

EMERGENCY ORDINANCE NO. 468

AN EMERGENCY ORDINANCE OF THE CITY OF LAS VEGAS, COUNTY OF CLARK, STATE OF NEVADA, CREATING AND ESTABLISHING CIVIL SERVICE RULES AND REGULATIONS FOR THE EMPLOYEES OF SAID CITY, DEFINING TERMS; PROVIDING FOR EXAMINATION; ESTABLISHING ELIGIBILITY LISTS; PROVIDING FOR APPOINTMENTS; PROMOTIONS; DISCIPLINARY ACTION; REPORTS AND RECORDS; CLASSIFICATION AND PAY PLANS; AND ALL MATTERS RELATING THERETO; AND REPEALING ORDINANCE 391 AND ALL OTHER ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT HEREWITH.

The Board of Commissioners of the City of Las Vegas do ordain as follows:

Section 1. That a certain document, three (3) copies of which are on file in the office of the City Clerk, of the City of Las Vegas, being marked and designated as Civil Service Rules and Regulations, be, and the same are hereby referred to and adopted as the Civil Service Rules and Regulations of the City of Las Vegas, and by said reference and adoption, made a part of this ordinance, the same as if it was fully set forth herein.

Section 2. All ordinances and parts of ordinances in conflict herewith are hereby repealed, but it is specifically provided that neither this ordinance nor any repeal hereby provided shall in any way affect in any way the prosecution for the violation of any ordinance heretofore passed, pending at the time of the adoption of this ordinance.

Section 3. That by reason of the fact that many employees of the City are employed on a temporary basis, and that it is necessary immediately to provide means for retaining these valuable employees on a permanent basis, and to provide rules and regulations in order to retain such employees by immediately placing them under civil service, therefore it is hereby declared that an emergency exists, and that this ordinance is necessary for the immediate preservation of the public peace, health, and safety.

Section 4. This ordinance shall be in effect on and after its passage, adoption, and publication thereof in the Las Vegas Morning Sun a daily newspaper published in the City of Las Vegas, for a period of once a week for two consecutive weeks immediately following its first reading.

Commissioners voting in favor of the adoption of the foregoing ordinance:

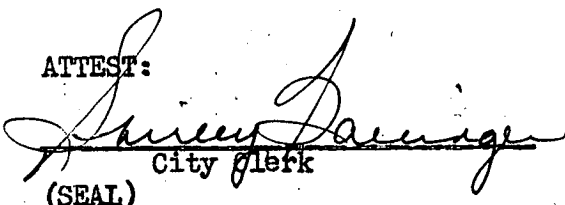
Mayor Pro Tem	Whipple	"Aye"
Commissioner	Bunker	"Aye"
Commissioner	Jarrett	"Aye"
Commissioner	Peccole	"Aye"
Absent:	Mayor Baker	

Those voting against the adoption of the foregoing ordinance:

None

APPROVED AND ADOPTED THIS 5th day of September, 1951.

ATTEST:


City Clerk
(SEAL)

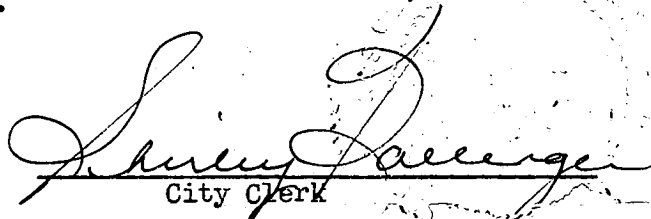

Mayor Pro Tem

N O T I C E

Notice is hereby given that three copies of a certain document marked and designated as **Civil Service Rules & Regulations of the City of Las Vegas, Nevada**, are on file in the City Clerk's office in the City Hall, City of Las Vegas, County of Clark, State of Nevada.

Said **Civil Service Rules & Regulations of the City of Las Vegas, Nevada**, ^{are} ~~xxx~~ on file as aforesaid for use and examination by the public.

This notice is given prior to the passage of a proposed ordinance now before the Board of Commissioners of the City of Las Vegas for the adoption of said **Civil Service Rules & Regulations of the City of Las Vegas, Nevada**, and is given in accordance with Chapter 2, Section 30 of the Charter of the City of Las Vegas, as amended by Chapter 99, Statutes of Nevada, 1947.


City Clerk

Pub: August 25, 28, 29, 30, 31
and Sept. 1, 1951.

CITY
CLERK'S
FILE

Cash/Bag - 7/41

CIVIL SERVICE

RULES

and

REGULATIONS

CITY

CLEVELAND
OHIO
K. S. LEACH, JR. D.

FILE

CIVIL SERVICE RULES AND REGULATIONS

AN ORDINANCE OF THE CITY OF LAS VEGAS, COUNTY OF CLARK, STATE OF NEVADA, CREATING AND ESTABLISHING CIVIL SERVICE RULES AND REGULATIONS FOR THE EMPLOYEES OF SAID CITY, DEFINING TERMS; PROVIDING FOR EXAMINATION; ESTABLISHING ELIGIBILITY LISTS; PROVIDING FOR APPOINTMENTS; PROMOTIONS; DISCIPLINARY ACTION; REPORTS AND RECORDS; CLASSIFICATION AND PAY PLANS; AND ALL MATTERS RELATING THERETO; AND REPEALING ORDINANCE 391 AND ALL OTHER ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT HEREWITH.

The Board of Commissioners of the City of Las Vegas do ordain as follows:

SECTION I. GENERAL PURPOSES.

A. Upon the recommendation of the Civil Service Trustees of the City of Las Vegas the following rules and regulations relating to the employees of the City of Las Vegas are adopted.

It is the purpose of these rules to give effect to the provisions of the Civil Service regulations as provided in the Charter of the City of Las Vegas, as amended. The rules shall be applied in accordance with the purpose of the City Charter of Las Vegas, which are interpreted and declared to be as follows:

1. To establish for employees in the competitive service a system of personnel administration based on merit principles and designed to secure efficient administration.
2. To govern the appointment, promotion, transfer, lay-off, removal and discipline of such employees and other incidents of employment on the basis of merit and fitness.

SECTION II. DEFINITIONS.

As used in these rules, the following words and terms, unless the context clearly requires otherwise, shall have the meaning indicated below:

1. "Competitive Service" The provisions of this ordinance shall apply to all offices, positions and employments in the service of the city except:
 - (a) Elective offices.
 - (b) Positions on appointive boards, commissions, and committees.

