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349008

No. 828

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July

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PROOF OF PUBLICATION

STATE OF NEVADA,
COUNTY OF WASHOE

ss.

Judi O'Sullivan

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

of which a copy is hereto attached, was first published in said newspaper in its issue dated the 15th day of July, 19 91 and, July 22, 1991, the full period of 2 days, the last publication thereof being in the issue of July 22, 1991 19

Signed

Judi O'Sullivan

Subscribed and sworn to before me this

22nd. day of July 19 91

JoAnne F. Wessel
Notary Public

JOANNE F. WESSEL
Notary Public - State of Nevada
Appointment Recorded in Washoe County
MY APPOINTMENT EXPIRES NOV. 18, 1992



828 ✓

NOTICE OF COUNTY ORDINANCE
Ord. No. 828

NOTICE IS HEREBY GIVEN that Bill No. 1003, Ordinance No. 828, entitled AN ORDINANCE AMENDING THE WASHOE COUNTY CODE BY MAKING VARIOUS AMENDMENTS TO THE MERIT PERSONNEL PROVISIONS OF CHAPTER 5 THEREOF, AND PROVIDING OTHER MATTERS PROPERLY RELATING THERETO was adopted on July 9, 1991, by Commissioners Larry Beck, Dianne Cornwall, Tina Leighton, Gene McDowell, and Rene Reid. Typewritten copies of the ordinance are available for inspection by all interested persons at the office of the County Clerk, located at 75 Court Street. Judi Bailey County Clerk
349008—No. 828
July 15, 22—lm133

SUMMARY: Makes various amendments to merit personnel provisions of Chapter 5 of the Washoe County Code.

BILL NO. 1003

ORDINANCE NO. 828

AN ORDINANCE AMENDING THE WASHOE COUNTY CODE BY MAKING VARIOUS AMENDMENTS TO THE MERIT PERSONNEL PROVISIONS OF CHAPTER 5 THEREOF; AND PROVIDING OTHER MATTERS PROPERLY RELATING THERETO.

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 the provisions set forth in Section 2 of this ordinance.

SECTION 2.

5.174 Veterans' preference. All qualified open competitive candidates, who are honorably discharged veterans of the United States armed forces after having served at least 6 months on active duty, will be granted a one point preference which will be added to their passing score prior to placement on the eligible list.

SECTION 3. Section 5.027 of the Washoe County Code is hereby amended to read as follows:

5.027 "Anniversary and merit salary increase date" defined.

1. Anniversary and merit salary increase date is interpreted as 1 year from the date of hire, rehire, promotion or merit salary adjustment. In the case of a demotion or equity salary adjustment within the same range, an anniversary date may change in order to prevent salary inequities for incumbents who occupy the same class, but who have more experience, education and/or time in the class than the incumbent receiving the demotion or equity adjustment.

2. A cost-of-living increase affecting all Washoe County employees authorized at any time by the board of county commissioners shall not affect the anniversary date of any county employee.

SECTION 4. Section 5.061 of the Washoe County Code is hereby amended to read as follows:

5.061 "Promotion" defined. "Promotion" means any movement of an employee into a class having a higher maximum salary range than the class previously occupied.

SECTION 5. Section 5.105 of the Washoe County Code is hereby amended to read as follows:

5.105 Status on reclassification.

1. An incumbent of a reclassified position may retain his appointment status and move to the level of the reclassified position when his position is reclassified:

(a) In connection with a countywide reclassification survey;

(b) When all incumbents performing the same function within a given class are similarly affected by reclassification;

(c) When a portion of the positions in a class are reclassified to a higher level, upon approval of his qualifications by the personnel division; or

(d) When a position is reclassified within the same class series, upon approval of his qualifications by the personnel division or upon completion of a training period at the conclusion of which his qualifications are approved by the personnel division.

Class series distinctions are made not only on the basis of subject matter but also on the level of duties, which includes differences between professional and nonprofessional work requirements.

