



Working at Washoe County

*Important information
for you!*





Introduction

This document is designed to provide you with basic and frequently asked information about working at Washoe County. It is intended to be a quick resource.

More detailed and specific information about many of the topics covered, may be found in policies, procedures and guidelines posted to the Human Resources pages of the County website, Washoe County Code and individual Collective Bargaining Agreements as applicable.

Equal Employment Opportunity

Washoe County is an Equal Employment Opportunity Employer

Washoe County does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, disability or national origin in the activities and/or services which it provides.

This includes our employment practices. It is the policy of Washoe County to be fair and impartial in recruitment, retention, examination, appointment, training, promotion, compensation, discipline and any other aspect of human resources administration.



Read Washoe County's Equal Employment Opportunity Plan (EEOP) to learn more about the actions we take to help ensure a diverse workforce. The plan can be found on the Washoe County website on the HR Department's ***"Policies, Procedures, & Forms"*** page.

classification & compensation

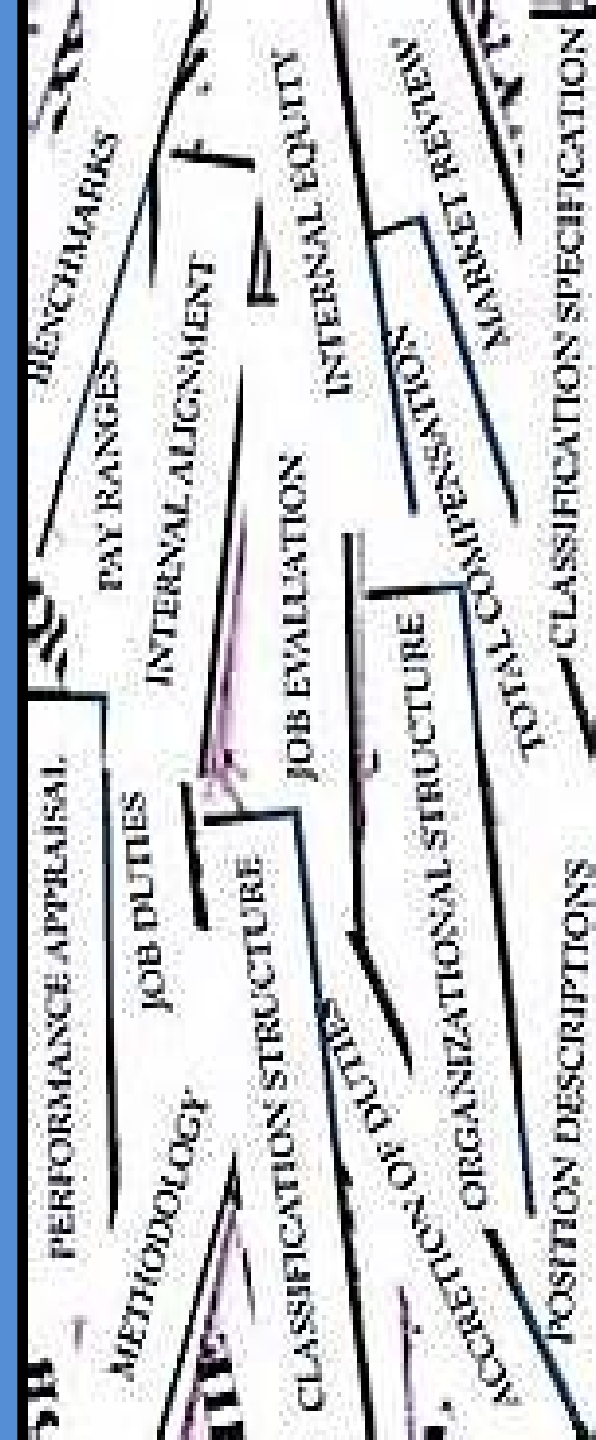
Nevada Revised Statutes requires counties the size of Washoe to be a **MERIT PERSONNEL SYSTEM**. According to regulation, each position is classified based on duties, authority and responsibility and linked to a pay plan for all county employees.

Management has the right to assign job duties within the classification.

When duties must be assigned to an employee that are outside of the classification, the employee may be entitled to out-of-class pay.

If the out-of-class assignment appears permanent, management may need to request a job evaluation and reclassification.

Washoe County uses the Hay evaluation system to review and classify positions.



Pay Day

Every other Friday



Update Personal Information including Direct Deposit/Bank Information in Employee Self-Service (ESS- from Inside Washoe).

And you can change your deposit/bank info anytime in ESS!

