

FIRST AMENDMENT

ORDINANCE NO. 1466

AN ORDINANCE TO AMEND TITLE I, CHAPTER 18, OF THE MUNICIPAL CODE OF THE CITY OF LAS VEGAS, NEVADA, 1960 EDITION, TO CLARIFY DEFINITION OF CALENDAR DAYS, JOB CLASSIFICATION UPON REEMPLOYMENT, TO PROVIDE FOR TEMPORARY SERVICE ALLOWANCE IN COMPUTING LONGEVITY PAY, TO ADOPT THE SAME FOR SALARY INCREASES AT ANY STEP, TO PROVIDE FOR THE JOB CLASSIFICATION OF A PERSON TRANSFERRING FROM THE UNCLASSIFIED TO THE CLASSIFIED SERVICE; TO REFLECT IN THE CIVIL SERVICE RULES WASHINGTON'S BIRTHDAY AS A REQUIRED HOLIDAY, AS PROVIDED IN THE CITY CODE; TO PROVIDE SICK LEAVE FOR TEMPORARY EMPLOYEES; TO FURTHER DEFINE THE MEANING OF VESTED RIGHTS AND TO DEFINE CALENDAR DAYS; PROVIDING OTHER MATTERS PROPERLY RELATING THERETO.

THE BOARD OF COMMISSIONERS OF THE CITY OF LAS VEGAS DOES  
ORDAIN AS FOLLOWS:

SECTION 1. TITLE 1, Chapter 18, Section 350.4 of the Civil Service Rules of the City of Las Vegas, Nevada, is hereby amended to read as follows:

350.4: The name of any person appearing on an eligible list as a result of an open competitive examination may be removed if he fails to respond to notice to report for employment interview within ten calendar days from the date of mailing of the notice, or if he has been certified for appointment three times and has not been appointed, or if such person for any reason has become incapacitated for appointment, or if it has been determined that there were sufficient grounds to disqualify the applicant under Rule 320.2. The person affected shall be notified of the removal of his name by a notice mailed by registered or certified mail with a return receipt requested, postage paid, to his last known address.

SECTION 2. TITLE 1, Chapter 18, Section 350.5 of the Civil Service Rules of the City of Las Vegas, Nevada, is hereby amended to read as follows:

350.5: Regular employees separated from the service through a reduction in force shall be placed upon a re-employment list. In the event two or more employees in the same classification are separated on the same date, their names shall be placed on the re-employment list in seniority order.

An employee who resigns for good and sufficient reasons may request in writing, within three (3) years after such resignation, that his name be placed upon a re-employment list for the classification in which he was originally employed by the City in a Civil Service status and which was in the same job family as that held upon resignation, subject to the approval of the department head, Director of Personnel, City Manager and the Civil Service Board; provided, however, that an employee who has been in the service of the city for a sufficient number of years to be eligible for retirement, but who has not yet reached retirement age, may make such request at any time within six (6) years following such resignation.

SECTION 3. TITLE 1, Chapter 18, Section 360.2, Subsection (a), of the Civil Service Rules of the City of Las Vegas, Nevada, is hereby amended to read as follows:

360.2: (a) The service date of all employees, for purposes of annual or sick leave, seniority (except as provided in 360.3) and computing longevity pay

shall be the actual date they are placed on the payroll except as provided in 640.3. Eligibility for confirmation of appointment and within-grade increases shall be subject to 320.8.

SECTION 4. TITLE 1, Chapter 18, Section 450.1 of the Civil Service Rules of the City of Las Vegas, Nevada, is hereby amended to read as follows:

450.1: An employee who meets all requirements of his position is eligible for a one salary range step increase upon completion of each year's service in grade in his existing salary range step, except as provided in 230.3 (a).

SECTION 5. TITLE 1, Chapter 18, Section 450.2 of the Civil Service Rules of the City of Las Vegas, Nevada, is hereby repealed and Section 450.3 of the Civil Service Rules of the City of Las Vegas, Nevada is hereby designated as 450.2.

450.2: An employee who is considered to be "outstanding" is eligible to advance one salary range step after having completed at least six months' service in grade in his existing salary range step.

SECTION 6. TITLE 1, Chapter 18, Section 450.4 of the Civil Service Rules of the City of Las Vegas, Nevada, is hereby designated as 450.3 and is hereby amended to read as follows:

450.3: Salary increases as provided in 450.1 and 450.2 are based solely on merit and must be recommended by the Department Head and approved by the Personnel Director and the City Manager.