2. Incumbents of reclassified positions under paragraph (a) or (b) of subsection 1 retain their appointment status as well as their step status in the new class. Incumbents affected under paragraph (c) or (d) of subsection 1 are governed by the provisions relating to promotion when determining appointment and step status.

3. If the reclassification includes a class of employees performing the same function as described in paragraph (b) of subsection 1, and a supervisory, specialty or other higher position is created from that class before, during or after the reclassification, the supervisory, specialty or other higher position shall be filled by examination pursuant to section 5.157.

4. The effective date of a position reclassified to a class having a higher salary grade shall be either the date the position was studied or 90 days after the request to study the position was received in the personnel division, whichever occurs first. The effective date of a position reclassified to a class

having a lower salary grade shall be the date the position was studied.

5. An employee in a position reclassified downward shall retain his status in the lower classification, and if the employee's salary is above the top of the salary range for the lower classification, he shall have his salary reduced to the top of the salary range effective the date the position is reclassified.

SECTION 6. Section 5.115 of the Washoe County Code is hereby amended to read as follows:

5.115 Application of rates. Each employee in the classified service shall be paid within the salary range in the grade for the appropriate class.

SECTION 7. Section 5.117 of the Washoe County Code is hereby amended to read as follows:

5.117 Part-time employment. An employee who works in a permanent position established for a portion of the regular work week or work year shall be paid for the actual hours worked. Part-time employment does not include temporary or seasonal employment. Combined positions with the county shall not exceed 8 hours per day total work time, or more than 40 hours per week, except in the case of authorized overtime.

SECTION 8. Section 5.119 of the Washoe County Code is hereby amended to read as follows:

5.119 Rate on initial hire, rehire, promotion, demotion or transfer.

1. Initial hire for a position shall be made at the entrance rate of the range for the class, except as provided in sections 5.123 and 5.203.

2. A former permanent employee, who, after a break in service, is reinstated to a position in the same or a related class, shall be compensated at a rate at or below his previous relative placement in the salary range for the former position, at the discretion of the appointing authority. Compensation at a higher rate may be allowed upon approval by the chief of personnel administration.

3. When an employee is promoted, he is entitled to the entry salary for the higher grade or 10 percent above the employee's base salary, whichever is greater, provided there is at least a 10 percent differential between the top of the salary range for the lower grade and the top of the salary range for the higher grade. If the differential between the two grades is between 5 percent and 10 percent, the employee is entitled to the entry salary for the higher grade or the

differential between the two grades, whichever is greater. If the differential between the two grades is less than 5 percent, the employee is entitled to the entry salary or 5 percent, whichever is greater, except as provided below. In all instances, the amount of the salary increase upon promotion must not exceed the top of the salary range for the higher grade. Any exception may be approved by the county manager upon written justification from the appointing authority and recommendation of the assistant county manager for personnel.

4. When a permanent employee is demoted, he shall be compensated within the range at a rate which reflects an approximate 5 percent salary decrease in the class to which he is demoted. The salary decrease may be waived upon approval by the appointing authority and the chief of personnel administration.

5. When an employee transfers to a position in another class, he is entitled to the corresponding step in the same range. Any exception requires written justification of the appointing authority and approval by the chief of personnel administration.

SECTION 9. Section 5.121 of the Washoe County Code is hereby amended to read as follows:

5.121 Merit salary adjustment.

1. Except as provided in subsection 2, the amount of the merit salary adjustment which may be paid is 5 percent of an employee's base salary, excluding any overtime. A merit salary adjustment must be based upon satisfactory job performance.

2. A merit salary adjustment may be given only if the employee's total salary, after adding the adjustment, does not exceed the maximum amount of the employee's salary range. If giving the full merit salary adjustment would result in a total salary exceeding that maximum amount, the employee may be given a reduced adjustment which would result in a total salary equal to the maximum amount of the employee's salary range. However, if a merit increase brings an employee within 1/2 percent of the top of the range, the employee shall be paid at the maximum salary for the range.