- (c) Persons employed under contract to supply expert, professional or technical services for a definite period of time.
 - (d) Volunteer personnel, such as volunteer firemen, who receive no regular compensation from the city.
 - (e) City Manager.
 - (f) Department Heads.
 - (g) Part-time crossing guards.
 - (h) Intermittently employed street department employees.
 - (i) Per diem, hourly and seasonal employees.
2. "Appointing Authority" means the City Manager of the City of Las Vegas, Nevada.
 3. "Department Head" means that individual, elected or appointed, who is supervisor of one of the following departments: City Attorney, City Treasurer, City Clerk, Comptroller, Engineering, Inspection, Building Maintenance, Electrical, Streets, Shops and Equipment, Sanitation, Police, Fire, Recreation, Library, Personnel, Cemetery, Municipal Court, Assessor, Planning Engineer, City Manager, Parks, and such other departments as may hereafter be created.
 4. "Class" or "Class of Position" means a group of positions subject to the Civil Service regulations sufficiently alike in duties, authority, and responsibility to justify the same class title, qualifications, and schedule of pay to all positions in the group.
 5. "Allocation" means the assignment of an individual position to an appropriate class on the basis of the kind, difficulty, and responsibility of the work actually performed in the position.
 6. "Class Specification" means the written description of a class containing a title, a statement of the duties, authority, and responsibilities of the class, and the qualifications that are necessary or desirable for the satisfactory performance of the duties of the class.
 7. "Eligible" means a person who has passed an entrance or promotional examination.
 8. "Probationary Period" means a work test period during which an employee is required to demonstrate his fitness for the duties to which he is appointed by actual performance of the duties of the position, as provided for in the Charter of the City of Las Vegas and these rules.
 9. "Demotion" means the change of an employee for cause from a position in one class to a position in another class having a lower maximum salary rate.
 10. "Advancement" means a salary increase within the limits of the pay range established for a class.
 11. "Promotion" means a change of an employee from a position in one class to a position in another class having a higher maximum salary range.
 12. "Promotional Test" means a test for positions in a particular class, admission to the test being limited to regular employees in the competitive service.
 13. "Promotional List" means a list resulting from a promotional test.
 14. "Reclassification" means a change of title in an already existing position because of a substantial change in duties and responsibilities.
 15. "Termination" means the separation of any employee from the competitive service.
 16. "Suspension" means the temporary separation from the service of an employee without pay, for disciplinary purposes.
 17. "Test"
 - (a) Assembled test: A test conducted at a specified time and place at which applicants are required to appear for competitive test under the supervision of an examiner.
 - (b) Unassembled test: A test consisting of an appraisal of training, experience, work history, or any other means for evaluating other relative qualifications of applicants without the necessity for their personal appearance at a specified place.
 18. "Transfer" means a change of an employee from one position to another position in the same class or another class having essentially the same maximum salary limits, involving the performance of similar duties and requiring substantially the same basic qualification.

19. "Regular employee" means an employee who is lawfully retained in his position after the completion of the probationary period provided for in the Charter of the City of Las Vegas and these rules.
20. "Hearing" means a hearing as provided by the Charter of the City of Las Vegas and these rules.
21. "Removal" means depriving one of an office to which he has been appointed.

SECTION III. GENERAL PROVISIONS.

A. The Civil Service Trustees shall select one of their members as Chairman.

B. The chairman shall preside at all meetings of the Civil Service Trustees. Three members shall constitute a quorum for the transaction of business. In the absence of the Chairman, the members present shall select one of their number to serve as temporary Chairman.

C. The rules and regulations hereby adopted shall be made available to each employee whose employment is subject thereto.

D. The City Manager of Las Vegas shall appoint a Personnel Officer whose duty it shall be to act in the capacity of Secretary to the Civil Service Trustees and as Personnel Officer for the City of Las Vegas. The Personnel Officer shall be the custodian of all personnel records and shall be the official upon or with whom all notices, requests for hearings, complaints and other official documents shall be served or filed. Said requests, complaints, etc. shall be in writing and duly signed. Such Personnel Officer shall establish and maintain in card index form, a roster of officers and employees whose employment is subject to the Civil Service rules and regulations.

E. Violation of the provisions of these rules shall be grounds for removal, termination, suspension, or other disciplinary action.

F. No question in any examination, application form, or other personnel proceeding shall be so framed as to attempt to elicit information concerning political or religious opinions or affiliations of an applicant, eligible, or employee. No appointment to or removal from a position in the competitive service shall be affected in any manner by any political or religious opinion or affiliation.

G. Any individual in the service of the City of Las Vegas, whether probationer or regular employee, must take a loyalty oath, as required by Ordinances of the City of Las Vegas.

H. No employee or elected official of the City of Las Vegas shall require a candidate for employment or any employee to sign any document whereby such person waives any right or rights accruing to him under the Charter of the City of Las Vegas or these rules, and such document if so signed shall receive no recognition by the Civil Service Board.

I. Meeting of the Civil Service Trustees shall be held upon call of the Chairman or upon call by two members of the Civil Service Trustees upon two days notice to all members, which notice shall be personally delivered to each of the members, or shall be left in writing at the residence of each of the members with a person over the age of 14 years. A regular meeting of the Civil Service Trustees shall be held on the first Tuesday of each and every month in the City of Las Vegas at the hour of 8 p. m.

J. To the end that no undue hardship may be worked upon any officer or employee of the City of Las Vegas who shall have attained a certain grade, rank, or position as a result of continuous service, all officers and employees who have been in the employ of the City for more than six months immediately prior to the adoption of these rules and regulations shall be credited by the Board of Civil Service Trustees with a qualified mark, both mental and physical, and entrance to the Civil Service of the City and to the position, grade or rank held by such officer or employee at the time of the adoption of these rules and regulations. Any other persons holding positions or employment in said City in the competitive service shall be regarded as holding their positions or employment as probationary employees who are serving out the balance of their working test period before obtaining regular status.

SECTION IV. APPLICATIONS AND APPLICANTS.

A. **Notice of Examination** — Whenever an examination is to be given for a position in the competitive Civil Service, the Secretary of the Civil Service Board shall cause notice to be given at least ten (10) days prior to the date of examination, inviting the application of qualified persons. The notice shall be published for at least two publications in a daily newspaper or newspapers published in the City of Las Vegas. The notice shall contain (a) the title and probable rates of pay of the position to be filled; (b) method of securing application forms and final date on which applications will be accepted, and (c) the notice may

contain such additional information as the Civil Service Trustees may direct.

B. Application for Appointment — Applications shall be addressed to the Civil Service Trustees of the City of Las Vegas, City Hall, Las Vegas, Nevada. Each application must be filled out in the handwriting of the applicant; must be made on a form provided by the Civil Service Board; must state position to which the applicant seeks appointment and must contain the following information:

1. Full name and residence, giving street and number.
2. Term of residence in the County of Clark, State of Nevada.
3. Citizenship.
4. Age, giving date of birth.
5. Place of birth.
6. Applicant's previous employment in the public service, if any, and whether applicant has ever been discharged therefrom, and if so, the reason therefor, or whether resigned from public service, and if so, whether such resignation was given upon request and state the reason for such request.
7. Business or employment history and place of employment in chronological order, commencing with most recent employment held, and including all positions held for periods of six months or longer, for the past fifteen years.
8. Extent, place and nature of education.
9. Such other information as may be required by the Civil Service Board touching the applicant's merit and fitness for public service.
10. Whether ever convicted of any offense against the laws of the United States, State of Nevada or any other state, if so, when and where, the nature of the offense, the date of conviction and the penalty imposed.
11. Certificates of not less than three, nor more than five reputable citizens who have been personally which certificates shall state that such persons believe the applicant to be of good moral character, of temperate and industrious habits, and in all respects fit for the service he wishes to enter, and will, upon application, give such further testimonials in regard to such applicant as may be required.

The Civil Service Board may require any additional certificates of citizens, physicians or public officers as the good of the service may require.

C. Admission to Examination — Any qualified person shall be admitted to examination who within the period prescribed in the public notices thereof has filed an application upon the form furnished by the Civil Service Board and whose application has not been rejected for cause in accordance with these rules, and who presents himself or herself at the time and place designated for the examination.

D. Rejection of Application — The Secretary of the Civil Service Board shall reject the application of a person which is not written on the prescribed form, filed within the period specified in public notice of the examination, or which indicates on its face that the applicant does not possess the minimum qualifications required for the position.

E. Fraudulent Application — After an application has been accepted by the Secretary of the Civil Service Board, if the applicant is later found to lack the requirements or has made any false statements of any material facts or practiced or attempted to practice any deception or fraud in his application, the Secretary shall reject the application or after examination shall disqualify a successful candidate and remove his name from the eligibility list upon confirmation by the Civil Service Trustees.

