

# RENO GAZETTE-JOURNAL

Legal Advertising Dept. 702-788-6394

Customer Account # 349008  
PO #/ID #\*2338 ord1018

WASHOE COUNTY  
Comptroller's Office  
PO Box 11130  
RENO NV 89510

Legal Ad Cost 46.80

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:

Ordinance No. 1018

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:

June 4, 11, 1998

Signed

*[Handwritten Signature]*

Subscribed and sworn to before me on 06/11/98

Notary Public

*[Handwritten Signature: Sandra Taylor]*

**PUBLIC NOTICE**

NOTICE OF ADOPTION  
WASHOE COUNTY  
ORDINANCE NO.1018

NOTICE IS HEREBY GIVEN THAT: Bill No. 1194 Ordinance No. 1018 entitled

AN ORDINANCE AMENDING THE WASHOE COUNTY CODE BY REVISING PROVISIONS OF THE MERIT PERSONNEL ORDINANCE RELATING TO OVERTIME COMPUTATION, CAREER INCENTIVE, MINIMUM PASSING SCORES, ELIGIBLE LISTS, VACATION ACCRUAL, USE OF SICK LEAVE, LEAVES OF ABSENCE, ANNIVERSARY DATES, AND OTHER MATTERS PROPERLY RELATING THERETO.

was adopted on May 26, 1998, by Commissioners Joanne Bond, Sue Camp, Jim Galloway, Mike Moullet, and Jim Shaw, and will become effective on Friday, June 12, 1998.

Typewritten copies of the ordinance are available for inspection by all interested persons at the office of the County Clerk, 75 Court Street, Reno, Nevada

JUDI BAILEY,  
Washoe County Clerk  
No.2338 June 4,11,1998

6/17/98  
PLEASE STAMP & SIGN FOR PAYMENT



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



✓

SUMMARY: Amends Washoe County Code by revising provisions of the merit personnel ordinance.

BILL NO. 1194

ORDINANCE NO. 1018

AN ORDINANCE AMENDING THE WASHOE COUNTY CODE BY REVISING PROVISIONS OF THE MERIT PERSONNEL ORDINANCE RELATING TO OVERTIME COMPUTATION, CAREER INCENTIVE, MINIMUM PASSING SCORES, ELIGIBLE LISTS, VACATION ACCRUAL, USE OF SICK LEAVE, LEAVES OF ABSENCE, ANNIVERSARY DATES, AND OTHER MATTERS PROPERLY RELATING THERETO.

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

SECTION 1. Section 5.126 of the Washoe County Code is hereby amended to read as follows:

5.126 Overtime; computation of time worked. For employees who are compensated for overtime at time and one-half or straight time, overtime shall only be based upon actual time worked. However, time paid for a holiday shall be considered as time worked for the purpose of computing overtime.

SECTION 2. Section 5.145 of the Washoe County Code is hereby amended to read as follows:

5.145 Career incentive plan for employees; inapplicability to certain elected county officials and certain employees.

1. Except as provided in subsection 5, a career incentive plan is hereby instituted for county employees as follows:

(a) An employee who has 5 or more years of full-time county service and who, for the preceding review period, has been rated standard or better pursuant to sections 5.283 to 5.287, inclusive, is entitled to career incentive pay at the rate set forth in paragraph (c).

(b) A permanent part-time employee is entitled to career incentive pay in the manner provided for full-time employees in paragraph (a), except that a part-time employee must work or be in a paid leave status the same number of hours as a full-time employee works in 1 year in order to receive a "year of full-time county service" within the meaning of paragraph (a). A part-time employee completing the number of "years of full-time county service" set forth in paragraph (a) is entitled to career incentive pay at the rate set forth in paragraph (c).

(c) An employee entitled to career incentive pay shall receive \$100 per year of service up to a maximum annual payment of \$3,000 for 30 years or more of service.

(d) For purposes of career incentive pay:

(1) The number of "years of full-time county service" does not include any period in excess of 31 calendar days per calendar year during which an employee is on leave without pay.

