

Affidavit of Publication

STATE OF NEVADA,
County of Washoe—SS.

Mary Hefling

being duly sworn, deposes and says that he is the
Record Clerk

of The SPARKS TRIBUNE, a weekly newspaper,
published in Sparks, Washoe County, Nevada; that
he has charge of and knows the advertising ap-
pearing in said newspaper, and the

Notice of County Ordinance

Bill No. 560, Ordinance No. 392

of which a copy is hereunto attached, was first
published in said newspaper in its issue dated

July 26, 1978

and was published in each of the following issues

thereafter:

the date of the last publication being in the issue

of August 2, 1978


Mary Hefling
Subscribed and sworn to before me this, the

2nd day of August, 1978

Loretta Dickerson
Douglas,
Notary Public in and for the County of Washoe

State of Nevada.

My Commission expires: October 25, 1980

 LORETTA DICKERSON
Notary Public — State of Nevada
Douglas County
My Commission Expires Oct. 25, 1980

NOTICE OF COUNTY ORDINANCE
Notice is hereby given that Bill No. 560, Ordinance No. 392, an ordinance amending Washoe County Ordinance No. 213 entitled "AN ORDINANCE AMENDING 'AN ORDINANCE ESTABLISHING A MERIT PERSONNEL SYSTEM FOR WASHOE COUNTY EMPLOYEES; PROVIDING FOR A CLASSIFICATION PLAN AND COMPENSATION PLAN; REQUIRING EXAMINATIONS OF PROSPECTIVE EMPLOYEES; PROVIDING FOR ELIGIBLE LISTS AND CERTIFICATION OF SUCH PROSPECTIVE EMPLOYEES; SPECIFYING APPOINTMENT PROCEDURES; PROVIDING FOR PROBATIONARY PERIODS AND MAINTENANCE OF PERSONNEL RECORDS; REGULATING ATTENDANCE AND LEAVES OF ABSENCE; PROVIDING FOR EMPLOYEE-MANAGEMENT RELATIONS; REQUIRING EVALUATION OF PERFORMANCE OF EMPLOYEES; PROVIDING FOR TRAINING; SPECIFYING PROCEDURES FOR DISCIPLINARY AND CORRECTIONAL ACTIONS, SEPARATIONS, AND APPEALS AND HEARINGS; PROVIDING FOR HIBITIONS AND PENALTIES; AMENDING THE TITLES OF AND AMENDING WASHOE COUNTY ORDINANCE NUMBERS 117 AND 182, RELATING TO VACATION TIMES FOR COUNTY CLERK'S EMPLOYEES AND FOR EMPLOYEES IN THE OFFICE OF THE COMMISSIONER OF CIVIL MARRIAGES AND MARRIAGE LICENSE BUREAU TO CONFORM TO THE PROVISIONS OF THIS ORDINANCE; REPEALING COUNTY ORDINANCE NUMBERS 105 AND 127, RELATING TO COUNTY EMPLOYEES' BENEFITS, PAY PLAN AND POSITION CLASSIFICATION MANUAL; AND PROVIDING OTHER MATTERS PROPERLY RELATING THERETO' BY PROHIBITING THE CLASSIFICATION OF AN OCCUPIED UNCLASSIFIED POSITION AND BY CLARIFYING THAT PERSONS IN THE UNCLASSIFIED SERVICE SERVE AT THE PLEASURE OF THE APPOINTING AUTHORITY WITHOUT CERTAIN RIGHTS, PRIVILEGES, OR PROVISIONS OF THE CLASSIFIED SERVICE; BY CLARIFYING THAT PROBATIONARY EMPLOYEES SERVE AT THE PLEASURE OF THE APPOINTING AUTHORITY AND BY PROVIDING SAID EMPLOYEES THE RIGHT TO BE ADVISED OF EACH REASON FOR TERMINATION AND THE RIGHT TO A LIMITED HEARING ON THE REASONS FOR TERMINATION; AND BY REPEALING THE PROVISIONS RELATING TO TRANSFERS FROM UNCLASSIFIED TO CLASSIFIED SERVICE," was adopted on July 18, 1978, by Commissioners Rusk, Nelson, Farr, Stoess and Brown.
Typewritten copies of the Ordinance are available for inspection by all interested persons at the office of the County Clerk.
ALEX COON, WASHOE COUNTY CLERK
Publish: July 26; August 2, 1978.

SUMMARY: Amends Washoe County Ordinance No. 213 (establishing a merit personnel system for Washoe County employees) by prohibiting the classification of an occupied unclassified position and by clarifying that persons in the unclassified service serve at the pleasure of the appointing authority without certain rights, privileges, or provisions of the classified service; by clarifying that probationary employees serve at the pleasure of the appointing authority and by providing said employees the right to be advised of each reason for termination and the right to a limited hearing on the reasons for termination; and by repealing the provisions relating to transfers from unclassified to classified service.