F. Notice of Rejection — Whenever an application is rejected, notice of such rejection shall be mailed to the applicant by the Secretary. Defective applications may be returned to the applicant with notice to amend the same, and the application may be amended and refiled, providing the time limit for receiving applications has not expired.

G. Age Requirements — All applicants for positions in the Police and Fire Departments of the City of Las Vegas shall meet the following requirements as to minimum and maximum ages: Applicant shall have reached his 21st birthday but shall not have reached his 46th birthday; provided, however, that consideration shall be granted for previous service rendered in the type of work applied for, in the following manner: For each year of previous service the applicant shall receive one year credit on the age requirement, up to but not exceeding four years maximum credit.

H. Other Reasons for Refusal — The Civil Service Board may refuse to examine an applicant, or after an examination may refuse to certify such applicant as eligible where he is physically disabled to such an extent as to render him unfit for the performance of the duties of the position to which he seeks appointment or who is addicted to the habitual use of intoxicating beverages or narcotic drugs, or who has been guilty of a felony or of infamous or notorious conduct, or who has been dismissed or has resigned from public service on account of delinquency or misconduct, or if it shall be made to appear to the satisfaction of the Civil Service Board that the applicant is not a person of good moral character or is not of temperate and industrious habits.

1. Physical Examination — All applicants for positions in the Police and Fire Departments of the City of Las Vegas shall, in addition to the qualifications elsewhere prescribed in these rules, possess the following physical qualifications:

1. Each eye must be free from color-blindness; must have sight of not less than 20-20 vision, either normally or with correction; or vision of 20-20 in one eye and not less than 20-30 in the other eye uncorrected, and be otherwise free from defect.
2. Each ear must have normal hearing.
3. Respiration and circulation must be normal.
4. Applicants must have a chest measurement quiescent, of not less than thirty-four (34) inches.
5. Arms, legs, hands and feet must be free from stiffness or other conditions which would interfere with the proper and easy performance of duty, and applicants shall have all fingers and toes and shall not have defective arches.
6. Must be free from rupture, hernia, varicocele, hydrocele, any venereal disease, fistula, piles, varicose veins, evidence of serious organic disease or disorder, and evidence of excessive use of stimulants or narcotics.
7. The weight, muscular development, chest measurement and general physical condition of the applicant must be approximately normal in comparison with his age and height as recognized by general medical standards.

8. Male applicants shall possess a minimum height of 5 feet 5 inches with a minimum weight of 125 pounds.

9. Any exception to the above physical qualifications shall be certified by a qualified physician chosen by the Civil Service Trustees as being ably and physically qualified for the position to which he is aspiring.

J. Citizenship — An applicant for a position of any kind under Civil Service must be a citizen of the United States of America.

K. Naturalization Papers — An applicant for a position of any kind under the competitive service who is of foreign birth is required to submit naturalization papers to the Secretary at the time application is filed. The Secretary shall thereupon note on such application the date of such papers, the court from which they were issued, and such other identification data as may be procured therefrom.

L. Residence Requirements — An applicant for a position of any kind in the competitive service must have been a resident of the State of Nevada for a period of six (6) months or a resident of Clark County for thirty (30) days prior to date of application.

SECTION V. EXAMINATION.

A. Type of Examination — All applicants for appointment are subject to intelligence, adaptability, and physical examinations as required by the position applied for.

B. Physical Examination — When required a physical examination shall be made by a physician or surgeon licensed in the State of Nevada, and must show that the applicant is in sound health and physically able to perform the duties of the position sought. The expense of such an examination shall be borne by the applicant. The result of each physical examination shall be entered on a form provided by the Civil Service Trustees and shall be certified by the medical examiner and such certificate shall be filed with the applications.

C. Nature of Examinations — All examinations shall be practical in their character and shall relate to those matters which shall fairly test the intelligence, competency, suitability and character of the applicant to discharge the duties of the position for which he is applying. Intelligence and adaptability examinations may be assembled or un-

assembled, and may consist of written or oral tests, or any combination thereof.

D. **Competitive Examinations** — In all examinations for appointment and promotion in the competitive service, merit and fitness shall be determined by and upon competitive examinations as herein provided. Upon all such examinations no rating higher than 100 percent shall be given to any person including the addition of 10 points for disabled veterans and 5 points for veterans.

E. **Interference or Influence** — The actual conduct of every examination shall be under the direction of the Civil Service Trustees, free from the interference or participation or influence of any person.

F. **Conduct of Examinations** — Upon reporting for an assembled examination, each applicant will receive an identification number, a duplicate of which, with the applicant's name, shall be kept in a sealed container or envelope until all examination papers have been graded. Before the commencement of an examination the weight to be given each subject, the minimum percentage necessary for a passing mark, and the time allowed for the completion of the examination upon each subject will be announced. The person in charge of the examination will furnish a copy of the following rules to each applicant before the commencement of the examination, which rules will govern the conduct of the examination.

1. The applicant will read carefully these rules before beginning work as he will be bound by them as well as by the oral instructions given him at the beginning of the examination.
2. Each examination paper will be marked with the applicant's number only. If his name or other identification mark appears on any paper it will be rejected.
3. The applicant will examine the question sheets when received and see that they are in the proper order, and he will be held responsible for all errors and omissions therein.
4. The applicant will not be permitted to leave his desk while an unfinished examination sheet is before him, unless required to do so by the nature of the examination. If he leaves the room while engaged in a paper he will not be allowed to finish that paper.

5. All answers must be written on paper furnished for that purpose by the examiner.

6. No pencil work will be allowed in the papers; pencil and scratch paper may be used for preliminary work, except for spelling, which must be written with ink directly on ruled sheets from the dictation of the person conducting the examination. No scratch paper will be used except that furnished by the Civil Service Trustees, and on finishing the answers all scratch paper must be destroyed by the applicant and not taken from the room.

7. No help will be allowed except such as appears on the question sheet or in the instructions given the applicant.

8. Any applicant who may be detected consulting any printed or written matter during the examination will be dismissed from the room. All conversation or communication between competitors during any examination is strictly prohibited. Any applicant speaking to a competitor on any pretense or answering if spoken to by him will be dismissed from the room.

9. It is absolutely forbidden to copy or attempt to read from the work of any competitor or the sheets of another or to make any sign or in any manner seek to impart or receive any information during an examination, under penalty of dismissal from the room.

10. All necessary explanations will be made, when practicable, to the whole number of competitors.

11. All examination papers must be handed in, together with the answers, when the examination is completed and must not be taken from the room.

G. **Intelligence Examinations** — Intelligence examinations will be upon such subject matter as to test the basic training which would logically form the groundwork for performing the duties of the position and advancement in the service.

H. **Adaptability Examination** — The adaptability examination will deal with the duties of the position for which application is made, and may be an oral test, a written short answer test, a written free answer test, or a combination of any of these, and will be designed to test the ability of the individual to perform the duties of the position

which he seeks. Personality and appearance may be counted as a factor in the examination, and the applicant may be questioned on the duties of the position, on the training and experience of the applicant, and other reasonable questions to determine his fitness to the position, and may consist of inquiry regarding his schooling and studies and a statement of his past activities that would tend to fit the applicant for the position sought. A record based on reference, investigation, character of past employment, sobriety, and general standing in the community may be included as a part of this subject.

I. **Examination Grades** — Intelligence and adaptability examination papers will be graded upon a basis of 100 percent, including the addition of 10 points for disabled veterans and 5 points for veterans. The results of these examinations will be expressed as follows: Superior, 95 percent and above; Good, 85 percent and above; Fair, 75 percent and above; Poor below 75 percent.