LONGEVITY/CAREER INCENTIVE PAY

The County pays employees with 5 years of full-time service \$100 per year of service, up to a maximum of \$3000.

Career incentive begins after the fifth anniversary and is paid in two installments.

Employees must achieve an overall performance evaluation rating of “Meets” or “Exceeds” Expectations to be eligible.



Public Employee Retirement System (PERS)

If you have been in **PERS** at anytime in your career, you will continue with Washoe County.

PERS is **100% County paid** and employees are vested after 5 years of service.

Your retirement payment will be computed on your highest 36 months salary, not to exceed 75%.

In general, full retirement benefits are available at:

- Age 65 with 5-10 yrs. of service
- Age 62 with 10 + yrs. of service
- Any age with 30+ yrs. of service

Your calculation may vary depending upon when you began earning time in PERS. Public Safety Officers may also differ.

**PLEASE CHECK WITH PERS ABOUT YOUR PERSONAL SITUATION
AND TO GET MORE INFORMATION ABOUT YOUR INDIVIDUAL
CALCULATION!**

Find a link on the Benefits page of the HR website.



Work Schedules & Telecommuting

Normal business hours for most County departments are 8am - 5pm, Monday through Friday.

Some departments, such as the County Clerk's Office, have state mandated hours of operation. The Clerk's Office is open 8am – 8pm, 7 days a week, 365 days a year.

Others are 24/7 operations like the Sheriff's Office and Juvenile Services.

Your department may allow employees to “flex” their schedules when needed or may allow slightly different start and stop times. Check with your supervisor about the work schedules in your department.

The County offers **Alternate Work Schedules** and **Telecommuting** options for employees. Both of these are reviewed on a case by case basis and based on the business needs of the department, the nature of the work of the employee, and the employee's performance and ability.

Find the guidelines and forms on the “**Policies, Procedures, & Forms**” page of the HR website.



BREAK TIME



Rest & Meal Breaks are provided under provisions of NRS 608.019 and the respective collective bargaining agreements.

In general, meal breaks of at least 30 minutes are provided during a continuous 8 hour working period with 10 minute breaks given for each 4 hour period.

Contracts typically provide for two 15 minute rest periods during the work day.

Breaks should not be taken within 1 hour of starting time, quitting time, or meal breaks, and may not be accumulated or used to supplement meal breaks, or to allow for late arrival or early leave (except as provided for in some contracts).

Check the Guidelines on the HR website and any applicable collective bargaining agreement for more information.

VACATION TIME!

Vacation accrues immediately. BUT you cannot use it before 6 months of employment. You will see it on your payroll receipts and on account in ESS. *USE IT OR LOSE IT AT 240 HOURS!*



Annual accrual based on years of service:

- < than 3 yrs. = 96 hrs./yr.
(3.70 hrs. per pay period)
- 3 yrs. < than 5 yrs. = 136 hrs./yr.
(5.23 hrs. per pay period)
- 5 yrs. < than 10 yrs. = 152 hrs./yr.
(5.85 hrs. per pay period)
- 10 yrs. < than 15 yrs. = 176 hrs./yr.
(6.77 hrs. per pay period)
- 15 yrs. < than 20 yrs. = 192 hrs./yr.
(7.38 hrs. per pay period)
- 20 yrs. or more = 200 hrs./yr.
(7.69 hrs. per pay period)

Be sure to check your contract! Some of the collective bargaining units may have negotiated different accrual rates.

Sick Leave

You will earn it immediately and can use it immediately!

Earning Rate

Employees with less than 10 years of service earn 4.624 hrs. per pay period or 15 days/yr.

Employees with 10 years or more earn 5.544 hrs. per pay period or 18 days/yr.

Remember, Sick Leave is a benefit, not a right. The expectation is that you will use it appropriately. Supervisors may ask for a doctor's note if there are concerns of abuse or for an illness lasting more than 3 days.

The **SICK LEAVE USAGE GUIDE** (HR Department webpage-"Policies, Procedures, & Forms") provides more detail on sick leave at Washoe County.





Personal Leave

Accrual is based on your semi-annual sick leave usage:

- Pay period #1 - #13
 - Use 0-16 hrs. of sick leave and earn 12 hrs. of personal leave
 - Use 16.01-20 hrs. of sick leave and earn 4 hrs. of personal leave
 - Personal leave accrued is credited at the end of the first full pay period in July of that calendar year.
- Pay period #14 - #26
 - Use 0-16 hrs. of sick leave and earn 12 hrs. of personal leave
 - Use 16.01-20 hrs. of sick leave and earn 4 hrs. of personal leave
 - Personal leave accrued will be credited at the end of the first full pay period in January of the next calendar year.
- Personal leave earned in July and January of each calendar year must be used by the end of pay period #26 (or pay period #27 in in years having same) or forfeited.
- You must be in a pay status (working or on paid leave) for all of the pay periods within the semi-annual period in order to receive the personal leave benefit.
- Permanent, part-time employees receive a prorated amount of personal leave at the same ratio as their regular work hours relate to a full-time schedule.

