

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. 576, Ordinance No. 408

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

December 20, 19 78

and was published in each of the following issues

thereafter:

the date of the last publication being in the issue

of December 27, 19 78

Mary Hefling

Subscribed and sworn to before me this, the

27th day of December, 19 78

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. 576, Ordinance No. 408, amending Ordinance No. 213, entitled, "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 modifying provisions relating to merit salary adjustments; eliminating certain reporting requirements; authorizing transfers pending appeals; authorizing transfers from judicial service to County service under certain circumstances; deleting the provision for automatic resignations; expanding the scope of appeals from alleged discriminations; and providing other matters properly relating thereto was adopted by Commissioners Rusk, Nelson, Farr, Brown and Stoess.
Typewritten copies of the Ordinance are available for inspection by all interested persons at the office of the County Clerk.
Alex Coon, County Clerk
Publish: December 20, 27, 1978.
Wednesday, December 27, 1978, Sparks Tribune, Page 15

SUMMARY: Amends Washoe County Ordinance No. 213 (establishing a merit personnel system for Washoe County employees) provisions relating to merit salary adjustments; eliminates certain reporting requirements; authorizes transfers pending appeal; authorizes transfers from judicial service to county service under certain circumstances; deletes provision for automatic resignations; and expands scope of appeals from alleged discrimination.

BILL NO. 576

ORDINANCE NO. 408

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 MODIFYING PROVISIONS RELATING TO MERIT SALARY ADJUSTMENTS; ELIMINATING CERTAIN REPORTING REQUIREMENTS; AUTHORIZING TRANSFERS PENDING APPEALS; AUTHORIZING TRANSFERS FROM JUDICIAL SERVICE TO COUNTY SERVICE UNDER CERTAIN CIRCUMSTANCES; DELETING THE PROVISION FOR AUTOMATIC RESIGNATIONS; EXPANDING THE SCOPE OF APPEALS FROM ALLEGED DISCRIMINATIONS; AND PROVIDING OTHER MATTERS PROPERLY RELATING THERETO.

78-2509

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

SECTION 1. Section 49 of Ordinance No. 213 is hereby amended to read as follows:

SECTION 49. Merit salary adjustment.

1. Earned merit salary adjustment shall be made on the anniversary date.
2. An employee who is not given a merit salary increase on the annual merit review date is eligible to receive all, or part, of the remaining merit salary increase at any later pay period during the annual review year. Granting a delayed merit salary increase in any succeeding pay period does not affect the employee's anniversary date, and will not extend the annual merit review date.
3. An employee who has had all or a portion of his merit salary increase withheld is entitled to receive this increase only within the immediately succeeding merit review period (i.e., 6 months or 1 year).

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4. Periods of qualifying service which immediately precede a layoff or authorized leave of absence shall be qualifying service in determining an employee's eligibility for merit salary adjustment.
5. When the merit salary adjustment is delayed solely through administrative or clerical error, the adjustment shall be made effective as of the date it was properly due.
6. Part-time employees shall be eligible for a merit salary increase after working or being on paid-leave status the total number of hours annually required of a full-time employee.

SECTION 2. Section 55 of Ordinance No. 213 is hereby amended to read as follows:

SECTION 55. Reports of overtime work required.

1. All overtime work within a department or office shall be reported on a biweekly basis to the department head or elective officer.
2. Annually, or more often if deemed necessary, the County Manager shall submit a report of the total hours of overtime worked in each department or office to the Board of County Commissioners.

SECTION 3. Section 89 of Ordinance No. 213 is hereby amended to read as follows:

SECTION 89. Transfers: Probationary periods.

Transfer of a permanent employee from one class to another or from one appointing authority to another shall require the service of a new probationary period, unless the probationary period or remaining portion thereof is waived by the appointing authority. An employee rejected during such probationary period shall be rehired to the position from which he transferred. However, when a transfer between positions, classes or agencies is arranged at the request of the employee, he shall waive his right to return to his former position if rejected during probationary period.

SECTION 4. Section 90 of Ordinance No. 213 is hereby amended to read as follows:

SECTION 90. Transfers: Protests.

1. If a transfer is protested by an employee as being made for the purpose of harassing or disciplining him, the employee may appeal such transfer in the manner provided in subsection 2 of Section 151. The appointing authority may require the employee to transfer pending disposition of the appeal.
2. If the transfer requires an employee to relocate his residence and the appointing authority requires the employee to transfer pending appeal, the county shall pay the employee's travel expenses or assist the employee to move in accordance with the provisions of Washoe County Ordinance No. 380, Section 19, subparagraphs A, B and D.