J. **Average Grade** — The general average of each applicant will be obtained by dividing the sum of the average percent obtained in the intelligence and adaptability examinations by two. The Civil Service Trustees shall give consideration for previous military service. Ten points shall be added to the earned ratings on entrance examinations only for the applicant who establishes claim for his or her service-connected disability in the Armed Forces of the United States during any war or creditable campaign or expedition. Five points shall be added to the earned ratings on entrance examination only of the applicant who establishes claim for his or her active service in the Armed Forces of the United States during any war or any creditable campaign or expedition.

K. **Eligible Grade** — Every applicant who receives a general average marking of not less than 75 percent shall be eligible for certification and appointment in the manner and under the conditions contained in the Charter and Ordinances of the City of Las Vegas, and these rules and regulations.

L. **Notice of Rating** — Each applicant taking the examination shall be given written notice with results thereof, and, if successful, of his final earned rating, and of his relative position on the eligibility list. Any applicant shall have the right to inspect his own test papers and any error in grading or rating, if called to the attention of the Civil Service Trustees within one month after receiving notification

of rating, shall be corrected. Correction shall not, however, invalidate certification or appointment previously made.

M. **Promotional Examination** — All promotions shall be made according to merit and fitness to be ascertained upon the basis of such competitive examination as may be prescribed by the Board of Civil Service Trustees. Such examinations shall be prepared under the direction of the Board of Civil Service Trustees and with the assistance of the department heads. Examinations shall relate to those matters which will test fairly the capacity and fitness of the candidates to discharge efficiently the duties of the classes for which the examinations are held. Examinations may be assembled or unassembled and may include written, oral, physical, or performance tests or any combination of these. They may take into consideration such factors as education, experience, aptitude, knowledge, character, physical fitness, or any other qualifications which in the judgment of the Civil Service Trustees enter into the determination of the relative fitness of applicants. In addition, competitive promotional examinations shall take into consideration the efficiency reports and records of each applicant for promotion, as are hereinafter prescribed and the length of employment in the service.

N. **Re-examinations** — The Civil Service Board shall have the power in its discretion, and whenever in its judgment the interest of justice requires to order a re-examination of any applicant for any position or promotion, and shall have power to correct any error and amend or revoke any schedule, list or other paper or record where conclusive evidence is shown that any error or injustice has been done.

SECTION VI. ELIGIBLE LISTS.

A. **Employment List** — As soon as possible after the conclusion of any examination the Civil Service Trustees shall prepare, or cause to be prepared, and keep available, an eligibility list consisting of the names of persons successfully passing the examination, arranged in order of final ratings received, from the highest score down to the lowest passing score. Whenever identical ratings are received, names will be arranged in order of application dates, provided, however, that if one of the persons receiving such identical ratings be a war veteran or disabled veteran, such person shall receive the higher position of

those receiving such identical rating. Neither priority in date of application nor of examination shall give any other advantage to the position of the eligible.

B. Approval Limitations of Eligible List — Employment and promotional lists shall become effective upon the approval thereof by the Civil Service Trustees and upon certification that the list was legally prepared and represents the relative ratings of the names appearing thereon. Eligibility and promotional lists shall remain in effect for one year and may be extended by the action of the Civil Service Trustees for an additional period not to exceed six months; provided that all eligibles shall be required to submit to the next scheduled examination to retain their place on the eligible list. However, the names appearing on eligibility list by reason of layoff shall remain effective for two years from the date of the latest separation from service.

C. Removal from Eligible List — The name of any person appearing on an employment or promotional list shall be removed by the Civil Service Trustees if the eligible requests in writing that his name be removed, or if he fails to respond to notice of appointment within 10 days from the date of second 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 to the public service. The person affected shall be notified of the removal of his name by a notice mailed to his last known address, with return receipt requested. The name of persons on employment and probational lists who resign from the service shall automatically be dropped from such lists.

D. Re-employment List — Employees with more than six months service with the City of Las Vegas who are separated from the service through a reduction of force, and for no other reason, may at their request, made within sixty days thereafter, be placed upon a re-employment list in the order of their ratings to be determined by their efficiency as demonstrated while employed in their respective departments and their length of service with said departments. The eligibility of all candidates on the re-employment list will expire two years from the date upon which they became entitled to re-employment rights. Continuation beyond the two year period of eligibility as above provided, may be granted in the discretion of the Civil Service Trustees

upon application therefor made to the Civil Service Board by such eligible. The re-employment list shall be given preference over the regular employment list whenever vacancies shall occur in the competitive services including re-establishment of abolished positions.

SECTION VII. METHOD OF FILLING VACANCIES.

A. Filling of Vacancies — All vacancies in the competitive service shall be filled by transfer, demotion, or from eligibles certified by the Civil Service Trustees from an appropriate re-employment, employment, or promotional list. In the absence of persons eligible for appointment in these ways, temporary appointment may be made in accordance with these rules.

B. Procedure — Whenever a vacancy in the competitive service is to be filled, the appointing authority shall notify the Secretary of the Civil Service Board. The Secretary shall advise the appointing authority as to the availability of employees for transfer or demotion and of eligibles on employment or promotional lists for the class.

C. Selection for Appointment — The appointing authority shall indicate whether he desires to fill the vacancy by transfer or demotion, or whether certifications from a re-employment, promotional, or eligibility list are preferred. If employment is to be made from an eligibility or promotional list, the names of persons on such list shall be certified in the order in which they appear on the list. When available, three names shall be certified for each vacancy to be filled.

D. Notice of Appointment — After interview and investigation, the appointing authority shall make appointments from among those certified and shall immediately notify the Civil Service Board of the person or persons appointed.

E. Non-Appointees — All persons not appointed shall be restored to their respective positions on the eligible or promotional lists.

F. Acceptance of Appointment — When an eligible certified for appointment shall decline the appointment or shall fail to accept the offer of appointment within ten days from the date of second notice of appointment, he shall be deemed to have declined appointment. Upon notice of such fact by the appointing authority the Civil Service Board shall certify from the eligible list, or lists, an additional name to replace that of any person so declining.

Any person so declining an appointment shall not be reinstated upon the eligible list unless his reasons for declining such appointment shall be considered satisfactory to the Civil Service Board and his name reinstated by order of the Civil Service Trustees.

G. Temporary Appointments — In the absence of eligibles from which regular appointments may be made the appointing authority is authorized to make temporary appointments not to exceed ninety (90) days, and no person shall be temporarily appointed so that his total service aggregates more than 90 days in one calendar year. Time spent under temporary appointment shall not be credited to the probationary period and no credit shall be allowed in the giving of any examination or the establishment of any employment or promotional list for service rendered under a temporary appointment.

SECTION VIII. PROBATIONARY PERIOD.

A. Probationary Appointments — All original and promotional appointments shall be tentative and subject to a probationary period of six months. If the service of the probationary employee has been satisfactory to the appointing authority, then the appointing authority shall file with the Civil Service Board a statement in writing to such effect, stating that the retention of such employee in the service is desired.

B. Purpose — The probationary period shall be regarded as an intrinsic part of the examination process and shall be utilized for closely observing the employee's work, for securing the most effective adjustment of a new employee to his position, and for eliminating any probationary employee whose performance does not meet the required standards of work.

C. Termination — During the probationary period an employee may be terminated at any time by the appointing authority without the right of appeal. Notification of termination in writing shall be served on the probationer and a copy filed with the Secretary of the Civil Service Board.