3. Earned merit salary adjustment shall be made on the employee's merit salary increase date.

4. An employee who is not given a merit salary increase on the annual merit review date is eligible to receive the merit salary increase at any later pay period during the annual review year. Granting a delayed merit salary increase in any succeeding pay period does not affect the employee's anniversary date.

5. An employee who has had his merit salary increase

withheld is entitled to receive this increase only within the immediately succeeding merit review period. The appointing authority may reevaluate the employee at any time during this subsequent period.

6. When the merit salary adjustment is delayed solely through administrative or clerical error, the adjustment shall be made effective as of the date it was properly due.

SECTION 10. Section 5.141 of the Washoe County Code is hereby amended to read as follows:

5.141 Standards for determining rate of payment for overtime. The following standards apply in determining whether a class is entitled to receive payment for overtime at the rate of straight time or time and one-half.

1. Professional standards. An employee shall be paid straight time if his work:

(a) Consists of the performance of work requiring knowledge of an advance type in a field of science or learning customarily acquired by a prolonged course of specialized intellectual instruction and study, and

(b) Whose work requires the consistent exercise of discretion and judgment in its performance; and

(c) Whose work is predominantly intellectual and varied in character (as opposed to routine mental, manual, mechanical, or physical work) and is of such character that the output produced or the result accomplished cannot be standardized in relation to a given period of time; and

(d) Who does not devote more than 20 percent of his hours worked in the workweek to activities which are not an essential part of and necessarily incident to the work described in paragraphs (a) and (c).

2. Training-level positions. Classifications that are clearly training-level positions are eligible for overtime compensation at time and one-half.

3. Supervisory standards. An employee shall be paid straight time:

(a) When customarily engaged in directing the work of other employees, such as:

(1) Day-to-day work direction and review of subordinate's work performance;

(2) Training;

(3) Performance evaluation;

(4) Discipline and counseling;

(5) Hiring, firing and promotion; and

(6) Making recommendations in the above categories that carry particular weight.

(b) When the rate of overtime pay is assigned to a classification based on the typical or average work requirements of the classification as a whole.

4. Executive standards. An employee shall be paid straight time:

(a) Whose primary duty consists of management of a department or office in which he is employed or of a customarily recognized subdivision thereof; and

(b) Who customarily and regularly directs the work of two or more employees; and

(c) Who has the authority to hire and fire other employees or whose suggestions and recommendations as to hiring and firing and as to advancement and promotion or any other change of status of other employees are given particular weight; and

(d) Who customarily and regularly exercises discretionary powers; and

(e) Who does not devote more than 20 percent of his hours in a work week to activities not directly and closely related to the performance of the work described in paragraphs (a) to (d), inclusive.

5. Administrative standards. Any employee shall be paid straight time:

(a) Whose primary duty consists of the performance of office or nonmanual work directly related to the management policies or general operations of his appointing authority; and

(b) Who customarily and regularly exercises discretion and independent judgment; and

(c) Who regularly assists an employee employed in a bona fide executive or administrative capacity; or

(d) Who performs, under only general supervision, work along specialized or technical lines requiring special training, experience or knowledge; or

(e) Who executes, under only general supervision, special assignments and tasks; and

(f) Who does not devote more than 20 percent of his hours in a work week to activities not directly and closely related to work described in paragraphs (a) to (e), inclusive.

SECTION 11. Section 5.169 of the Washoe County Code is hereby amended to read as follows:

5.169 Appeal of examinations. Appeal of results of examinations or findings of ineligibility to compete must be received in the personnel division or received by U.S. mail postmarked within 7 calendar days after grade notification or notification of ineligibility to compete. In the case of an appeal, a candidate may review his examination rating with the appropriate scoring key. Test items and raters' comments are confidential and are not subject to inspection by the candidate.

1. Objections to written test items must be submitted at the time the test is being administered on forms supplied by the personnel division. The personnel

division will review items being questioned and revise or eliminate those items determined inappropriate.

