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PROOF OF PUBLICATION

STATE OF NEVADA
COUNTY OF WASHOE

ss. Tana Ciccotti

being duly sworn, deposes and says:
That as legal clerk of the RENO GAZETTE-
JOURNAL, a daily newspaper published in Reno,
Washoe County, State of Nevada, that the notice:
_____ of adoption

of which a copy is hereto attached, has been
published in each regular and entire issue of
said newspaper on the following dates to wit:

_____ Dec 16, 23

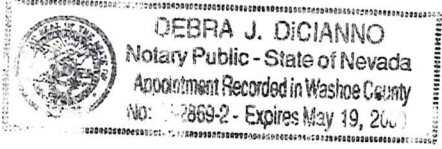
Signed

Tana Ciccotti

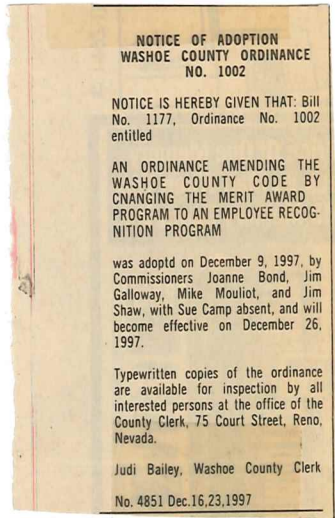
Subscribed and sworn to before me on 12/23/97

Notary Public

Debra J. DiCianno



P.O. BOX 22000. RENO, NEVADA 89520
(702) 788-6200



PLEASE STAMP & SIGN FOR PAYMENT

1002



SUMMARY: Amends Washoe County Code by changing merit award program to employee recognition program.

BILL NO. 1177

ORDINANCE NO. 1002

AN ORDINANCE AMENDING THE WASHOE COUNTY CODE BY CHANGING THE MERIT AWARD PROGRAM TO AN EMPLOYEE RECOGNITION PROGRAM.

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

SECTION 1. Chapter 5 of the Washoe County Code is hereby amended by adding thereto a new section which shall read as follows:

5.410 Departmental employee recognition programs. County departments may recognize years of employment and service by presenting service awards such as certificates, frames for certificates, medals, ribbons, pins, emblems, badges, or other types of service awards not to exceed \$25 and that have no value outside of the recognition for county service. Service pins, emblems and other forms of recognition should bear reference to Washoe County or the department recognizing the individual. Inappropriate forms of recognition would include flowers and items of clothing or jewelry which bear no reference to Washoe County. Milestones of achievement to be recognized are: 5, 10, 15, 20, 25, 30 and succeeding five year multiples (years of service). Retirement awards of the same type may also be granted, the cost of which shall not exceed \$50.

SECTION 2. Section 5.397 of the Washoe County Code is hereby amended to read as follows:

5.397 Definitions. As used in sections 5.397 to 5.410, inclusive:

1. "Adoption" means the putting of an employee suggestion into effect.
2. "Committee" means the employee recognition program committee.
3. "County employee" means any person employed by a county department or agency.
4. "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.
5. "Department employee recognition program" means a program described in section 5.410.

6. "Employee recognition 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 or a cash payment.

SECTION 4. Section 5.399 of the Washoe County Code is hereby amended to read as follows:

5.399 Establishment of employee recognition program; designation of award.

1. There is hereby established an employee recognition program for county employees.
2. The award is designated as the Washoe County award for achievement of excellence in county service.

SECTION 5. Section 5.401 of the Washoe County Code is hereby amended to read as follows:

5.401 Employee recognition program committee: Creation; composition; secretary.

1. The controlling authority of the employee recognition program is the employee recognition committee, which is hereby created.
2. The committee shall be composed of seven members as follows:
 - (a) Three 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. In the same manner, an alternate representative or representatives may be appointed to sit and participate in the place and stead of any regular member appointed by an employee association at any meeting where the regular member is unable to attend.
 - (b) The chief of personnel administration or his designee.
 - (c) The assistant county manager for finance or his designee.
 - (d) One member appointed by and representing the board of county commissioners.
 - (e) One member appointed by and representing the organizational effectiveness committee.
3. The members of the committee shall elect one member to serve as the secretary of the committee.