D. Probationary Promotional Appointment — Any employee not qualifying during the probationary period following a promotional appointment shall be reinstated to the position from which he was promoted. If, at the conclusion of the probationary period following a promotional appointment, the appointing authority fails to file a statement with the Civil Service Board that such employee's

services have not been satisfactory, that employee will be deemed to have been satisfactory for the position to which he was promoted.

SECTION IX. LEAVES OF ABSENCE.

A. Leave Without Pay — Upon application to the Civil Service Board, an employee in the competitive service may be granted a leave of absence without pay for a period of not to exceed ninety days, without prejudice to his status, provided that such application shall have first been approved by the head of the department in which applicant holds his position, and by the appointing authority.

B. Military Leave — Whenever any of the employees of the competitive service of the City of Las Vegas shall be called into the armed forces of the United States, the following rules shall apply to such employees and the position held by them at the time they were called during the period of their service.

1. Said employee shall be given a leave of absence from the employ of the City of Las Vegas.
2. That during such period of service said employee shall retain all rights to which he is entitled under the provisions of the Charter of the City of Las Vegas and under the provisions of these rules.
3. That after the completion of such service, said employee shall be restored to his former position provided it shall appear to the satisfaction of the Civil Service Board, after such examination as may appear necessary, that such employee is capable of performing his former service to the City and provided further, that such employee makes written application for immediate reinstatement within 90 days after receiving an honorable discharge or release from active duty. The provisions of this sub section shall not apply to any employee receiving a dishonorable discharge.
4. In the event any such employee is, in the opinion of the Civil Service Board, physically incapable of performing his former duties, but is physically and mentally employable in some other classification of the department and is, in the opinion of the Civil Service Board, not receiving adequate compensation for his disability, that employee shall be placed on an appropriate eligible list after

examination for other employment in the competitive service.

- 5: All persons employed by the City of Las Vegas to fill positions made vacant by employees in the competitive service who are called into the armed forces of the United States shall hold such position subject to being laid off upon any of the said employees being restored to their former positions in accordance with sub-division (3) of this section.
6. Employees in the competitive service having a reserve status in any of the regular branches of the Armed Forces of the United States shall be granted leave for a period of two calendar weeks in any one year for the purpose of reporting for a tour of duty in their respective reserve branches of the Armed Forces. Compensation for such leave shall be the differential between prevailing rates that he receives from the City of Las Vegas and his armed services pay, provided, his armed services pay does not exceed his pay for services for the City of Las Vegas.

C. **Annual Leave** — Each employee in the competitive service of the City of Las Vegas shall be entitled to a vacation with pay of ten (10) working days after the first employment year, and fifteen (15) working days after each employment year thereafter. Unless the leave is taken within the employment year following that in which the vacation is earned, it shall be forfeited, except in emergencies. When an emergency exists and the vacation cannot be taken within the employment year, written authorization for extension of time must be obtained from the appointing authority. Application for annual leave must be filed in duplicate on the form authorized by the Civil Service Board and approved in advance of taking leave. The policy will be that no department will be depleted of personnel at any time, and a schedule of leaves will be on file by March 1st of each year.

D. **Sick Leave** — Sick leave with pay will be granted only to those employees who have been in the employ of the competitive service of the City of Las Vegas for a period of six consecutive months. Sick leave will be accumulated on the basis of one (1) day per month, twelve (12) days per year; accumulative up to but not exceeding thirty (30) days, unless approved by the Board of Civil Service

Trustees. Sick leave is not a privilege and can be used only in case of actual sickness or disability of the employee, or because of illness or death in his immediate family. Approval of sick leave is discretionary with the appointing authority. Applications for sick leave must be filed on the form authorized by the Civil Service Board immediately after the employee's return to work following illness. Periods of sick leave for more than three (3) consecutive days must be substantiated by a doctor's certificate verifying the illness.

E. **Attendance Records** — Employees shall be in attendance at their work in accordance with these rules and general or departmental regulations. All departments shall keep daily attendance records of employees which shall be made available to the Civil Service Board when requested.

F. **Approval of Leave** — An employee requesting a leave of absence for any reason must fill out a request form in duplicate and the requested leave should be approved by the department head and the appointing authority. The appointing authority shall send one copy of the approved leave form to the Civil Service Board. Requests for annual leave must be made far enough in advance to allow time to carry out this procedure.

SECTION X. CHANGES IN EMPLOYMENT STATUS.

A. **Transfers** — After notice to the Civil Service Board, an employee may be transferred at any time from one position to another position in the same comparable class. If the transfer involves a change from the jurisdiction of one supervising official to another, both must consent thereto unless the appointing authority orders the transfer for the purpose of economy or efficiency. Transfer shall not be used to effect a promotion, demotion, advancement or reduction, each of which may be accomplished only as provided in the Charter of the City of Las Vegas and in these rules. No person shall be transferred to a position for which he does not possess the minimum qualifications.

B. **Promotions** — Insofar as practicable and consistent with the best interests of the service, all vacancies in the competitive service shall be filled by promotion from within the competitive service after a promotional examination has been given and a promotional list established. If, in the opinion of the appointing authority, a vacancy

in the higher position could be filled better by an open competitive examination instead of a closed promotional list for the higher position, then the appointing authority may request the Civil Service Board to call for applications for the vacancy and arrange for an open competitive examination and for the preparation and certification of a promotional list.

C. Demotions — The department head may demote an employee whose ability to perform his required duty falls below standard, or for disciplinary purposes. No employee shall be demoted to a position for which he does not possess the minimum qualifications. Written notice of the demotion, together with a statement setting forth the reasons for such demotion, shall immediately be filed with the Secretary of the Civil Service Board and a copy given to the employee. Upon request of an employee and with consent of the appointing authority, demotions may be made to a vacant position and as a substitute for lay-off.

D. Suspensions — A department head may suspend a subordinate employee from his position at any time for the good of the service or for a disciplinary purpose for a period not exceeding twenty (20) days for any one offense. Such suspension shall be made without pay. Any such suspension shall be reported immediately to the Secretary, of the Civil Service Board and the appointing authority. If the department head finds it desirable to suspend a subordinate employee from his position for a period of more than twenty (20) days, he shall immediately report the same to the Secretary of the Civil Service Board and file with the Secretary a complaint setting forth the reasons for such suspension and the penalty believed justified. The Civil Service Trustees may confirm the recommendation of the department heads or conduct such inquiry, investigation or hearing into the cause of such recommended suspension as in its discretion it may deem necessary and thereafter impose such penalty as it believes justified.

E. Termination — An employee in the competitive service may be terminated by the appointing authority for cause, but if the probationary period has been completed, the appointing authority shall immediately report such termination to the Secretary of the Civil Service Board and shall immediately file with the Secretary of the Civil Service Board a copy of the complaint setting forth the

reasons for such termination, and a copy of such complaint shall be delivered to the employee.

F. Resignations — An employee resigning from the competitive service of the City of Las Vegas may only be re-employed after taking an examination and complying with all conditions of the Charter of the City of Las Vegas and these rules.

SECTION XI. CAUSE FOR SEPARATION FROM THE SERVICE.

A. Violation of Law and Rules — The violation by any person in the competitive service of the City of Las Vegas, of any provisions of the Charter of the City of Las Vegas, or any City Ordinance, or any of these rules, or such rules and regulations as may hereinafter be prescribed by the Civil Service Trustees or the department heads, shall constitute sufficient cause for demotion, suspension, removal or termination from his or her position in the competitive service.

B. Uniformity of Penalties — In making removal, demotions, suspensions or terminations, or in imposing penalties for delinquency or misconduct, penalties like in character shall be imposed for like offenses.