2. Requests for review of training and/or experience evaluations are limited to evaluation and/or clarification of application materials previously submitted. No new information may be considered.

SECTION 12. 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. Divisional promotional lists.
3. Department promotional lists.
4. Countywide promotional lists.
5. Eligible lists from open examinations.

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

SECTION 13. Section 5.179 of the Washoe County Code is hereby amended to read as follows:

5.179 Duration of lists. An eligible list remains in effect for 1 year but may be extended by the chief of personnel administration if the number of remaining interested eligibles on the list in relation to the labor market is sufficient to meet the needs of the county service. A list may not be extended for more than 2 additional years. Reasonable notice of a proposed abolishment shall be given to the remaining eligibles prior to holding a new examination.

SECTION 14. Section 5.183 of the Washoe County Code is hereby amended to read as follows:

5.183 Removal of names from eligible lists.

1. The chief of personnel administration may remove names of eligibles from active eligible lists for any of the following causes:

(a) Appointment after certification to fill a full-time permanent position in the class for which the examination was given.

(b) Expiration of the term of eligibility of the eligible list.

(c) Separation of a promotional eligible from the county service.

(d) Failure to respond within the required time to a notice of certification or availability survey.

(e) A statement by the eligible that he is not willing

to accept any type of appointment from the eligible list.

(f) Three instances of either failure to appear for an interview or voluntary withdrawal from consideration for appointment.

2. Names of eligibles may be removed from the active eligible lists for any of the causes listed under subsection 3 of section 5.155 or section 5.185.

3. A person whose name has been removed from an eligible list may be reinstated on the list under the following conditions:

(a) A probationary employee who has resigned from county service in good standing may be reinstated to the eligible list;

(b) A promotional eligible who has resigned from county service in good standing may be reinstated to the open competitive list; or

(c) An employee who is no longer eligible as a promotional candidate on a list may be reinstated to the open competitive list.

Reinstatement may only occur upon request of the former eligible and is limited to placement on the eligible list with the score earned during the period of time that the eligibility list is valid.

SECTION 15. Section 5.187 of the Washoe County Code is hereby amended to read as follows:

5.187 Statement of chief of personnel administration upon refusal to examine or certify; appeal to personnel committee.

1. When the chief of personnel administration refuses to examine an applicant or, after an examination, refuses to certify an eligible person, the applicant or eligible person may appeal that decision and request that the chief of personnel administration furnish to him a statement of the reasons for the refusal to examine or the refusal to certify, as the case may be. The chief of personnel administration shall furnish the statement upon request.

2. If the chief of personnel administration refuses to examine an applicant or, after an examination, refuses to certify an eligible person, that person may appeal to the personnel committee in accordance with rules and regulations adopted by the committee. If the committee finds that the chief of personnel administration is in error in refusing to examine an applicant or in refusing to certify an eligible person, the committee shall order the chief of personnel administration to examine or certify, and the chief of personnel administration shall comply.

SECTION 16. Section 5.189 of the Washoe County Code is hereby amended to read as follows:

5.189 Certification of names.

1. In response to requests for certification from appointing authorities, the personnel division shall certify the names, if any, of eligibles from current eligible lists for the class or position to be filled. Certification must be made in the order of standing on the lists. If there are fewer than five names on a list, consideration may be given to certification from other lists determined to be appropriate by the personnel division. Names from other lists must follow those names certified (if any) from the original eligibility list for a total of five names.

2. An appointing authority may request selective certification for a particular position if the standard certification described in subsection 1 does not provide candidates qualified to perform duties of the position satisfactorily. Where selective certification is necessary, the appointing authority shall furnish in writing those specialized requirements peculiar to the position and his reasons for such requirements. If the personnel division, after investigation, determines that the facts and reasons justify selective certification, the personnel division may certify the highest ranking eligibles who possess the special qualifications. Determination of special qualifications may require circularization of eligibles before certification can be made. Certification of eligibles of only one sex must not be made unless there is clear evidence that efficient performance of duties assigned could be performed only by the sex specified. Authorization for selective certification must be made on an individual basis and subsequently reported to the personnel committee at its next regular meeting.