SECTION 7. TITLE 1, Chapter 18, Section 460.3 of the Civil Service Rules of the City of Las Vegas, Nevada, is hereby amended to read as follows:

460.3: Any employee in the competitive service who is appointed to an unclassified position may request and be authorized by the Civil Service Board to retain his rights to return to the competitive service. Such an employee, when the unclassified assignment is terminated, shall be returned to:

(a) a position in the class which he had previously held, or

(b) such higher position as he may have become eligible for as a result of successfully completing an exam and having been placed on an eligibility list, provided that he would have been appointed to the higher position prior to expiration of the list, had he remained in the competitive service.

In the case of either (a) or (b), if there is no existing vacancy, the City Manager shall cause one or more reductions in grade and/or terminations commencing with the incumbent presently holding the highest

position to which the subject employee has rights and proceeding down through the lower ranks as necessary, in accordance with section 940.3 (b).

On returning, he shall be placed at the salary to which he would have been entitled, had he remained in the competitive service, and shall be credited with time spent in unclassified status for purposes of seniority in grade.

He shall be entitled, while in unclassified status, to all rights of the position in the competitive service from which he was appointed.

An employee who is reduced in grade or terminated as a result of the foregoing shall be placed at the top of a re-employment list for the classification from which he was reduced or terminated and shall be appointed to fill the first opening which occurs in that particular class, subject to the provisions of section 350.6.

SECTION 8. TITLE 1, Chapter 18, Section 650.1 of the Civil Service Rules of the City of Las Vegas, Nevada, is hereby amended to read as follows:

650.1: Every employee of the City, in addition to earned vacation, shall be entitled to vacation on the following holidays during each year:

January 1 (New Year's Day)

February 22 (Washington's Birthday)

May 30 (Memorial Day)

July 4 (Independence Day)

First Monday in September (Labor Day)

October 31 (Nevada Day)

November 11 (Veteran's Day)

Thanksgiving Day

December 25 (Christmas)

Any day that may be declared a holiday by the Governor or Mayor. If any of the above holidays fall on Sunday, the following Monday shall be considered as the legal holiday. If any of the above holidays fall on Saturday, the preceding Friday shall be considered as the legal holiday. All full time employees in the service of the City shall be entitled to time off for legal holidays when such holidays fall on regularly scheduled work days, as provided in Sections 650.2 and 650.3 of the Civil Service Rules of the City of Las Vegas .

SECTION 9. TITLE 1, Chapter 18, Section 650.2 of the Civil Service Rules of the City of Las Vegas, Nevada, is hereby amended to read as follows:

650.2: (a) All full-time employees who are employed on a 40 hour per week, Monday through Friday basis, shall be entitled to time off on such legal holidays.

(b) Employees in departments which operate on a 24 hour per day basis, who work on a legal holiday as a part of their regular work schedule shall be credited with (i) 8 hours annual leave, if they are on a 40 hour per week work schedule, or (ii) 12 hours annual leave, if they are on a 56 hour per week work schedule, except as provided in 650.2 (d).

(c) Employees whose regularly scheduled day off falls on a legal holiday shall be credited with (i) 8 hours annual leave if they are on a 40 hour per week work schedule, or (ii) 12 hours annual leave, if they are on a 56 hour per week work schedule, except as provided in 610.2, 610.3 and 650.2 (d).

(d) When the taking of an alternate day of annual leave would require coverage of the shift on an overtime basis, compensation may be made in cash for the holiday worked on a straight time basis.

SECTION 10. TITLE 1, Chapter 18, Section 670.1 of the Civil Service Rules of the City of Las Vegas, Nevada, is hereby amended to read as follows:

670.1: Any abuse of these provisions may be considered cause for disciplinary action under Rule 520. All full time employees and temporary employees whose appointments are for a minimum of 120 calendar days who are:

(a) incapacitated by illness or injury from the performance of their duties or whose attendance is prevented by public health requirements may be granted sick leave with pay, or

(b) required to absent themselves from work to attend the funeral of a member of their immediate family (defined as: spouse, child, father, mother, brother or sister) may be granted sick leave with pay up to a maximum of three (3) days.