NOTE: At this time Attorneys, Deputies, and Truckee Meadows Fire Protection District employees accrue personal leave differently from above. See next page.

Personal Leave

Attorneys, Deputies, and Truckee Meadows Fire Protection District employees only.

- Accrual is based on your annual Sick Leave usage:
 - Use 0-32 hrs. of sick leave and earn 24 hrs. of personal leave
 - Use 32-40 hrs. of sick leave and earn 8 hrs. of personal leave
- You must be employed from Pay Period 1 through Pay Period 26 to earn personal leave
- If you were hired after pay period 1, you may begin earning personal leave next year
- You must use it in the year it is credited, or lose it



Plus, additional time-off for all employees includes:

Military Leave

- Provides for job protection under specified conditions

Observed Holidays

- 12 paid holidays per year

Performance Management

Employee Performance Evaluations are given in order to:

- **Provide you with direction and goals.**
- **Give you feedback on how you are doing.**
- **Identify obstacles to your performance and allow for formulation of strategies to address them.**
- **Identify development needs.**
- **Foster on-going, open communication.**
- **Provide a basis for compensation decisions.**
- **Serve as a basis and legal defense for promotion, discipline and dismissal.**



What will you be evaluated on?

- Accomplishment of goals and results
- Successfully performing the duties, tasks, and responsibilities of your job
- Using your knowledge, skills, and abilities
- Behaviors, characteristics, and traits that contribute to your success in the job

Job Standards & Expectations

Essential Functions

Washoe County Core Competencies

When Are Evaluations Given?



Probationary Employees

- 6 month probation - 3rd & 5th month
- 12 month probation - 3rd, 8th & 11th month

Permanent Employees

- Annually
(on your anniversary date)



Find the policies and procedures (and more!) on the Washoe County Human Resources website.



Washoe County, NV

[LIVING HERE](#)

[DOING BUSINESS](#)

[HEALTH & SAFETY](#)

[HOMES & PROPERTY](#)

[YOUR GOVERNMENT](#)

311



Not finding what you're looking for? Start searching 

[ALL DEPARTMENTS](#) 

Human Resources

[CAREERS](#)

[BENEFITS](#)

[LABOR RELATIONS](#)

[POLICIES](#)