3. Upon receipt of an appointing authority's estimated unskilled and semiskilled labor requirements, the personnel division shall randomly certify eligible applicants. Ten names shall be certified for the first vacancy, and one name for each additional vacancy.

4. For each initial vacancy, the personnel division shall certify three whole-number scores, but not less than five names. For multiple vacancies within 30 days of original certification one more whole score will be certified for each additional vacancy. For those examinations conducted on a promotional/open competitive basis, in addition to the top three whole-number scores being certified from the promotional lists, all open competitive candidates who achieved a higher score than the lowest promotional candidate certified must also be certified for the vacancy.

5. If less than five eligibles are available for

appointment, the appointing authority may make an appointment from among the remaining eligibles or make a provisional appointment upon approval by the personnel division.

6. The name of an eligible may not be certified more than three times to the same appointing authority from the same eligible list, except at the request of the appointing authority. Certification to temporary positions shall not be counted.

7. Those eligibles on a current list for permanent positions, who are currently employed in a temporary or seasonal position in the same class and who have served at least 3 months in the class, shall be certified in addition to the names certified under the provisions of subsection 4.

8. An employee who is requesting a transfer from one department to another, or a probationary employee who is requesting a transfer from a part-time to full-time position, or vice versa, must so notify the personnel division in writing, in order to be placed on the appropriate certification list, in addition to the names certified under the provisions of subsection 4.

SECTION 17. Section 5.195 of the Washoe County Code is hereby amended to read as follows:

5.195 Reinstatement.

1. An employee who has attained permanent status in a class and who has resigned from the county service in good standing or has taken a voluntary demotion may be reinstated under the following conditions:

(a) The position must be in the same or related class with reasonably similar qualifications.

(b) Reinstatement must occur within 3 years from the date of resignation or voluntary demotion.

(c) Reinstatement must be upon approval by the chief of personnel administration.

Employees so reinstated must serve a new probationary period.

SECTION 18. Section 5.197 of the Washoe County Code is hereby amended to read as follows:

5.197 Transfers: Kinds of transfers; conditions.

1. An appointing authority may, after reasonable notice and upon the approval of the chief of personnel administration, transfer any permanent or probationary employee under his jurisdiction from one position to another position in the same class, or from a position in one class to a position in a related class with the same grade and with reasonably similar qualifications.

2. An appointing authority may, after reasonable notice and upon approval of the personnel division, transfer for

the convenience of the county any employee with permanent status from a position in one class in one location to another permanent assignment in a position of the same or related class.

3. The position to which an employee is transferred may be in a location different from that from which he was transferred. When an employee transfers from a position under one appointing authority to a position under another appointing authority without a break in service, his vacation and sick leave balances shall become a charge upon the agency to which he transfers. All accumulated overtime shall be compensated for by the department he is leaving, if authorized in accordance with the provisions of the Merit Personnel Ordinance concerning payment of overtime.

SECTION 19. Section 5.205 of the Washoe County Code is hereby amended to read as follows:

5.205 Employment by Washoe County of former exempt employees; retention of earned leave; continuous employment of certain judicial employees.

1. If a person leaves the employment of Washoe County as an exempt employee and is hired in the classified or unclassified service by Washoe County immediately upon his termination, the Washoe County appointing authority shall accept as an obligation of his department the annual and sick leave accrued by the employee during his employment as an exempt employee. No accrued overtime may be accepted.

2. The employee may use his previously earned sick leave, upon proper justification, from the beginning of his employment with Washoe County, notwithstanding that he will be in probationary status. During his first 6 months of employment, his previously earned annual leave may be used only at the discretion of the department head, pursuant to the convenient conduct of department business.