SECTION 5. Section 92 of Ordinance No. 213 is hereby amended to read as follows:

SECTION 92. Employment by Washoe County of former exempt employees, employees of Washoe Medical Center, Washoe County Convention Authority; retention of earned leave; continuous employment of certain judicial employees.

1. When an individual leaves employment as an exempt employee as defined in Section 20 or of the Washoe Medical Center, the Washoe County Convention Authority, or any other public agency designated by the Board of County Commissioners and is hired in the classified or unclassified service by Washoe County immediately upon his termination, the Washoe County appointing authority may, in his discretion, accept as an obligation of his department annual and sick leave accrued by such employee during his employment as an exempt employee or with Washoe Medical Center or the Washoe County Convention Authority. No accrued overtime may be accepted.
2. Such an employee, hired by Washoe County, may utilize his previously earned sick leave, upon proper justification, from the beginning of his employment with Washoe County, notwithstanding that he will be in probationary status. During his first 6 months of employment, his previously earned annual leave may be used only at the discretion of the department head, pursuant to the convenient conduct of department business.
3. Such employee shall earn and use annual and sick leave beginning with his first day of employment by Washoe County according to provisions governing other new-hire county employees.
4. Certain persons employed in the Office of the Washoe County Clerk as of July 1, 1973, were designated as judicial employees by the enactment of Washoe County Ordinance No. 230. Service of such persons as judicial employees shall be treated as the equivalent of county service for the purposes of the Merit Personnel Ordinance and the transition from service as judicial employee to a county employee shall not be deemed a break in continuous service.

SECTION 6. Section 101 of Ordinance No. 213 is hereby amended to read as follows:

SECTION 101. Reports of personnel actions.

1. Each appointing authority shall report promptly to the Personnel Department such information as 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 Personnel Department. The Personnel Department 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 Personnel Department shall, if so requested by the County Comptroller, make available the official roster for the purpose of making such audits.

2. Whenever the Personnel Department 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 this ordinance, it shall so notify the County Comptroller, after review with the department concerned. Upon such notice neither the County Comptroller nor Management Information Services shall approve any payment to such person.
3. Any personnel documents effecting changes 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.

SECTION 7. Section 113 of Ordinance No. 213 is hereby amended to read as follows:

SECTION 113. Records and reports. Each appointing authority shall keep accurate records of earned and used vacation. Such records shall be kept as prescribed by the Personnel Department and reports shall be made to the Personnel Department as the Personnel Department may from time to time require.

SECTION 8. Section 126 of Washoe County Ordinance No. 213 is hereby amended to read as follows:

SECTION 126. Absence without leave. All unauthorized and unreported absences shall be considered absence without leave and deduction of pay shall be made for each period of such absence. Such absence is grounds for disciplinary action or discharge and will serve to interrupt continuous service as defined in this ordinance.

SECTION 9. Section 162 of Ordinance No. 213 is hereby amended to read as follows:

SECTION 162. Prohibition of Discrimination.

1. Discrimination against any person in recruitment, examination, appointment, training, promotion, retention or any other personnel action because of political or religious opinions or affiliations or because of race, national origin, age, sex or any other nonmerit factor is prohibited.
2. Any person aggrieved under this section may appeal any adverse action to the Personnel Committee. The Personnel Committee shall be convened to hear the appeal and the decision of the Personnel Committee shall be final and binding.
3. The Personnel Committee is authorized to adopt rules and regulations governing the appeal procedures.

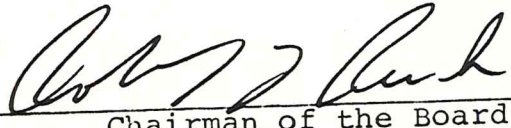
4.

SECTION 10. This ordinance shall take effect after its proposal, passage and publication as prescribed by NRS 244.100.

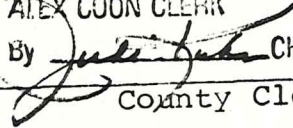
Proposed on the 5th day of December, 1978.
Proposed by Commissioners Rusk, Nelson, Farr, Brown & Stoess
Passed on the 12th day of December, 1978.

Vote:

Ayes: Commissioners: Rusk, Nelson, Farr, Brown & Stoess.
Nays: Commissioners: None
Absent: Commissioners: None


Chairman of the Board

ATTEST:

ALEX COON CLERK
By  CHIEF DEPUTY
County Clerk

This ordinance shall be in force and effect from and after the 27th day of December, 1978.