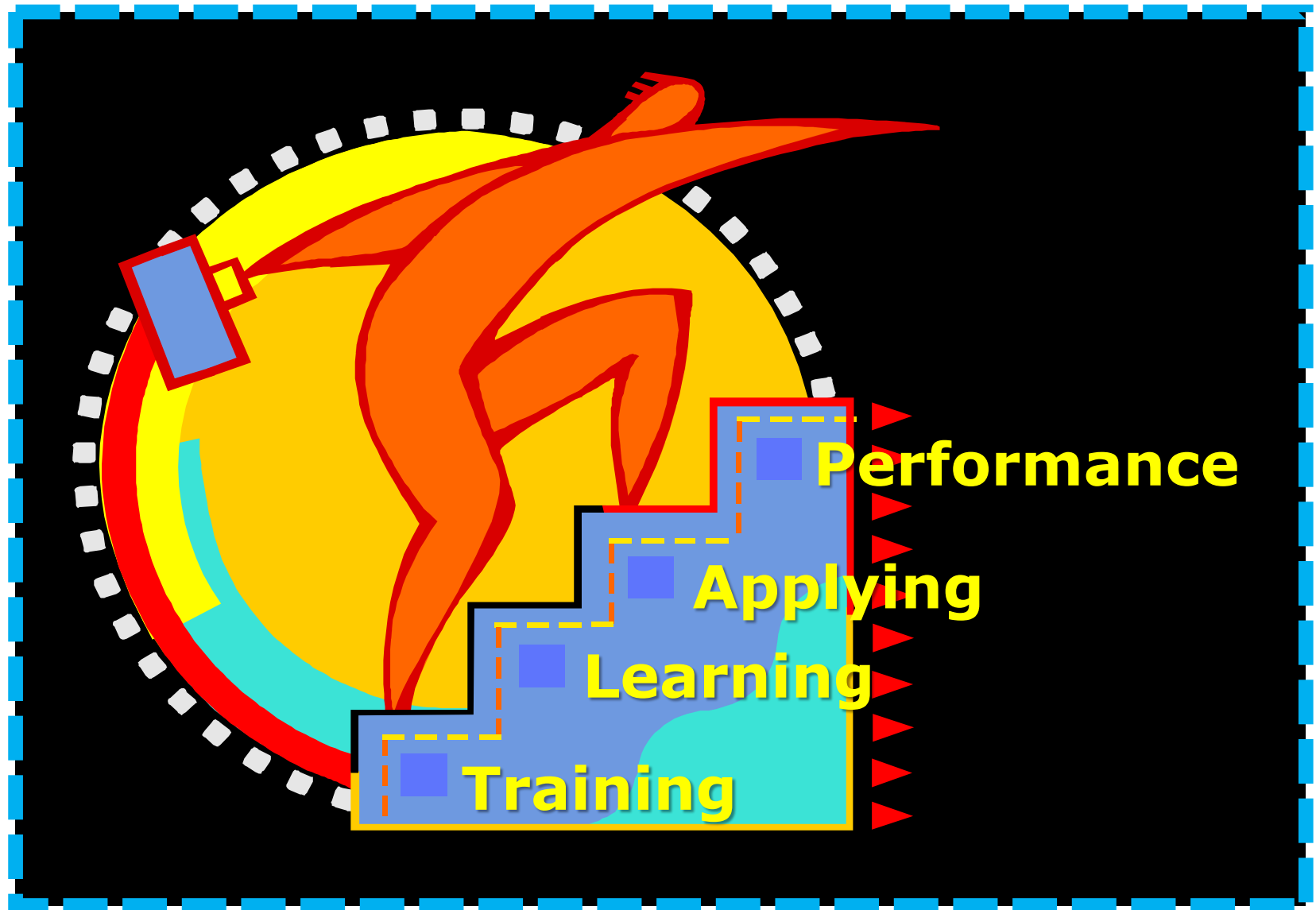
[LEARNING AND DEVELOPMENT](#)

[ABOUT HR](#)

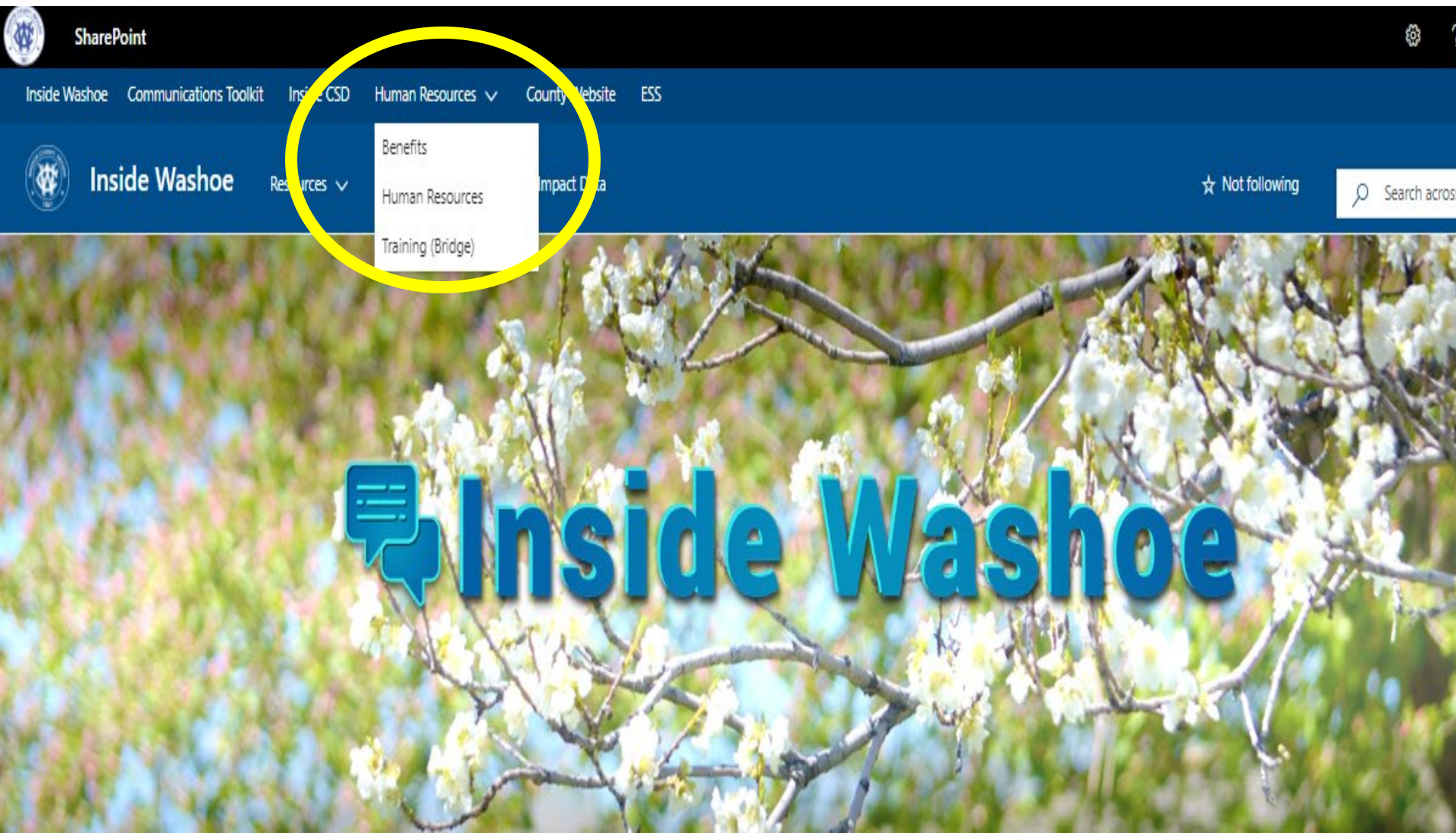
[MORE](#) 