(2) The number of years an employee has been in the service of the county includes all periods of continuous service after the date the employee was last hired as a permanent employee, and includes former periods of service if each applicable period of separation may be bridged pursuant to subsection 2.

2. A period of separation may not be bridged to increase the number of years of service, except that:

(a) A period of separation which resulted from a layoff may be bridged to increase the number of years of service if the employee was subsequently rehired pursuant to section 5.311.

(b) A period of separation may be bridged if the employee was rehired within 1 year after the date of commencement of the separation and the employee has been in the continuous service of the county for 1 year after the date he was rehired.

3. An employee's eligibility for career incentive pay must be reviewed as of June 1 and December 1 of each year with payment to be effected in equal semiannual installments payable on the first pay day of June and December immediately following a determination of eligibility.

4. For qualified employees retiring or resigning before the due date of any semiannual increment, the amount of the payment shall be prorated.

5. The career incentive plan does not apply to elected county officers, the amount of whose annual salaries are governed by the provisions of NRS 245.043, and does not apply to any employee who is covered by a collective bargaining agreement entered into pursuant to chapter 288 of the Nevada Revised Statutes.

SECTION 3. Section 5.167 of the Washoe County Code is hereby amended to read as follows:

5.167 Minimum passing scores. The passing score for attaining a place on an eligible list shall be a rating of at least 70 percent. In written examinations, the 70 percent need not be the arithmetic 70 percent of the total possible score, but may be an adjusted score based on consideration of the difficulty of the test, the quality of the competition, and the needs of the service. Any scores shall be established before the

identification of the competitors' examination papers. The final earned rating of each candidate competing in an examination shall be determined by the weighted average of the earned ratings on all phases of the examination according to the weights for each test established by the personnel division in advance of the examination and published as a part of the examination announcement. Competitors failing to achieve a passing score in any phase may be disqualified from further participation in the immediate examination.

SECTION 4. Section 5.175 of the Washoe County Code is hereby amended to read as follows:

5.175 Types of lists. The following are eligible lists from which persons may be selected by an appointing authority to fill a vacant position:

1. Reemployment lists, consisting of the names of employees who have been laid off.
2. Department promotional lists.
3. Countywide promotional lists.
4. Eligible lists from open examinations.
5. Transfer lists.
6. Voluntary demotion lists.
7. Reinstatement lists.

In addition to using any of these lists (except the reemployment list) appointing authorities may fill vacancies by rehire or transfer.

SECTION 5. Section 5.177 of the Washoe County Code is hereby amended to read as follows:

5.177 Order of names. The names of eligibles on promotional and open eligible lists shall be ranked in the order of their total rating earned in the examination, including veterans' preference.

SECTION 6. Section 5.237 of the Washoe County Code is hereby amended to read as follows:

5.237 Vacation: Full-time employees.

1. On the first day of the pay period following the completion of 6 months' continuous county service, each employee who is employed full time is entitled to 48 hours of vacation leave credit.

2. After the end of the pay period following the completion of 6 months' continuous county service, each employee who is employed full-time if entitled to vacation credit at the biweekly equivalent of the following hourly rates:

- (a) Less than 3 years of continuous service, 96 hours.
- (b) Three, but less than 5, years of continuous

service, 136 hours.

(c) Five, but less than 10, years of continuous service, 152 hours.

(d) Ten, but less than 15, years of continuous service, 176 hours.

(e) Fifteen, but less than 20, years of continuous service, 192 hours.

(f) Twenty or more years of continuous service, 200 hours.

3. For the purpose of computing credit for vacation, each employee is considered to work not more than 40 hours each week.

4. For purposes of vacation credits, the number of years an employee has been in the continuous service of the county includes all periods of continuous service after the date the employee was last hired as a permanent employee and includes former periods of service if each applicable period of separation may be bridged pursuant to subsection 5.

5. A period of separation may not be bridged to increase the number of years of service, except that:

(a) A period of separation which resulted from a layoff may be bridged to increase the number of years of service if the employee was subsequently rehired pursuant to section 5.311.