C. Strikes — Any person in the competitive service of the City of Las Vegas who shall, in obedience to any instruction or order of any officer of any organization go on strike or in any other manner fail to observe or obey the orders of his superior officer, shall be terminated from the service of the City of Las Vegas and shall forfeit all rights of seniority and rank in the department of which he was a member and shall not be entitled to compensation from the City after date of such strike, withdrawal or disobedience of orders of superior officer. Any employee of the city who violates this rule shall not be restored to service in the City except through the usual channels of application and examination provided for the admission of new employees accompanied in addition thereto by a written recommendation of the department head for his re-employment.

D. Complaints of Violations — Any citizen may make complaint in writing to the Civil Service Board of any violation of duty or of law by any member of any department in the competitive service of the City, whereupon the Civil Service Board may in its discretion investigate

such complaint and may require such citizen to appear in person at a hearing to be conducted by it. Upon such hearing if the Civil Service Trustees shall determine that the charges contained in such complaint have been sustained, the Civil Service Trustees shall order such punishment by termination, demotion, suspension, or otherwise as they may deem proper under the circumstances.

E. Employees Financial Affairs — Employees shall so arrange their personal financial affairs that creditors and collection agencies will not have to make use of the offices of the City Treasurer, City Clerk, or the department heads for the purpose of making collections. Failure on the part of employees to meet their just obligations shall be grounds for adequate and suitable disciplinary action, suspension, demotion, or termination.

SECTION XII. DISCIPLINARY ACTION, APPEALS AND HEARINGS.

A. Departmental Rules and Regulations — The department heads of the City of Las Vegas shall, with the approval of the Civil Service Trustees, establish and adopt such rules and regulations as they shall deem necessary for the efficient and orderly administration and regulation of their departments, and for maintaining the proper discipline, conduct, and behavior of the employees of the departments, not inconsistent with the Charter of the City of Las Vegas and these rules and regulations. All such rules and regulations must be made available to all employees of said departments and to the Civil Service Board. Such rules and regulations may provide for reasonable disciplinary action and penalties for the violation thereof, not in conflict with any provisions of the Charter of the City of Las Vegas and these rules and regulations.

B. Summary Hearings — The department heads at their discretion may conduct summary hearing in the cases of employees charged with violations of such rules and regulations adopted in conformity with Section A of this rule, after notifying the violator in writing, and at the conclusion of such hearing impose penalties in the form of warnings, reprimands, or suspensions not exceeding 20 days, provided however, that the department head shall hear only those cases not involving removals or terminations. Such findings shall become final by notification thereof to the accused in writing, subject to the right of appeal as specified in these rules. If the accused shall protest such summary hearing, prior to final action and imposition of penalty, all summary proceedings shall be suspended and the case shall be referred to the Civil Service Board. The accused shall not be entitled to be represented by counsel in such summary hearings.

C. Notice of Appeal. — In all cases of suspension, or demotions by department heads and, removals and terminations by the appointing authority the employee affected shall be notified in writing and not less than three days thereafter a full true and correct copy of the said written notice shall be filed with the Civil Service Board together with the exact time that the employee was served said notice. The employee so notified shall be afforded the right to appeal such action to the Civil Service Trustees within ten (10) days from the service of such notice upon him, exclusive of the day of service, by filing his written notice of appeal with the Secretary of the Civil Service Board and stating therein the date of his suspension, demotion, removal or termination, and the date and manner of service of such notice upon him.

D. Hearing on Appeal — Upon the filing of the notice of appeal, if it shall appear therefrom that the appeal has been taken within the time prescribed therefor, the Civil Service Trustees shall within fifteen (15) days after the filing of said notice of appeal, inquire into such suspension, demotion, or removal or termination and afford the affected employee a hearing with full opportunity to present whatever defense or testimony in his own behalf he shall desire. At the hearing of such appeals, the technical rules of evidence shall not apply.

E. Evidence - Examination of Witnesses — At such hearings conducted by the Board of Civil Service Trustees, the said board and the accused shall have the power to examine witnesses under oath and compel their attendance or the production of evidence before it by subpoena issued in the name of the State and attested to by the City Clerk of the City of Las Vegas.

F. Findings and Decisions on Appeal — After a final hearing and upon consideration of the evidence presented, the board of Civil Service Trustees may find:

1. That the suspension, demotion, removal or termination was without justification and the employee

1. That the suspension, demotion, removal or termination was without justification and the employee

should be reinstated and restored to his position and shall be entitled to receive compensation during the period of his suspension or termination pending hearing and reinstatement.

2. That the suspension, demotion, removal or termination was justified and should be confirmed.
3. Such other action as it deems fitting and proper under the circumstances of the case before it.

The Board of Civil Service Trustees, after making its findings and reaching its decision, shall promptly file its written decision with the appointing authority who shall immediately notify the employee and his department head in writing of such decision which shall then become final.

G. Public Hearing - When; Transcribing Testimony -

All such hearings before the Board of Civil Service Trustees shall be held publicly unless the employee making such appeal requests a closed hearing. The employee so appealing shall be entitled to be present and be heard in his behalf, and be represented by counsel. At the discretion of the Board of Civil Service Trustees or upon request of the employee, the testimony and other proceedings at such hearing shall be transcribed by a stenographic reporter appointed by said board, who shall be sworn to duly take and transcribe the testimony and proceedings.

H. Procedure on Complaints - In the case of complaints made directly to the board of Civil Service Trustees by any person, the employee against whom such complaint is made shall be notified in writing of the charge against him and the time within which he shall be required to answer to such charge, which in no case shall be more than ten (10) days after such notification; provided, however, that the Board of Civil Service Trustees may on its own motion inquire into such charge prior to notifying the employee thereof, and within its discretion dismiss the complaint upon finding insufficient justification for the charge contained therein. The Board of Civil Service Trustees may in its discretion order a hearing on the complaint in which case the manner of proceeding thereon shall be governed by the rules and regulations herein provided.

I. Service of Notice - All notice shall be in writing and service of notice upon an employee in the competitive service shall be deemed effectual if delivered to such employee personally or if such employee cannot be found, by leaving a true copy of such notice with a member of his family over the age of 14 years at his last known address in Clark County, Nevada, or if no one can be found at his

last known address, then by depositing a true copy of such notice in the U. S. Post Office at Las Vegas, Nevada, addressed to such employee at his last known address, with postage prepaid and duly registered with return receipt requested. In all cases of service, the person making such service shall file with the Secretary of the Civil Service Board within three days thereafter, an affidavit under oath stating specifically the time and manner of service. In case of service by registered mail, the registration receipt shall be attached to the affidavit of service. Any person over 21 years of age and not a party to the proceeding shall be competent to serve such notices.

SECTION XIII. REPORTS AND RECORDS

A. Efficiency Reports

1. Regular - Such reports shall be made in triplicate by the department heads at the end of each calendar quarter, and filed with the Personnel Officer not later than the 15th of the month following the end of each calendar quarter. The original shall be filed with the Secretary of the Civil Service Board; the duplicate transmitted to employee and third copy retained in the departmental file. These reports shall cover the following elements:
 1. Quantity of work performed.
 2. Quality of work performed.
 3. Aptitude and capacity for initiative.
 4. Punctuality and attendance.
 5. Character and habits insofar as they affect the efficiency or trustworthiness of employees.
 6. Such other elements as from time to time may be prescribed by the Civil Service Board.
2. Probationary Period - Efficiency ratings on employees on a probationary status shall be submitted at end of three months probation and again at end of five months probation. Quarterly efficiency ratings shall be disregarded until after employee has completed his probationary period.