In extraordinary circumstances additional sick leave for funeral attendance may be granted by the City Manager upon the recommendation of the Department Head and approval of the Director of Personnel, or

(c) required to absent themselves from work to personally care for a member of their family (as defined above) may be granted sick leave with pay in extraordinary circumstances, by the City Manager, upon the recommendation of the Department Head and approval of the Director of Personnel, or

(d) required to take time off from work for the purpose of keeping an appointment with a doctor may be granted sick leave up to a maximum of four (4) hours for any one appointment. A request for additional time must be approved by the Department Head, Director of Personnel, and the City Manager.

SECTION 11. TITLE 1, Chapter 18, Section 670.2 of the Civil Service Rules of the City of Las Vegas, Nevada, is hereby amended to read as follows:

670.2: Any time off for funeral attendance in addition to three (3) days and any time off for personal care of a member of their immediate family which has not been authorized by the City Manager as above provided shall be charged to annual leave, if available.

SECTION 12. TITLE 1, Chapter 18, Section 670.6 of the Civil Service Rules of the City of Las Vegas, Nevada, is hereby amended to read as follows:

670.6: An employee shall receive payment for one-half the amount of unused sick leave which he has accrued, provided that, upon separation:

(a) He has completed ten years or more of service and has reached the minimum age for retirement as indicated in applicable state retirement provisions; or

(b) He has completed a sufficient number of years to have vested rights to a full or partial retirement allowance as indicated in applicable state retirement provisions, but has not yet reached retirement age.

SECTION 13. TITLE 1, Chapter 18, Section 1040.5, Subsection (b) of the Civil Service Rules of the City of Las Vegas, Nevada, is hereby amended to read as follows:

1040.5: (b) An employee wishing to appeal against such an action must file with the Secretary of the Civil Service Board within ten calendar days after the date of receipt of such notification a written statement of his intention to appeal, specifying the action against which appeal is made and the subsection or sections of Civil Service Rule 1040.1 under which the appeal is filed. The statement must also include a sufficiently detailed statement which justifies the appeal submission under the reference subsection (s).

SECTION 14. TITLE 1, Chapter 18, Section 1040.5, Subsection (c) of the Civil Service Rules of the City of Las Vegas, Nevada, is hereby amended to read as follows:

1040.5: (c) Following notice of appeal, the Secretary of the Civil Service Board shall immediately notify the Chairman of the Civil Service Board. The Board

shall, within fifteen calendar days of such filing meet to set a date to consider the application for appeal. If the appeal is considered to be receivable under these rules, a hearing shall be set for a date not more than thirty calendar days from the date of the filing of the appeal, unless the employee requests a later date.

PASSED, ADOPTED AND APPROVED this 5th day of August, 1970.

  
ORAN K. GRAGSON, MAYOR

ATTEST:

EDWINA M. COLE

Edwina M. Cole, City Clerk

By Doris M. Karsnok

Doris M. Karsnok, Deputy

The above and foregoing ordinance was first proposed and read by title to the Board of Commissioners on the 15th day of July, 1970, and referred to the following committee composed of Commissioners Corey and Howery for recommendation; thereafter the said committee reported favorably on said ordinance on the 5th day of August, 1970, which was a regular meeting of said Board; that at said regular meeting the proposed ordinance was read by title to the Board of Commissioners as first introduced and adopted by the following vote:

VOTING "AYE": Commissioners Coblentz, Thornley, Howery, Corey and Mayor Gragson

VOTING "NAY": None

ABSENT: None

APPROVED:

  
ORAN K. GRAGSON, MAYOR

ATTEST:

EDWINA M. COLE

Edwina M. Cole, City Clerk

By Doris M. Karsnok

Doris M. Karsnok, Deputy

# AFFIDAVIT OF PUBLICATION

STATE OF NEVADA,  
COUNTY OF CLARK { ss.

Robert E. Hunter, being first duly sworn,

deposes and says: That he is Composing Room Foreman of the  
**LAS VEGAS SUN**, a daily newspaper of general circulation, printed and published  
at Las Vegas, in the County of Clark, State of Nevada, and that the attached was  
continuously published in said newspaper for a period of 8 days

from August 10, 1970 to August 17, 1970

inclusive, being the issues of said newspaper for the following dates, to-wit:

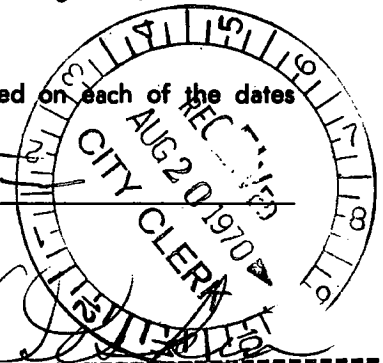
August 10, 17, 1970

That said newspaper was regularly issued and circulated on each of the dates  
above named.