(b) A period of separation may be bridged if the employee was rehired within 1 year after the date of commencement of the separation and the employee has been in the continuous service of the county for 1 year after the date he was rehired.

6. Service under temporary or seasonal appointment immediately preceding appointment to a permanent position in the same department shall be credited for purposes of annual leave at the biweekly equivalent of the above-listed annual hourly rates.

7. Vacation credit accrues only while an employee is in a paid status.

SECTION 7. Section 5.243 of the Washoe County Code is hereby amended to read as follows:

5.243 Time when vacation shall be taken; limit on accrual. The time when vacation leave may be taken shall be determined by the appointing authority after considering the needs of the service and the seniority and wishes of the employees. Vacation leave shall be charged on an hour for hour basis or major fraction thereof, if an employee has worked less than 40 hours in a work week. Vacation credit may be accumulated from year to year, but may not exceed 240 hours. Amounts in excess of 240 hours at the end of pay period number 26, or in the event of a 27th payroll paid in a calendar year, pay period number 27, must be forfeited.

Vacation leave must not be granted if it exceeds the vacation credit earned. Vacation leave taken during a biweekly pay period must be deducted from the employee's vacation credit before vacation credit earned during that pay period is added to the employee's vacation credit.

SECTION 8. Section 5.257 of the Washoe County Code is hereby amended to read as follows:

5.257 Use of sick leave.

1. An employee is entitled to use accrued sick leave:

(a) When incapacitated to perform the duties of the employee's position due to sickness, injury, pregnancy or childbirth;

(b) When quarantined;

(c) When receiving required medical or dental service or examination;

(d) For adoption of a child, only as follows:

(1) A male or female employee seeking to become an adoptive parent may use sick leave for time required to pursue the specific legal process necessary to obtain an adoption; and

(2) If a newborn infant is the subject of an adoption, a female employee may use up to a total of 6 weeks of sick leave, inclusive of the amount of sick leave used in subparagraph (1). It is the intent of this section to allow a 6-week leave period to an adoptive mother which approximates the length of time a mother is normally incapacitated before and after giving birth to a child.

(e) In the event of an illness in the employee's immediate family where such illness requires the employee's attendance. For purposes of this paragraph, "immediate family" means the employee's spouse, parents (including step and foster), children (including step and foster), and corresponding relations by affinity to the above, brothers and sisters, and if living in the employee's household, includes grandchildren.

(f) In the event of a death in the employee's immediate family, the employee may use accrued sick leave in the amount of 5 days for attending the funeral and travel to and from, and attending to any family-related business matters. For purposes of this paragraph, "immediate family" means the employee's spouse, parents (including step and foster), children (including step and foster), brothers, sisters, grandparents, grandchildren, aunts, uncles, nieces, nephews and corresponding relations by affinity.

(g) Employees shall be allowed to voluntarily transfer up to a maximum of forty (40) hours of their accumulated vacation leave during any calendar year to

another employee who has no accumulated sick leave hours, but who is otherwise eligible to take paid sick leave. Donated vacation must be converted into money at the hourly rate of salary of the donor and the money must be converted into sick leave at the hourly rate of salary of the recipient. The maximum amount of accumulated leave transferred to any employee under the terms of this section shall be 240 hours. Once leave has been donated and transferred, such leave hours shall not be refundable to the donor making the transfer.

SECTION 9. Section 5.269 of the Washoe County Code is hereby amended to read as follows:

5.269 Leaves of absence. A leave of absence, except for family and medical leave as described in section 5.270, may be granted as follows:

1. A leave of absence may be granted to any employee occupying a permanent position. A leave of absence shall be granted only to an employee who desires to return therefrom to the county service and who at the time the leave is granted has a satisfactory service record.

2. Leaves of absence for 30 working days or less in any calendar year may be granted upon the approval of the appointing authority. Leaves for a longer period and up to 1 year may be granted upon the recommendation of the appointing authority and the approval of the county manager or his designee.