B. General Records - The Secretary of the Civil Service Board shall establish and maintain in card index form, a roster of officers and employees in the Civil Service, showing date employed, classification, and rate of pay, and such other pertinent data that may be prescribed by the Civil

Service Board. He or she shall be the custodian of all personnel records.

C. **Other Records and Reports** — The Civil Service Board shall require the execution and transmission of such other records and reports as it shall from time to time deem proper and necessary to the effective administration and conduct of the Civil Service system of the City of Las Vegas.

SECTION XIV. CLASSIFICATION AND PAY PLAN.

A. Classification.

1. The Civil Service Board shall ascertain the duties, authority, and responsibilities of all positions subject to the Civil Service regulations and City Charter. All positions in the competitive service shall be grouped in classes, based on their duties, authority, and responsibilities. The position classifications plan shall set forth, for each class of position, a class title, a statement of duties, authority, and responsibilities thereof, and the qualifications that are necessary or desirable for the satisfactory performance of the duties of the class.
2. The Civil Service Board shall prepare specifications for each class of positions. Specifications will be interpreted in their entirety and in relation to others in the classification plan. Particular phrases or examples will not be isolated and treated as full definitions of a class. Specifications shall be deemed only as descriptive and explanatory of the kind of work required in positions in the several classes, but not necessarily inclusive of all duties to be performed.
3. Following the adoption of the classification plan and the allocation of classes therein to positions in the competitive service, and the class titles set forth therein shall be used to designate such positions in all official records, vouchers, payrolls, and communications. No person shall be appointed to, or employed in, a position under a class title which has not been approved by the Civil Service Board as appropriate to the duties performed.

B. Pay Plan.

1. The Civil Service Board shall establish and maintain a uniform and equitable pay plan approved by the City Commissioners which shall consist of minimum and maximum rates of pay for each

class of position and such intermediate rates as are necessary and equitable. Salary ranges shall be linked directly to the position classification plan.

2. The minimum rate of pay for a class shall normally be paid upon appointment to the class. Appointment rates above the minimum rate may be paid if the appointing authority deems it necessary.
3. Salary adjustments within an established range shall not be automatic but shall be dependent upon specific written recommendations initiated by department heads and recommended by the appointing authority and approved by Board of City Commissioners. Such recommendations shall be based upon standards of performance as indicated by efficiency records or other pertinent data.
4. Except as otherwise provided in these rules, no employee of the City of Las Vegas shall receive pay from the city in addition to the salary authorized under the schedules provided in the pay plan for services rendered by him either in the discharge of his ordinary duties or any additional duties which may be imposed upon him or which he may undertake to volunteer to perform. No reward, gift, or other form of remuneration in addition to regular compensation shall be received from any source by the employees of the City for the performance of their duties. No employees in the competitive service shall engage in extra curricular activities for remuneration or otherwise which would tend to reflect discredit on the respective department in which he is employed or impair his service to the city.
5. Whenever an employee of the City of Las Vegas works for a period less than the regularly established number of hours a day, days a week, or weeks a month, the amount paid shall be proportionate to the time actually employed. The appointing authority may request hourly or daily rates of pay for classes of positions when conditions of employment in his opinion warrant such action. Rates set by such action shall be consistent with the established monthly rate.
6. If an employee of the City of Las Vegas is transferred, promoted, or demoted, his rate of pay for the new position shall be determined as follows:

- (a) If the rate of pay in the former class is less than the minimum rate established for the class of the new position, the rate of pay shall be advanced to the minimum for the class.
 - (b) If the rate of pay in the former class is more than the maximum rate established for the new class, the pay shall be reduced to the maximum rate or an intermediate step of the new range as determined by the Civil Service Board.
 - (c) If the rate of pay of the former class falls within the new range of pay and at an established step in the range of the new class, the salary rate shall remain the same in the case of transfer, shall be increased one step in the case of promotion, and, at the discretion of the Civil Service Board, shall remain the same or shall be adjusted to at least the next lower step if the action is a demotion.
7. Overtime, authorized by the appointing authority, shall be compensated for by allowing an equal amount of time off. Monetary compensation for authorized overtime shall be paid only upon approval of the City Commissioners.

SECTION XV. REPEALS

Ordinance 391 and all other ordinances or parts of ordinances in conflict herewith are hereby repealed.

Unanimously approved and adopted by the Board of Civil Service Trustees, July 17, 1951 for submission to the City Commissioners.

DON ASHWORTH
H. E. DeVILLIERS
CHARLES HORSEY
RALPH MOHR
GEORGE KNIPP

NOTICE!

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CITY CLERK'S OFFICE**

**CIVIL SERVICE
RULES
and
REGULATIONS**


CITY OF
LAS VEGAS, NEVADA



May 1952
~~Latent~~ Civil Service
Branch

CIVIL SERVICE RULES AND REGULATIONS

AN ORDINANCE OF THE CITY OF LAS VEGAS, COUNTY OF CLARK, STATE OF NEVADA, CREATING AND ESTABLISHING CIVIL SERVICE RULES AND REGULATIONS FOR THE EMPLOYEES OF SAID CITY, DEFINING TERMS; PROVIDING FOR EXAMINATION; ESTABLISHING ELIGIBILITY LISTS; PROVIDING FOR APPOINTMENTS; PROMOTIONS; DISCIPLINARY ACTION; REPORTS AND RECORDS; CLASSIFICATION AND PAY PLANS; AND ALL MATTERS RELATING THERETO; AND REPEALING ORDINANCE 39] AND ALL OTHER ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT HEREWITH.

The Board of Commissioners of the City of Las Vegas do ordain as follows:

SECTION I. GENERAL PURPOSES.

A. Upon the recommendation of the Civil Service Trustees of the City of Las Vegas the following rules and regulations relating to the employees of the City of Las Vegas are adopted.

It is the purpose of these rules to give effect to the provisions of the Civil Service regulations as provided in the Charter of the City of Las Vegas, as amended. The rules shall be applied in accordance with the purpose of the City Charter of Las Vegas, which are interpreted and declared to be as follows:

1. To establish for employees in the competitive service a system of personnel administration based on merit principles and designed to secure efficient administration.
2. To govern the appointment, promotion, transfer, lay-off, removal and discipline of such employees and other incidents of employment on the basis of merit and fitness.

SECTION II. DEFINITIONS.

As used in these rules, the following words and terms, unless the context clearly requires otherwise, shall have the meaning indicated below:

1. "Competitive Service" The provisions of this ordinance shall apply to all offices, positions and employments in the service of the city except:
 - (a) Elective offices.
 - (b) Positions on appointive boards, commissions, and committees.

- (c) Persons employed under contract to supply expert, professional or technical services for a definite period of time.
 - (d) Volunteer personnel, such as volunteer firemen, who receive no regular compensation from the city.
 - (e) City Manager.
 - (f) Department Heads.
 - (g) Part-time crossing guards.
 - (h) Intermittently employed street department employees.
 - (i) Per diem, hourly and seasonal employees.
2. "Appointing Authority" means the City Manager of the City of Las Vegas, Nevada.
 3. "Department Head" means that individual, elected or appointed, who is supervisor of one of the following departments: City Attorney, City Treasurer, City Clerk, Comptroller, Engineering, Inspection, Building Maintenance, Electrical, Streets, Shops and Equipment, Sanitation, Police, Fire, Recreation, Library, Personnel, Cemetery, Municipal Court, Assessor, Planning Engineer, City Manager, Parks, and such other departments as may hereafter be created.
 4. "Class" or "Class of Position" means a group of positions subject to the Civil Service regulations sufficiently alike in duties, authority, and responsibility to justify the same class title, qualifications, and schedule of pay to all positions in the group.
 5. "Allocation" means the assignment of an individual position to an appropriate class on the basis of the kind, difficulty, and responsibility of the work actually performed in the position.
 6. "Class Specification" means the written description of a class containing a title, a statement of the duties, authority, and responsibilities of the class, and the qualifications that are necessary or desirable for the satisfactory performance of the duties of the class.
 7. "Eligible" means a person who has passed an entrance or promotional examination.
 8. "Probationary Period" means a work test period during which an employee is required to demon-

strate his fitness for the duties to which he is appointed by actual performance of the duties of the position, as provided for in the Charter of the City of Las Vegas and these rules.

