placeholder "Share thoughts, ideas, or updates" and a speech bubble icon. Below this is a post by "Jourdin, Elizabeth Kay" posted in "All Company" on "May 23". The post text reads: "Have you heard of **Bill Fong** or the **New China Club**? Mr. Fong worked to raise up the level of".

A screenshot of the Yammer main interface. The top navigation bar includes the Yammer logo, a search bar, and a "New Yammer" toggle. The left sidebar shows navigation options: "Home feed", "Communities", "Inbox", "Favorites", and "My communities". The main content area shows a post by "Cummings, Tami" from "Yesterday at 8:38 PM". The post text says: "Voters has a new mascot! Meet Ballot... So...a week ago Asst. Registrar Heather Carmen heard a soft mewling outside of Voters, and discovered a young kitten, eye closed shut with infection, hungry and scared. She rallied the ROV troops and with a team effort was able to extricate the kitten out of the bramble bushes outside the ROV offices. One of the ROV staff immediately adopted him and from that point on, was known as Ballot the ROV kitten. Here's his story as interpreted by his new adopted... see more". Below the text is a photo of a small, light-colored kitten. The right sidebar contains "Suggested communities" (Office 365, 5210 Healthy Washoe) and "People you might know" (Cummings, Tami).



If you have any questions, please be sure to ask your supervisor, department HR Representative, or contact Human Resources directly.

Welcome to Washoe County!