3. The employee shall earn and use annual and sick leave beginning with his first day of employment by Washoe County according to provisions governing other new-hire county employees.

4. Certain persons employed in the office of the Washoe County clerk as of July 1, 1973, were designated as judicial employees by the enactment of Washoe County Ordinance No. 230 (section 10.010). Service of those persons as judicial employees shall be treated as the equivalent of county service for the purposes of the Merit Personnel Ordinance and the transition from service as a judicial employee to a county employee shall not be deemed a break in continuous service.

SECTION 20. Section 5.209 of the Washoe County Code is hereby amended to read as follows:

5.209 Provisional appointments. In the absence of an appropriate eligible list, and upon specific approval of the personnel division, a provisional appointment may be made of a person meeting the minimum qualifications for the class. The provisional appointment must be terminated within 30 days after the establishment of an appropriate eligible list and not later than 6 months following the date of his original appointment. Service in a provisional status will not be credited for purposes of probation but will be credited towards sick and annual leave and the anniversary date, if immediately followed by a probationary appointment.

SECTION 21. Section 5.211 of the Washoe County Code is hereby amended to read as follows:

5.211 Temporary and seasonal appointments.

1. When services to be performed are required for a limited term of not to exceed 6 months, the appointing authority shall indicate the probable duration of employment on his request for certification. Upon receipt of the request, the personnel division shall certify the names of eligibles from the appropriate eligible list who have noted that they will accept employment for the duration of the employment indicated. If, before or after certification, it appears that there are no eligibles who will accept such employment, the personnel division may authorize a provisional appointment not to exceed 6 months to fill the vacancy.

2. Service under temporary or seasonal appointment immediately preceding appointment to a permanent position in the same department shall be credited for purposes of sick and annual leave and merit salary increases, but shall not be counted as part of the probationary period applicable to the permanent position.

SECTION 22. Section 5.217 of the Washoe County Code is hereby amended to read as follows:

5.217 Interrupted probationary period.

1. If a probationer has not, during his prescribed probationary period, worked the number of months set forth in the classification and compensation plan, his probationary period may, with prior approval of the personnel division, be extended until he has worked the required months.

2. In calculating the required period, overtime work and other time beyond those variations as specified in section 5.275 shall not be counted. The appointing authority shall report in the prescribed manner to the

personnel division and the employee when, because of inadequate time served, the probationary period is to be extended under this section.

3. When a probationary employee is injured on the job and is placed in a "light duty" assignment as certified by the Risk Management Division, his probationary period may, with prior approval of the Personnel Division, be extended until he has worked the required months performing his regular assignment.

4. When a probationary employee is incapacitated and in a paid leave status in excess of 30 consecutive days, his probationary period may, with prior approval of the Personnel Division, be extended until he has worked the required number of months.

SECTION 23. Section 5.221 of the Washoe County Code is hereby amended to read as follows:

5.221 Rejection of probationary employees.

1. Probationary employees serve at the pleasure of the appointing authority, and the appointing authority may, at any time during the probationary period, terminate a probationer.

2. Rejection of an employee during the probationary period shall be accomplished by the filing by the appointing authority with the personnel division of all performance reports due and a report of separation for the probationary employee affected. The appointing authority shall advise the probationary employee, in writing, of the reason or reasons for the termination.

3. If a report of separation for the employee is not received in the personnel division or postmarked by the close of business on the last day of the probationary period, the employee will be considered satisfactorily to have completed the probationary period and acquired permanent status.

4. Any promotional appointee who fails to attain permanent status in the position to which he was promoted, or who is dismissed for cause other than misconduct or delinquency on his part from the position to which he was promoted, either during the probationary period or at the conclusion thereof, shall be restored to the position from which he was promoted.

5. When an incumbent does not satisfactorily complete his probationary period upon promotion, he shall return to his former position and pay status as if the promotion had not occurred.