WE ARE HIRING 

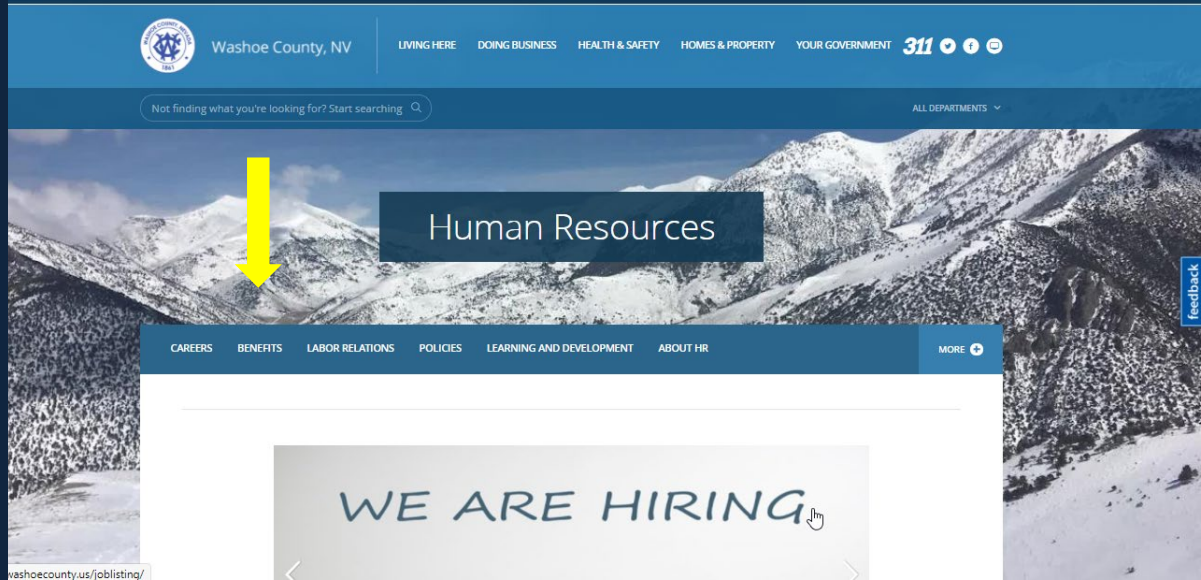
Washoe County provides employees with the opportunity to sustain and enhance individual performance and develop professionally through training provided by the Human Resources' Learning Center - Bridge.



Browse classes on the Learning Center – Bridge at Inside Washoe (County Intranet) under the Human Resources Tab. There are many online courses which can be viewed at your convenience or register for live session courses.



Benefits of Working for Washoe County



Find more information about Benefits on the Washoe County website.

- Employee Assistance Program
- Washoe County Deferred Compensation Plan
- Washoe County Health Plans
- American Fidelity Voluntary Benefits





If you have any questions, please be sure to ask your supervisor, your department HR Representative or contact Human Resources directly.

WELCOME TO WASHOE COUNTY!