

RENO EVENING GAZETTE

PROOF OF PUBLICATION

STATE OF NEVADA }
COUNTY OF WASHOE } ss.

JOVITA ALLEN

being first duly sworn, deposes and says: That she is the legal clerk of THE RENO EVENING GAZETTE, a daily newspaper published at Reno, in Washoe County, in the State of Nevada.

That the notice OF COUNTY ORDINANCE

of which a copy is hereto attached, was first published in said newspaper in its issue dated the 24 day of Dec., 1973 and Jan. 1, 1974

the full period of 2 days, the last publication thereof being in the issue dated the 1 day of January, 1974

Signed *Jovita Allen*

Subscribed and sworn to before me this

2 day of January, 1974

Hugh E. Robinson
Notary Public.

NOTICE OF COUNTY ORDINANCE
Notice is hereby given that Bill No. 358, Ordinance No. 218, entitled "An Ordinance establishing a merit award program for Washoe County employees; creating a merit award board; providing procedures for acceptance of county employee suggestions for certain purposes and for presentation of certificates or cash awards for adopted suggestions; providing for the appropriation of moneys; and providing other matters properly relating thereto," was adopted on December 17, 1973 by Commissioners Rusk, Scott, Pagni, Nelson and Grow all voting aye. Typewritten copies of the Ordinance are available for inspection by all interested persons at the office of the County Clerk.
H. K. BROWN, County Clerk
334900-358 Dec. 24-Jan. 1

HUGH E. ROBINSON
Notary Public — State of Nevada
Washoe County
My Commission Expires Dec. 1, 1976

SUMMARY: Creates Merit Award Program for Washoe County employees.

BILL NO. 358

ORDINANCE NO. 218

AN ORDINANCE ESTABLISHING A MERIT AWARD PROGRAM FOR WASHOE COUNTY EMPLOYEES; CREATING A MERIT AWARD BOARD; PROVIDING PROCEDURES FOR ACCEPTANCE OF COUNTY EMPLOYEE SUGGESTIONS FOR CERTAIN PURPOSES AND FOR PRESENTATION OF CERTIFICATES OR CASH AWARDS FOR ADOPTED SUGGESTIONS; PROVIDING FOR THE APPROPRIATION OF MONEYS; AND PROVIDING OTHER MATTERS PROPERLY RELATING THERETO.

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

Section 1. As used in this ordinance:

1. "Adoption" means the putting of an employee suggestion into effect.
2. "Board" means the Merit Award Board.
3. "Employee suggestion" means a proposal by a county employee which would:
 - (a) Reduce or eliminate county expenditures; or
 - (b) Materially conserve energy in the operation of county government; or
 - (c) Improve the operation of county government.
4. "Merit award" means an award to a county employee for an adopted suggestion in the form of either the Certificate of Commendation of the Board of County Commissioners of Washoe County or a cash payment.
5. "County employee" means any person employed by a county department or agency who is not the head of the department or agency.

Sec. 2.

1. There is hereby established a Merit Award Program for county employees.
2. The award shall be designated as the Washoe County Award for Achievement of Excellence in County Service.

Sec. 3.

1. The controlling authority of the Merit Award Program shall be known as the Merit Award Board.
2. The board shall be composed of five members as follows:
 - (a) Two 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.
 - (b) The Management Analyst.
 - (c) The Personnel Administrator.
 - (d) One member appointed by and representing the Board of County Commissioners.
3. The Management Analyst shall serve as the secretary of the board.
4. The board shall make rules and regulations for transacting its business and carrying out the provisions of this ordinance.

Sec. 4. The board shall investigate, review and evaluate the merits of each recommendation proposed.

Sec. 5.

1. Every county employee is eligible to offer an employee suggestion.
2. A county employee is not eligible for an award for a suggestion pertaining to a subject assigned to him for research, development or a solution for which he has a clear and specific responsibility as part of his normal job responsibilities.
3. To be eligible for an award an employee must propose a change which is not currently under active consideration by the county department or agency affected.
4. If duplicate suggestions are submitted, only the first suggestion received is eligible for an award.

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Sec. 6.

1. Employee suggestions shall be submitted in writing to the board.
2. The board may establish such additional standards for submission of suggestions as it deems proper.
3. The secretary of the board shall receive, record and acknowledge receipt of suggestions, and shall notify the suggestor of any undue delays in the consideration of his suggestion.
4. Suggestions shall be referred at once to the county department or agency affected for consideration. Within 30 days the department or agency shall report its findings and recommendations to the board. The report shall indicate:
 - (a) Whether a suggestion has been adopted.
 - (b) If adopted, the day on which a suggestion was placed in effect.
 - (c) If adopted, any actual or estimated reduction, elimination or avoidance of expenditures or improvement in operations or substantial energy saving made possible by an employee's suggestion.
 - (d) If rejected, the reasons for rejection.
5. The board shall review department or agency findings and recommendations and may obtain additional information or take such other action as is necessary for prompt, thorough and impartial consideration of each suggestion.
6. The board shall evaluate each suggestion, taking into consideration department or agency action, staff recommendations and the objectives of the Merit Award Program. For each suggestion eligible for an award, the board shall formulate an official recommendation covering the merit of the suggestion, and the kind and amount of recommended award.

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Sec. 7.

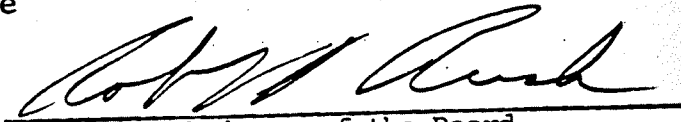
1. Insofar as it may be equitable and practicable, the amount of the cash award allowed for an employee's suggestion shall be predicated upon the savings to the county. No cash award may exceed \$50.
2. Cash payments to employees arising out of adopted suggestions shall be paid from moneys appropriated by the Board of County Commissioners for such purpose.
3. No more than \$1,000 each fiscal year may be expended on merit award plans.

Sec. 8. Effective date. This ordinance shall be in full force and effect from and after its passage, approval and publication pursuant to NRS 244.100.

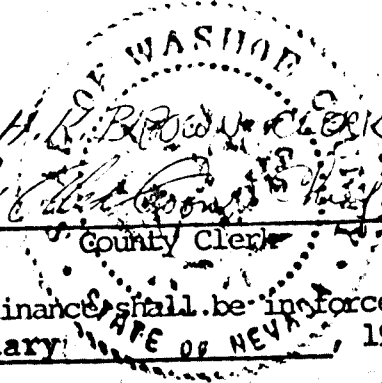
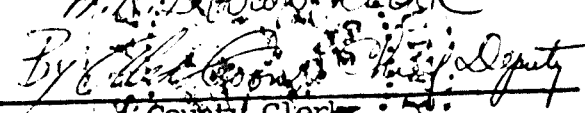
Proposed on the 5th day of December, 1973.
 Proposed by Commissioners Scott, Rusk, Pagni, Nelson and Grow.
 Passed on the 17th day of December, 1973.

Vote:

Ayes: Commissioners: Rusk, Scott, Pagni, Nelson and Grow.
 Nays: Commissioners: None
 Absent: Commissioners: None


 Chairman of the Board

ATTEST:


 H. R. Brown, Clerk
 By  Deputy
 County Clerk

This Ordinance shall be in force and effect from and after the 1st day of January, 1973, except as otherwise specifically provided herein.

ORDINANCE NO. 218

Amended by Bill 563, Ordinance 395, Item 78-1621

Section 3 amended by Ordinance 532 (Bill 703) by making technical corrections effective March 24, 1982.