

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. 735

..... Ordinance No. 562

.....
.....
.....

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

..... February 16, 1983.

and was published in each of the following issues

thereafter: .. February 23, 1983

the date of the last publication being in the issue

of .. February 23, 1983.

Mary Hefling

Subscribed and sworn to before me this, the

.. 23rd .. day of .. February, 19 83

Loretta Dickerson

Notary Public in and for the County of Washoe,
State of Nevada.

My Commission expires: October 25, 1984

NOTICE OF COUNTY ORDINANCE
NOTICE IS HEREBY GIVEN That Bill No. 735, Ordinance No. 562, entitled "An ordinance amending the Washoe County Code by revising provisions concerning layoffs of certain County employees," was adopted on February 8, 1983, by commissioners Williams, King, Lillard, McDowell, and Ritter. Typewritten copies of the Ordinance are available for inspection by all interested persons at the office of the County Clerk.
Judi Bailey,
County Clerk
Publish February 16, 23, 1983.

03-139



LORETTA DICKERSON
Notary Public - State of Nevada
Washoe County
My Appointment Expires Oct. 25, 1984

SUMMARY: Amends the County Code by revising provisions concerning layoffs of certain County employees.

BILL NO. 735

ORDINANCE NO. 562

AN ORDINANCE AMENDING THE WASHOE COUNTY CODE BY REVISING PROVISIONS CONCERNING LAYOFFS OF CERTAIN COUNTY EMPLOYEES.

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

SECTION 1. Section 5.303 of the Washoe County Code is hereby amended to read as follows:

5.303 Layoff: Formula. Whenever it becomes necessary for employees having permanent status in a county department to be laid off because of lack of work or lack of funds, the following procedure shall be used:

1. The department head shall determine whether reduction in personnel shall occur. The layoff procedure for a reduction applies to the entire department.

2. The department head shall determine in what class series and in which classes within that class series reductions in staff will have the least detrimental effect on departmental operations and will specify lay-off accordingly. A "class series," for purposes of lay-off, is defined as a normal line of progression from trainee, entry or preparatory levels to supervisory or administrative levels within a job specialty. Within a class series, the minimum qualifications, tests for fitness, duties and responsibilities are similar but different in level.

3. Within the department and in the class series selected and the class specified, all nonpermanent employees of the department shall be laid off before any permanent employees and in the following order: Temporary, provisional and probationary. A person who attained permanent status but is serving a new probationary period because of a promotion is considered a permanent employee for purposes of layoff. An employee who has been employed in a class series for a period of time equivalent to the minimum required to complete a probationary period but, because of promotions within that class series, has never completed a probationary period, shall be considered a permanent employee for purposes of layoff.

4. If additional reductions are necessary, permanent employees shall be laid off based on the following formula:

(a) A combination of performance evaluation and seniority must be utilized. All seniority points must be calculated from the first day of employment during

the employee's last continuous permanent county employment. Periods of separation may not be bridged to extend such service unless the separation is a result of a layoff, in which case bridging will be used if the employee is reemployed in a permanent position in the class series within the period of his layoff eligibility.

(b) One point must be allowed for each complete month of continuous county service in the class of the layoff or in classes having the same or a higher maximum salary.

(c) Three-fourths of one point must be allowed for each complete month of continuous county service in all other classes within the class series having a lower maximum salary.

(d) In addition, each employee's last three performance reports must be considered based on the following:

(1) Twelve points will be subtracted for each "below standard" report.

(2) Only performance reports which have been completed 30 days before the notification of layoff (which is 60 days before the actual layoff) will be considered.

(e) Employees with the lowest total points shall be laid off first, in numerical order from low to high. In the event of a tie in the total points, the order of layoff shall be determined by drawing lots.

SECTION 2. Section 5.307 of the Washoe County Code is hereby amended to read as follows:

5.307 Layoff: Demotions; displacements; transfers.

1. A permanent employee who is laid off is entitled to displace to lower positions in his department under either of the following circumstances:

(a) To a position in any lower class in which he formerly held a permanent appointment and in which there is an employee with less seniority, or

(b) To a position in a lower class within his existing class series, even though the person had not previously held a permanent appointment within the lower class, if there is an employee with less seniority in the lower class.

2. An employee who has been transferred or promoted from one department to a new department and who is subsequently laid off may displace an employee in his former department who has less seniority in the class formerly held by the employee in the former department. This interdepartmental displacement remains in effect until the employee's seniority in the new department exceeds his seniority in the former department.

3. Permanent part-time employees may displace only employees holding permanent part-time positions.

4. A permanent full-time employee may displace a permanent part-time employee with less seniority in the

same class or in a lower class under the same conditions governing full-time permanent displacements.

5. The employee with the least seniority shall be displaced by the person who is laid off. The employee displaced shall be considered as laid off for the same reason as the person who displaced him and shall be eligible to displace in the same manner. If two or more employees have the same seniority to a position in a class, the order of displacement shall be determined by the drawing of lots.

6. In the absence of an election by an employee to waive his right to displace another employee, he shall displace to a position in the highest class permissible under this section. If he has the right to displace in two or more classes at the same level, he shall displace to the class in which he has greater seniority. If he has the right to displace in his highest class in more than one department, he shall displace to the department in which he has the most seniority. If his departmental seniority is equal in two or more classes or departments, he shall displace to that class or department in which the employee with the least seniority is working.

7. Any election or waiver by an employee of his right to displace another employee must be made in writing.

8. When simultaneous layoffs occur in a class series, the layoff will first be made in the higher class, followed by displacement to the lower class. When displacements to the lower class have been completed, the layoff in the lower class will be made.

9. A department may transfer employees to fill vacancies rather than use a reemployment list if the transfer is to a position within the same class series or if the transfer does not adversely affect other employees. If, for example, a person in a layoff class is qualified for a totally unrelated position in the department, he may be transferred to that position in lieu of layoff, but only if such transfer does not result in other employees being forced to accept a lower position. If such a transfer adversely affects other employees, the employee must be laid off, placed on a reemployment list and rehired if a position becomes available.

10. For purposes of this section, "seniority" means seniority for purposes of layoffs and displacement and is calculated pursuant to section 5.303.

SECTION 3. Section 5.311 of the Washoe County Code is hereby amended to read as follows:

5.311 Layoff: Rehire; preference for employees electing displacement or temporary demotion; status; dispositions of accrued sick leave.

1. The names of permanent employees who have elected displacement or temporary demotion pursuant to the pro-

visions of section 5.307 must be placed first upon the reemployment list for the class of position involved, in reverse order of displacement or temporary demotion, within the department in which the employees elected displacement or temporary demotion. The employee who was last to displace or demote is the first on the reemployment list, and must be given preference in rehiring. Each person on such a list retains eligibility for appointment for an unlimited period of time.

2. The names of permanent employees laid off must be placed upon the reemployment list within the department from which the employee was laid off, for the class of position involved in the layoff, in reverse order of layoff after the names of permanent employees who have elected displacement or temporary demotion. Each person on such a list retains eligibility for appointment from the list for a period of 1 year after the date his name was placed on the list. A permanent employee who has been laid off and is rehired in the same department is restored to permanent status.

3. Employees who are rehired by the county within 1 calendar year after they are laid off are entitled to reinstatement of accrued and unused sick leave remaining to their credit at the time of their layoff.

Proposed on the 25th day of January, 1983.

Proposed by Commissioners Williams, King, Lillard, McDowell, Ritter

Passed on the 8th day of February, 1983.

Vote:

Ayes: Commissioners: Williams, King, Lillard, McDowell, and Ritter

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 23rd day of February, 1983.