BILL NO. 560

ORDINANCE NO. 392

AN ORDINANCE AMENDING "AN ORDINANCE ESTABLISHING A MERIT PERSONNEL SYSTEM FOR WASHOE COUNTY EMPLOYEES; PROVIDING FOR A CLASSIFICATION PLAN AND COMPENSATION PLAN; REQUIRING EXAMINATIONS OF PROSPECTIVE EMPLOYEES; PROVIDING FOR ELIGIBLE LISTS AND CERTIFICATION OF SUCH PROSPECTIVE EMPLOYEES; SPECIFYING APPOINTMENT PROCEDURES; PROVIDING FOR PROBATIONARY PERIODS AND MAINTENANCE OF PERSONNEL RECORDS; REGULATING ATTENDANCE AND LEAVES OF ABSENCE; PROVIDING FOR EMPLOYEE-MANAGEMENT RELATIONS; REQUIRING EVALUATION OF PERFORMANCE OF EMPLOYEES; PROVIDING FOR TRAINING; SPECIFYING PROCEDURES FOR DISCIPLINARY AND CORRECTIONAL ACTIONS, SEPARATIONS, AND APPEALS AND HEARINGS; PROVIDING PROHIBITIONS AND PENALTIES; AMENDING THE TITLES OF AND AMENDING WASHOE COUNTY ORDINANCE NUMBERS 117 AND 182, RELATING TO VACATION TIMES FOR COUNTY CLERK'S EMPLOYEES AND FOR EMPLOYEES IN THE OFFICE OF THE COMMISSIONER OF CIVIL MARRIAGES AND MARRIAGE LICENSE BUREAU TO CONFORM TO THE PROVISIONS OF THIS ORDINANCE; REPEALING COUNTY ORDINANCE NUMBERS 105 AND 127, RELATING TO COUNTY EMPLOYEES' BENEFITS, PAY PLAN AND POSITION CLASSIFICATION MANUAL; AND PROVIDING OTHER MATTERS PROPERLY RELATING THERETO" BY PROHIBITING THE CLASSIFICATION OF AN OCCUPIED UNCLASSIFIED POSITION AND BY CLARIFYING THAT PERSONS IN THE UNCLASSIFIED SERVICE SERVE AT THE PLEASURE OF THE APPOINTING AUTHORITY WITHOUT CERTAIN RIGHTS, PRIVILEGES, OR PROVISIONS OF THE CLASSIFIED SERVICE; BY CLARIFYING THAT PROBATIONARY EMPLOYEES SERVE AT THE PLEASURE OF THE APPOINTING AUTHORITY AND BY PROVIDING SAID EMPLOYEES THE RIGHT TO BE ADVISED OF EACH REASON FOR TERMINATION AND THE RIGHT TO A LIMITED HEARING ON THE REASONS FOR TERMINATION; AND BY REPEALING THE PROVISIONS RELATING TO TRANSFERS FROM UNCLASSIFIED TO CLASSIFIED SERVICE.

SECTION 1.

Section 35 of Washoe County Ordinance No. 213 is hereby amended to read as follows:

SECTION 35. Unclassified service: composition, salaries set by County Commissioners.

1. The unclassified service of Washoe County shall be comprised of positions held by county officers or employees, as follows:
 - (a) Persons chosen by election or appointment to fill an elective office.

- (b) Members of appointed boards and commissions, appointed heads of departments and the County Manager.
 - (c) At the discretion of the elective officer or head of each department, a number of employees in each department, excluding the elective officer or department head, as designated by the elective officer or department head, which shall not exceed 3 percent of the permanently established positions as authorized by the Board of County Commissioners. If 3 percent of such positions is less than one employee, the elective officer or department head shall be entitled to at least one such unclassified employee.
 - (d) All persons holding temporary part-time or temporary full-time appointments the duration of which do not exceed 6 months.
 - (e) Part-time professional personnel who are paid for any form of medical, nursing or other professional service, and who are not engaged in the performance of administrative or substantially recurring duties.
 - (f) Such other officers and employees as are authorized by law to be employed in the unclassified service.
2. An elective officer or head of each department who elects to exercise his discretion allowed by paragraph (c) of subsection 1 shall immediately report to the Personnel Department the positions designated by him to be in the unclassified service. An established classified position may not be declassified, nor an established unclassified position classified, while that position is occupied.
 3. Salaries of all persons in the unclassified service, including constables whose salaries are set by the Board of County Commissioners pursuant to the provisions of NRS 258.040 and excluding county elective officers whose salaries are fixed by statute, shall be fixed by the Board of County Commissioners upon recommendation of the Personnel Committee.
 4. No person appointed to the unclassified service shall be entitled to the rights, privileges or provisions of the classified service relative to appointment, promotion, demotion, transfer or rehire. An unclassified employee shall serve at the pleasure of the appointing authority.

SECTION 2.

Section 100 of Washoe County Ordinance No. 213 is hereby amended to read as follows:

SECTION 100. 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 Personnel Department 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. A terminated probationary employee may request, in writing, an informal hearing before the Employee-Management Committee to give the employee an opportunity to explain or rebut the reasons given by the appointing authority for termination. The Employee-Management Committee shall have no power to reinstate a terminated employee.
- 4. If a report of separation for the employee is not received in the Personnel Department 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.
- 5. 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.

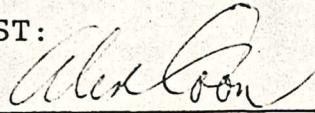
SECTION 3.
Section 91 of Washoe County Ordinance No. 213 is hereby deleted, and all sections subsequent to Section 90 of said ordinance shall be renumbered accordingly after the changes in this amending ordinance have been incorporated into Washoe County Ordinance No. 213.

SECTION 4.
This ordinance shall take effect after its proposal, passage and publication as prescribed by NRS 244.100.

Proposed on the 11th day of July, 1978.
Proposed by Commissioners Rusk, Nelson, Farr, Stoess and Brown.
Passed on the 18th day of July, 1978.

Vote:
Ayes: Commissioners: Rusk, Nelson, Farr, Stoess and Brown
Nays: Commissioners: None
Absent: Commissioners: None


Chairman of the Board

ATTEST:

County Clerk

This ordinance shall be in force and effect from and after the 2nd day of August, 1978.