SECTION 24. Section 5.223 of the Washoe County Code is hereby amended to read as follows:

5.223 Reports of personnel actions.

1. Each appointing authority shall report promptly to

the personnel division such information as is required in connection with each appointment, separation from service or other change in position or salary or other matters affecting the status of positions or the performance of duties of county employees. All such reports shall be prepared in the manner and on the forms prescribed by the personnel division. The personnel division shall establish procedures for sending copies of reports and notices to the county comptroller and management information services without delay of any new positions, new employees, changes in pay or status, and attendance and absence of employees and of its approval or disapproval of such actions for use in auditing and approval of payment of any salaries or wages to county employees. The personnel division shall, if so requested by the county comptroller, make available the official roster for the purpose of making such audits.

2. Whenever the personnel division determines that employment or proposed employment or payment of any person as an employee in the classified or unclassified service is in any way contrary to law or the Merit Personnel Ordinance, it shall so notify the county comptroller, after review with the division concerned. Upon such notice neither the county comptroller nor management information services shall approve any payment to such person.

3. Any personnel document effecting a change in an employee's salary rate and having the identical effective date shall be processed in the following order:

- (a) Merit salary increase.
- (b) Reclassification or overall compensation plan adjustment.
- (c) Promotion or demotion.

The combined salary increase which an employee shall receive under paragraphs (a) and (c) is 10 percent or the bottom of the salary range of the class to which the person is being promoted, whichever is greater.

SECTION 25. 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 40 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 is entitled to vacation credit at the biweekly equivalent of the following hourly rates:

- (a) Less than 3 years of continuous service, 80 hours.

(b) Three, but less than 7, years of continuous service, 120 hours.

(c) Seven, but less than 10, years of continuous service, 144 hours.

(d) Ten or more years of continuous service, 168 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 26. Section 5.251 of the Washoe County Code is hereby amended as follows:

5.251 Sick leave.

1. Except as provided in subsection 7, each employee in the continuous service of the county for less than 10 years is entitled to sick leave credit at the rate of 1 1/4 days for each month of full-time service.

2. Each employee in the service of the county for 10 or more continuous years of service is entitled to sick leave credit at the rate of 1 1/2 days for each month of full-time service.

3. Part-time employees shall be allowed prorated sick leave on the basis of 1 1/4 days of credit for each equivalent month of full-time service.

4. For purposes of sick leave, 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 in a permanent position 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. Sick leave credit earned pursuant to this section is cumulative from year to year.

7. Seasonal and temporary employees are not eligible for sick leave. However, time served as a seasonal and temporary employee may be credited for sick leave purposes when immediately followed by a probationary appointment within the same department.

SECTION 27. Section 5.287 of the Washoe County Code is amended to read as follows:

5.287 Copies of performance evaluation reports. Each employee shall be given a copy of the evaluation form prepared by his supervisor regarding his progress. Copies of the evaluations may only be made available to that current supervisor, the appointing authority, the personnel division or an appointing authority (or designee) who is considering the employee for a vacant position.

SECTION 28. Section 5.334 of the Washoe County Code is hereby amended to read as follows:

5.334 Full-time service required. Each employee shall, during his hours of duty as an employee and subject to such other laws, rules or regulations as pertain thereto, devote his full-time attention and efforts to county employment. A full-time employee may not engage in additional part-time work for the county.

SECTION 29. Sections 5.051, 5.241 and 5.253 of the Washoe County Code are hereby repealed.

Proposed on the 18th day of June, 1991
 Proposed by Commissioners McDowell
 Passed on the 9th day of July, 1991.

Vote:

Ayes: Commissioners: Beck, Cornwall, Leighton, McDowell, & Reid.
 Nays: Commissioners: None.
 Absent: Commissioners: None.

Gene Reid
 Chairman of the Board

ATTEST:
 JUDI BAILEY, CLERK
 by Judy J. Lee CHIEF DEPUTY
 County Clerk

This ordinance shall be in force and effect from and after the
 22nd day of July, 1991.