3. Upon the request of the appointing authority and approval of the county manager or his designee, a leave of absence may be granted to an employee who desires to attend school or college or to enter training to improve the quality of his service, who is temporarily incapacitated by illness or is pregnant, who is loaned to another governmental agency for the performance of a specific assignment, or for some other reason equally satisfactory. A leave of absence shall not be granted to an employee who is accepting another position in the classified service or who is leaving the county service to accept other employment, except as provided in this subsection.

4. A leave of absence with pay must be granted to any employee who is required by law to appear or serve as a witness or juror in a case before a grand jury or tribunal of the United States Government, the State of Nevada or a political subdivision thereof, or when subpoenaed to give a deposition that is related to his employment. The employee must be paid his regular salary while on leave of absence, but must remit to his department head, for deposit in the county general fund, all fees which he receives as a witness, juror or when subpoenaed to give a deposition on job-related

matters. The employee may retain amounts received as reimbursement for mileage and per diem. Court leave must not be charged against the employee's vacation credit.

5. The board of county commissioners, upon the recommendation of the county manager, may grant leaves of absence without pay in excess of 1 year for the purpose of attending extended courses of training at a recognized college or university, accepting a position in the unclassified service, and for other purposes deemed beneficial to the public service.

6. Employees taking authorized educational leaves may elect to use accumulated annual leave at their option.

7. Leaves of absence with pay may be granted by the appointing authority to allow employees time off to vote, pursuant to the provisions of NRS 293.463.

8. Leaves of absence with pay shall be granted to an employee, whether in the classified or unclassified service, to act as a volunteer fireman of any regular organized and recognized fire department for the protection of life or property during working hours or fractions thereof which should otherwise have been devoted to county employment.

9. Any employee who is an active member of the United States Army Reserve, the United States Air Force Reserve, the United States Naval Reserve, the United States Marine Corps Reserve, the United States Coast Guard Reserve, the United States Public Health Service Reserve or the Nevada National Guard shall be relieved from his duties, upon request to his appointing authority, to serve under orders on training duty without loss of his regular compensation for a period not to exceed 15 working days in any 1 calendar year. Any such absence shall not be deemed to be such employee's annual leave provided for by the Merit Personnel Ordinance.

10. In cases of childbirth, or the adoption of an infant, less than 12 months of age, the county shall make a reasonable effort to grant up to 6 weeks of unpaid leave for bonding purposes with the infant in addition to any sick leave which is specifically provided for in section 5.257.

SECTION 10. Section 5.275 of the Washoe County Code is hereby amended to read as follows:

5.275 Adjustments in anniversary dates: Continuous service.

1. 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:



(a) Military leave for active service pursuant to an involuntary call-up, for the duration of the call-up, provided that the employee resumes active service with the county within 90 days following honorable discharge from military service.

(b) Authorized military leave for training duties, not to exceed 15 working days in any 1 calendar year.

2. 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.

3. Authorized leave without pay for 30 working days or less shall not result in a new anniversary date. Authorized leave without pay in excess of 30 working days shall establish a new anniversary date commencing with the employee's return to active service.

SECTION 11. Section 5.345 of the Washoe County Code is hereby repealed.

Proposed on the 12th day of May 1998.

Proposed by Commissioner Shaw:

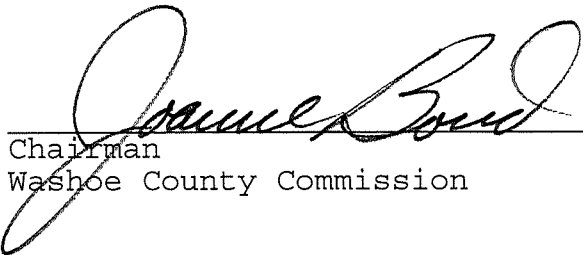
Passed on the 26th day of May 1998.

Vote:

Ayes: **Joanne Bond, Sue Camp, Jim Galloway,  
Mike Mouliot & Jim Shaw**

Nays:

Absent:

  
\_\_\_\_\_  
Chairman  
Washoe County Commission

ATTEST:

  
\_\_\_\_\_  
County Clerk

This ordinance shall be in force and effect from and after the 5th day of June, 1998.