Signed Robert E. Hunter

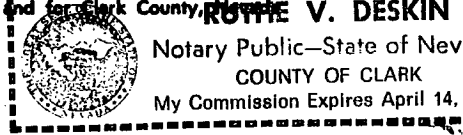
Subscribed and sworn to before me this 17th  
day of August, 1970

Ruthie V. Deskin



Notary Public in and for Clark County, Nevada **RUTHIE V. DESKIN**

My Commission Expires



**ORDINANCE NO. 1666**  
AN ORDINANCE TO AMEND TITLE 1, CHAPTER 18, OF THE MUNICIPAL CODE OF THE CITY OF LAS VEGAS, NEVADA, 1960 EDITION, TO CLARIFY DEFINITION OF CALENDAR DAYS, JOB CLASSIFICATION UPON REEMPLOYMENT, TO PROVIDE FOR TEMPORARY SERVICE ALLOWANCE IN COMPUTING LONGEVITY PAY, TO ADOPT THE SAME FOR SALARY INCREASES AT ANY STEP, TO PROVIDE FOR

THE JOB CLASSIFICATION OF A PERSON TRANSFERRING FROM THE UNCLASSIFIED TO THE CLASSIFIED SERVICE TO REFLECT IN THE CIVIL SERVICE RULES WASHINGTON'S BIRTHDAY AS A REQUIRED HOLIDAY AS PROVIDED IN THE CITY CODE; TO PROVIDE SICK LEAVE FOR TEMPORARY EMPLOYEES; TO FURTHER DEFINE THE MEANING OF VESTED RIGHTS AND TO DEFINE CALENDAR DAYS; PROVIDING OTHER MATTERS PROPERLY RELATING THERETO.

THE BOARD OF COMMISSIONERS OF THE CITY OF LAS VEGAS DOES ORDAIN AS FOLLOWS:

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350.4: The name of any person appearing on an eligible list as a result of an open competitive examination may be removed if he fails to respond to notice to report for employment interview within ten calendar days from the date of mailing of the notice, or if he has been certified for appointment three times and has not been appointed, or if such person for any reason has become incapacitated for appointment, or if it has been determined that there were sufficient grounds to disqualify the applicant under Rule 320.2. The person affected shall be notified of the removal of his name by a notice mailed by registered or certified mail with a return receipt requested, postage paid, to his last known address.

SECTION 2. TITLE 1, Chapter 18, Section 350.5 of the Civil Service Rules of the City of Las Vegas, Nevada, is hereby amended to read as follows:

350.5: Regular employees separated from the service through a reduction in force shall be placed upon a re-employment list. In the event two or more employees in the same classification are separated on the same date, their names shall be placed on the re-employment list in seniority order.

An employee who resigns for good and sufficient reasons may request in writing, within three (3) years after such resignation, that his name be placed upon a re-employment list for the classification in which he was originally employed by the City in a Civil Service status and which was in the same job family as that held upon resignation, subject to the approval of the department head, Director of Personnel, City Manager and the Civil Service Board; provided, however, that an employee who has been in the service of the city for a sufficient number of years to be eligible for retirement, but who has not yet reached retirement age, may make such request at any time within six (6) years following such resignation.

SECTION 3. TITLE 1, Chapter 18, Section 360.2, Subsection (a), of the Civil Service Rules of the City of Las Vegas, Nevada, is hereby amended to read as follows:

360.2: (a) The service date of all employees, for purposes of annual or sick leave, seniority (except as provided in 360.3) and computing longevity pay shall be the actual date they are placed on the payroll except as provided in 640.3. Eligibility for confirmation of appointment and within-grade increases shall be subject to

SECTION 4. TITLE 1, Chapter 18, Section 450.1 of the Civil Service Rules of the City of Las Vegas, Nevada, is hereby amended to read as follows:

450.1: An employee who meets all requirements of his position is eligible for a one salary range step increase upon completion of each year's service in grade in his existing salary range step, except as provided in 230.3 (a).

SECTION 5. TITLE 1, Chapter 18, Section 450.2 of the Civil Service Rules of the City of Las Vegas, Nevada, is hereby repealed and Section 450.3 of the Civil Service Rules of the City of Las Vegas, Nevada is hereby designated as 450.2.

