

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. 553
Ordinance No. 385

of which a copy is hereunto attached, was first
published in said newspaper in its issue dated
June 14, 19 78
and was published in each of the following issues
thereafter:

the date of the last publication being in the issue
of June 21, 19 78

Mary Hefling
Subscribed and sworn to before me this, the

21st day of June, 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. 553, Ordinance No. 385, an ordinance amending Washoe County 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 AN AMENDING WASHOE COUNTY ORDINANCE NUMBERS 117 AND 182, RELATING TO VACATION TIMES FOR COUNTY CLERK'S 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 REPEALING PROVISIONS RELATING TO EMPLOYEES OF THE COUNTY CLERK'S OFFICE PERFORMING ELECTION SERVICES AND TO VOTING BOARD OFFICERS AND SPECIALLY APPOINTED DEPUTY SHERIFFS DURING AN ELECTION; BY REVISING PROVISIONS RELATING TO ADJUSTMENTS IN ANNIVERSARY DATES AND CONTINUOUS SERVICE; BY AUTHORIZING DISCIPLINARY ACTION OR DISMISSAL OF EMPLOYEES FOR JUST CAUSE; BY REPEALING SPECIFIC CAUSES FOR DISCIPLINARY OR CORRECTIONAL ACTION BY APPOINTING AUTHORITIES; AND BY PROVIDING THE RIGHT OF APPEAL TO ANY PERSON ALLEGEDLY AGGRIEVED BY DISCRIMINATION," was adopted on June 6, 1978 by Commissioners Rusk, Farr, Stoess and Brown with Commissioner Nelson being absent.
Typewritten copies of the Ordinance are available for inspection by all interested persons at the office of the County Clerk.
(s) Alex Coon
ALEX COON, WASHOE COUNTY CLERK
Publish: June 14, 21, 1978.

SUMMARY: Amends Washoe County Ordinance No. 213 (establishing a merit personnel system for Washoe County employees) by repealing provisions relating to employees of the County Clerk's Office performing election services and voting board officers and specially appointed deputy sheriffs during an election; by revising provisions relating to adjustments in anniversary dates and continuous service; by authorizing disciplinary action or dismissal of employees for just cause; by repealing specific causes for disciplinary or correctional action by appointing authorities; and by providing the right of appeal to any person allegedly aggrieved by discrimination.

BILL NO. 553

ORDINANCE NO. 385

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 REPEALING PROVISIONS RELATING TO EMPLOYEES OF THE COUNTY CLERK'S OFFICE PERFORMING ELECTION SERVICES AND TO VOTING BOARD OFFICERS AND SPECIALLY APPOINTED DEPUTY SHERIFFS DURING AN ELECTION; BY REVISING PROVISIONS RELATING TO ADJUSTMENTS IN ANNIVERSARY DATES AND CONTINUOUS SERVICE; BY AUTHORIZING DISCIPLINARY ACTION OR DISMISSAL OF EMPLOYEES FOR JUST CAUSE; BY REPEALING SPECIFIC CAUSES FOR DISCIPLINARY OR CORRECTIONAL ACTION BY APPOINTING AUTHORITIES; AND BY PROVIDING THE RIGHT OF APPEAL TO ANY PERSON ALLEGEDLY AGGRIEVED BY DISCRIMINATION.

THE BOARD OF COUNTY COMMISSIONERS OF WASHOE COUNTY DO ORDAIN:

SECTION 1.

Section 127 of Washoe County Ordinance No. 127 is hereby amended to read as follows:

SECTION 127. Adjustments in anniversary dates:
Continuous service.

- A. The following shall be the equivalent of county service for purposes of career incentive pay, leave accrual, rate of leave accrual, longevity and merit increase.

1. Military leave for active service pursuant to an involuntary call-up, for the duration of the call-up, provided that he or she resumes active service with the county within 90 days following honorable discharge from military service.
 2. Authorized military leave for training duties, not to exceed 15 working days in any one calendar year.
- B. Authorized leave without pay shall not be deemed a break in continuous qualifying service. However, the period during which the employee is on leave without pay status shall not be considered as the equivalent of county service for a purpose of qualifying time for career incentive and leave accrual.
- C. Authorized leave without pay for 30 days or less shall not result in a new anniversary date. Authorized leave without pay in excess of 30 days shall establish a new anniversary date commencing with the employee's return to active service.

SECTION 2.

Section 137 of Washoe County Ordinance No. 213 is hereby amended to read as follows:

SECTION 137. Warning and reprimand. Whenever employee performance falls below standard or for other just cause, said employee's supervisor shall inform the employee promptly and specifically of such lapses. If appropriate and justified, following a discussion of the matter, a reasonable period of time for improvement or correction may be allowed before initiating disciplinary action. In situations where an oral warning has not resulted in a correction of the condition or where more severe initial action is warranted, a written reprimand shall be sent to the employee and a copy placed in the employee's personnel folder in the department and in the Personnel Department.

SECTION 3.

Section 138 of Washoe County Ordinance No. 213 is hereby amended to read as follows:

SECTION 138. Suspension. If the written reprimand is not effective, or in those cases where the seriousness of the offense or condition warrants it, an employee may be suspended without pay by his appointing authority for a period of not to exceed 30 calendar days for just cause.

SECTION 4.

Section 139 of Washoe County Ordinance No. 213 is hereby amended to read as follows:

SECTION 139. Demotion and dismissal. When other forms of disciplinary or correctional action have proved ineffective or when the seriousness of the offense or condition warrants it, the appointing authority may demote or dismiss the employee for just cause.

SECTION 5.
Section 162 of Washoe County 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.

SECTION 6.
Sections 140, 166 and 167 of Washoe County Ordinance No. 213 are hereby deleted, and all sections subsequent to Section 139 of said Ordinance shall be renumbered accordingly after the changes in this amending ordinance have been incorporated into Washoe County Ordinance No. 213.

SECTION 7.
This ordinance shall take effect after its proposal, passage and publication as prescribed by NRS 244.100.

Proposed on the 23rd day of May, 1978.
Proposed by Commissioner Rusk, Nelson, Farr, Stoess and Brown.
Passed on the 6th day of June, 1978. 1/2

Vote:

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



 Chairman of the Board

ATTEST:
 ALEX COON CLERK
 By Judi Fisher CHIEF DEPUTY

 County Clerk

This ordinance shall be in force and effect from and after the 21st day of June, 1978.