SECTION 6. Section 5.403 of the Washoe County Code is hereby amended to read as follows:

5.403 Rules, duties of employee recognition committee. The committee shall:

1. Make rules and regulations for transacting its business and carrying out the provisions of sections 5.397 to 5.409, inclusive.

2. Investigate, review and evaluate the merits of each recommendation proposed.

SECTION 7. Section 5.405 of the Washoe County Code is hereby amended to read as follows:

5.405 Eligibility for award.

1. County employees including teams involved in continuous improvement or similar programs/projects, individuals, division/department heads are eligible to offer an employee suggestion.

2. 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.

3. If duplicate suggestions are submitted, only the first suggestion received is eligible for an award.

4. If a suggestion is within the employee's normal responsibilities, the committee shall evaluate the extent to which the suggestion goes above and beyond normal job expectations. The committee must be able to easily recognize the result as an outstanding accomplishment.

5. Some suggestions that cannot be considered include suggestions which:

- (a) Constitute a personal grievance or complaint;
- (b) Duplicate another suggestion or one for which an award previously has been granted; or
- (c) Concern individual employee compensation and individual position classification.

SECTION 8. Section 5.407 of the Washoe County Code is hereby amended to read as follows:

5.407 Submission, referral of suggestions; duties of secretary, committee.

1. Employee suggestions shall be submitted in writing to the committee.

2. The committee may establish such additional standards for submission of suggestions as it deems proper.

3. The secretary of the committee shall:

- (a) Receive, record and acknowledge receipt of suggestions; and
- (b) Notify the suggester 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 committee. The report shall include:

- (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 committee 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 committee shall evaluate each suggestion, taking into consideration department or agency action, staff recommendations and the objectives of the employee recognition program. For each suggestion eligible for an award, the committee shall formulate an official recommendation covering the merit of the suggestion and the kind and amount of recommended award.

SECTION 9. Section 5.409 of the Washoe County Code is hereby amended to read as follows:

5.409 Cash awards: Limitations.

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. The following awards are hereby authorized:

(a) \$100 per initial suggestion recognized by the committee as worthy of an award.

(b) Suggestions that result in documented net savings to the county may be eligible for an additional one time cash award which may be up to 15% of documented net savings during the first twelve months of adoption, up to a maximum of \$2,000. Awards shall be payable at the end of the first twelve month period following successful implementation and demonstrated savings.

(c) Awards made for suggestions from a team shall follow the amounts specified in paragraphs (a) and (b) and shall be divided equally among the team members.

(d) Following each employee recognition program committee meeting, suggestions reviewed by the committee, but not recognized for an initial award, may be placed in a pool from which one suggestion will be randomly drawn and awarded a \$50 cash bonus.

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.

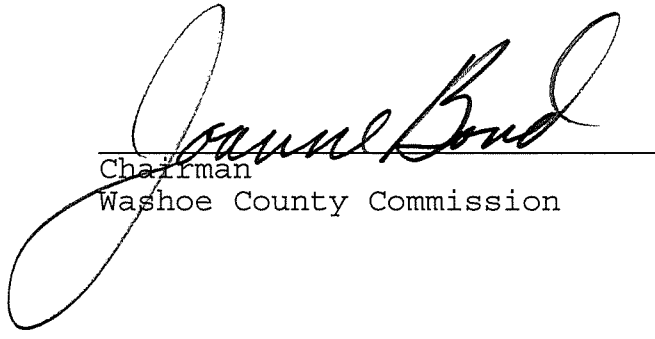
Proposed on the 12TH day of NOVEMBER, 1997.
Proposed by Commissioner JIM SHAW
Passed on the 9TH day of DECEMBER, 1997.

Vote:

Ayes: **JOANNE BOND, JIM GALLOWAY, MIKE MOULIOT, JIM SHAW**

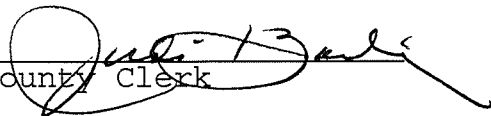
Nays:

Absent: **SUE CAMP**



Chairman
Washoe County Commission

ATTEST:



County Clerk

This ordinance shall be in force and effect from and after the
26TH day of DECEMBER, 1997.