450.2: An employee who is considered to be "outstanding" is eligible to advance one salary range step after having completed at least six months' service in grade in his existing salary range step.

SECTION 6. TITLE 1, Chapter 18, Section 450.4 of the Civil Service Rules of the City of Las Vegas, Nevada, is hereby designated as 450.3 and is hereby amended to read as follows:

450.3: Salary increases as provided in 450.1 and 450.2 are based solely on merit and must be recommended by the Department Head and approved by the Personnel Director and the City Manager.

SECTION 7. TITLE 1, Chapter 18, Section 460.3 of the Civil Service Rules of the City of Las Vegas, Nevada, is hereby amended to read as follows:

460.3: Any employee in the competitive service who is appointed to an unclassified position may request and be authorized by the Civil Service Board to retain his rights to return to the competitive service. Such an employee, when the unclassified assignment is terminated, shall be returned to:

(a) a position in the class which he had previously held, or

(b) such higher position as he may have become eligible for as a result of successfully completing an exam and having been placed on an eligibility list, provided that he would have been appointed to the higher position prior to expiration of the list, had he remained in the competitive service.

In the case of either (a) or (b), if there is no existing vacancy, the City Manager shall cause one or more reductions in grade and/or terminations commencing with the incumbent presently holding the highest position to which the subject employee has rights and proceeding down through the lower ranks as necessary in accordance with section 940.3 (b).

On returning, he shall be placed at the salary to which he would have been entitled, had he remained in the competitive service, and shall be credited with time spent in unclassified status for purposes of seniority in grade.

He shall be entitled, while in unclassified status, to all rights of the position in the competitive service from which he was appointed.

An employee who is reduced in grade or terminated as a result of the foregoing shall be placed at the top of a re-employment list for the classification from which he was reduced or terminated and shall be appointed to fill the first opening which occurs in that particular class, subject to the provisions of section 350.6.

SECTION 8. TITLE 1, Chapter 18, Section 650.1 of the Civil Service Rules of the City of Las Vegas, Nevada, is hereby amended to read as follows:

650.1: Every employee of the City, in addition to earned vacation, shall be entitled to vacation on the following holidays during each year:

- January 1 (New Year's Day)
- February 22 (Washington's Birthday)
- May 30 (Memorial Day)
- July 4 (Independence Day)
- First Monday in September (Labor Day)
- October 31 (Nevada Day)
- November 11 (Veteran's Day)
- Thanksgiving Day
- December 25 (Christmas)

Any day that may be declared a holiday by the Governor or Mayor, if any of the above holidays fall on

Sunday, the following Monday shall be considered as the legal holiday. If any of the above holidays fall on Saturday, the preceding Friday shall be considered as the legal holiday. All full-time employees in the service of the City shall be entitled to time off for legal holidays when such holidays fall on regularly scheduled work days, as provided in Sections 650.2 and 650.3 of the Civil Service Rules of the City of Las Vegas.

SECTION 9. TITLE 1, Chapter 18, Section 650.2 of the Civil Service Rules of the City of Las Vegas, Nevada, is hereby amended to read as follows:

650.2: (a) All full-time employees who are employed on a 40 hour per week, Monday through Friday, basis, shall be entitled to time off on such legal holidays.

(b) Employees in departments which operate on a 24 hour per day basis, who work on a legal holiday as a part of their regular work schedule shall be credited with (1) 8 hours annual leave, if they are on a 40 hour per week work schedule, or (2) 12 hours annual leave, if they are on a 56 hour per week work schedule, except as provided in 650.2 (d).

(c) Employees whose regularly scheduled day off falls on a legal holiday shall be credited with (1) 8 hours annual leave if they are on a 40 hour per week work schedule, or (2) 12 hours annual leave, if they are on a 56 hour per week work schedule, except as provided in 650.2, 610.3 and 650.2 (d).

(d) When the taking of an alternate day of annual leave would require coverage of the shift on an overtime basis, compensation may be made in cash for the holiday worked on a straight time basis.

SECTION 10. TITLE 1, Chapter 18, Section 670.1 of the Civil Service Rules of the City of Las Vegas, Nevada, is hereby amended to read as follows:

670.1: Any abuse of these provisions may be considered cause for disciplinary action under Rule 520. All full-time employees and temporary employees whose appointments are for a minimum of 120 calendar days who are:

(a) incapacitated by illness or injury from the performance of their duties or whose attendance is prevented by public health requirements may be granted sick leave with pay, or

(b) required to absent themselves from work to attend the funeral of a member of their immediate family (defined as: spouse, child, father, mother, brother or sister) may be granted sick leave with pay up to a maximum of three (3) days.

In extraordinary circumstances additional sick leave for funeral attendance may be granted by the City Manager upon the recommendation of the Department Head and approval of the Director of Personnel, or

(c) required to absent themselves from work to personally care for a member of their family (as defined above) may be granted sick leave with pay in extraordinary circumstances, by the City Manager, upon the recommendation of the Department Head and approval of the Director of Personnel, or

(d) required to take time off from work for the purpose of keeping an appointment with a doctor may be granted sick leave up to a maximum of four (4) hours for any one appointment. A request for additional time must be approved by the Department Head, Director of Personnel, and the City Manager.

SECTION 11. TITLE 1, Chapter 18, Section 670.2 of the Civil Service Rules of the City of Las Vegas, Nevada, is hereby amended to read as follows:

670.2: Any time off for funeral attendance in addition to three (3) days and any time off for personal care of a member of their immediate family which has not been authorized by the City Manager as above provided shall be charged to annual leave, if available.

SECTION 12. TITLE 1, Chapter 18, Section 670.5 of the Civil Service Rules of the City of Las Vegas, Nevada, is hereby amended to read as follows:

670.5: An employee shall receive payment for one-half the amount of unused sick leave which he has accrued, provided that, upon separation:

(a) He has completed ten years or more of service and has reached the minimum age for retirement as indicated in applicable state retirement provisions; or

(b) He has completed a sufficient number of years to have vested rights to a full or partial retirement allowance as indicated in applicable state retirement provisions, but has not yet reached retirement age.

SECTION 13. TITLE 1, Chapter 18, Section 1040.5, Subsection (b) of the Civil Service Rules of the City of Las Vegas, Nevada, is hereby amended to read as follows:

1040.5: (b) An employee wishing to appeal against such an action must file with the Secretary of the Civil Service Board within ten calendar days after the date of receipt of such notification a written statement of his intention to appeal, specifying the action against which appeal is made and the subsections or sections of Civil Service Rule 1040.1 under which the appeal is filed. The statement must also include a sufficiently detailed statement which justifies the appeal submission under the reference subsection (5).

SECTION 14. TITLE 1, Chapter 18, Section 1040.5, Subsection (c) of the Civil Service Rules of the City of Las Vegas, Nevada, is hereby amended to read as follows:

1040.5: (c) Following notice of appeal, the Secretary of the Civil Service Board shall immediately notify the Chairman of the Civil Service Board. The Board shall, within fifteen calendar days of such filing meet to set a date to consider the application for appeal. If the appeal is considered to be receivable under these rules, a hearing shall be set for a date not more than thirty calendar days from the date of the filing of the appeal, unless the employee requests at later date.

PASSED, ADOPTED AND APPROVED this 5th day of August, 1970.

/s/ Oran K. Gragson,  
ORAN K. GRAGSON, MAYOR

ATTEST:  
EDWINA M. COLE,  
Edwina M. Cole, City Clerk  
(SEAL)

By /s/ Doris M. Karsnok, Deputy  
Doris M. Karsnok, Deputy  
The above and foregoing ordinance was first proposed and read by title to the Board of Commissioners on the 15th day of July, 1970, and referred to the following committee composed of Commissioners Corey and Howerly for recommendation; thereafter the said committee reported favorably on said ordinance on the 5th day of August, 1970, which was a regular meeting of said Board; that at said regular meeting the proposed ordinance was read by title to the Board of Commissioners as first introduced and adopted by the following vote:  
VOTING "AYE": Commissioners Coblenz, Thornley, Howerly, Corey and Mayor Gragson.  
VOTING "NAY": None

By /s/ Doris M. Karsnok  
ABSENT: None

APPROVED:  
/s/ Oran K. Gragson  
ORAN K. GRAGSON, MAYOR

ATTEST:  
EDWINA M. COLE,  
Edwina M. Cole, City Clerk  
By /s/ Doris M. Karsnok, Deputy  
Doris M. Karsnok, Deputy  
(SEAL)

Pub. Aug. 10, 17, 1970