9. "Demotion" means the change of an employee for cause from a position in one class to a position in another class having a lower maximum salary rate.
10. "Advancement" means a salary increase within the limits of the pay range established for a class.
11. "Promotion" means a change of an employee from a position in one class to a position in another class having a higher maximum salary range.
12. "Promotional Test" means a test for positions in a particular class, admission to the test being limited to regular employees in the competitive service.
13. "Promotional List" means a list resulting from a promotional test.
14. "Reclassification" means a change of title in an already existing position because of a substantial change in duties and responsibilities.
15. "Termination" means the separation of any employee from the competitive service.
16. "Suspension" means the temporary separation from the service of an employee without pay, for disciplinary purposes.
17. "Test"
 - (a) Assembled test: A test conducted at a specified time and place at which applicants are required to appear for competitive test under the supervision of an examiner.
 - (b) Unassembled test: A test consisting of an appraisal of training, experience, work history, or any other means for evaluating other relative qualifications of applicants without the necessity for their personal appearance at a specified place.
18. "Transfer" means a change of an employee from one position to another position in the same class or another class having essentially the same maximum salary limits, involving the performance of similar duties and requiring substantially the same basic qualification.

19. "Regular employee" means an employee who is lawfully retained in this position after the completion of the probationary period provided for in the Charter of the City of Las Vegas and these rules.
20. "Hearing" means a hearing as provided by the Charter of the City of Las Vegas and these rules.
21. "Removal" means depriving one of an office to which he has been appointed.

SECTION III. GENERAL PROVISIONS.

- A. The Civil Service Trustees shall select one of their members as Chairman.
- B. The chairman shall preside at all meetings of the Civil Service Trustees. Three members shall constitute a quorum for the transaction of business. In the absence of the Chairman, the members present shall select one of their number to serve as temporary Chairman.
- C. The rules and regulations hereby adopted shall be made available to each employee whose employment is subject thereto.
- D. The City Manager of Las Vegas shall appoint a Personnel Officer whose duty it shall be to act in the capacity of Secretary to the Civil Service Trustees and as Personnel Officer for the City of Las Vegas. The Personnel Officer shall be the custodian of all personnel records and shall be the official upon or with whom all notices, requests for hearings, complaints and other official documents shall be served or filed. Said requests, complaints, etc. shall be in writing and duly signed. Such Personnel Officer shall establish and maintain in card index form, a roster of officers and employees whose employment is subject to the Civil Service rules and regulations.
- E. Violation of the provisions of these rules shall be grounds for removal, termination, suspension, or other disciplinary action.
- F. No question in any examination, application form, or other personnel proceeding shall be so framed as to attempt to elicit information concerning political or religious opinions or affiliations of an applicant, eligible, or employee. No appointment to or removal from a position in the competitive service shall be affected in any manner by any political or religious opinion or affiliation.
- G. Any individual in the service of the City of Las Vegas, whether probationer or regular employee, must take a loyalty oath, as required by Ordinances of the City of Las Vegas.

H. No employee or elected official of the City of Las Vegas shall require a candidate for employment or any employee to sign any document whereby such person waives any right or rights accruing to him under the Charter of the City of Las Vegas or these rules, and such document if so signed shall receive no recognition by the Civil Service Board.

I. Meeting of the Civil Service Trustees shall be held upon call of the Chairman or upon call by two members of the Civil Service Trustees upon two days notice to all members, which notice shall be personally delivered to each of the members, or shall be left in writing at the residence of each of the members with a person over the age of 14 years. A regular meeting of the Civil Service Trustees shall be held on the first Tuesday of each and every month in the City of Las Vegas at the hour of 8 p. m.

J. To the end that no undue hardship may be worked upon any officer or employee of the City of Las Vegas who shall have attained a certain grade, rank, or position as a result of continuous service, all officers and employees who have been in the employ of the City for more than six months immediately prior to the adoption of these rules and regulations shall be credited by the Board of Civil Service Trustees with a qualified mark, both mental and physical, and entrance to the Civil Service of the City and to the position, grade or rank held by such officer or employee at the time of the adoption of these rules and regulations. Any other persons holding positions or employment in said City in the competitive service shall be regarded as holding their positions or employment as probationary employees who are serving out the balance of their working test period before obtaining regular status.

SECTION IV. APPLICATIONS AND APPLICANTS.

A. **Notice of Examination** — Whenever an examination is to be given for a position in the competitive Civil Service, the Secretary of the Civil Service Board shall cause notice to be given at least ten (10) days prior to the date of examination, inviting the application of qualified persons. The notice shall be published for at least two publications in a daily newspaper or newspapers published in the City of Las Vegas. The notice shall contain (a) the title and probable rates of pay of the position to be filled; (b) method of securing application forms and final date on which applications will be accepted, and (c) the notice may

contain such additional information as the Civil Service Trustees may direct.

B. Application for Appointment — Applications shall be addressed to the Civil Service Trustees of the City of Las Vegas, City Hall, Las Vegas, Nevada. Each application must be filled out in the handwriting of the applicant; must be made on a form provided by the Civil Service Board; must state position to which the applicant seeks appointment and must contain the following information:

1. Full name and residence, giving street and number.
2. Term of residence in the County of Clark, State of Nevada.
3. Citizenship.
4. Age, giving date of birth.
5. Place of birth.
6. Applicant's previous employment in the public service, if any, and whether applicant has ever been discharged therefrom, and if so, the reason therefor, or whether resigned from public service, and if so, whether such resignation was given upon request and state the reason for such request.
7. Business or employment history and place of employment in chronological order, commencing with most recent employment held, and including all positions held for periods of six months or longer, for the past fifteen years.
8. Extent, place and nature of education.
9. Such other information as may be required by the Civil Service Board touching the applicant's merit and fitness for public service.
10. Whether ever convicted of any offense against the laws of the United States, State of Nevada or any other state, if so, when and where, the nature of the offense, the date of conviction and the penalty imposed.
11. Certificates of not less than three, nor more than five reputable citizens who have been personally interviewed, which certificates shall state that such persons believe the applicant to be of good moral character, of temperate and industrious habits, and in all respects fit for the service he wishes to enter, and will, upon application, give such further testimonials in regard to such applicant as may be required.

The Civil Service Board may require any additional certificates of citizens, physicians, or public officers as the good of the service may require.

C. Admission to Examination — Any qualified person shall be admitted to examination who within the period prescribed in the public notices thereof has filed an application upon the form furnished by the Civil Service Board and whose application has not been rejected for cause in accordance with these rules, and who presents himself or herself at the time and place designated for the examination.

D. Rejection of Application — The Secretary of the Civil Service Board shall reject the application of a person which is not written on the prescribed form, filed within the period specified in public notice of the examination, or which indicates on its face that the applicant does not possess the minimum qualifications required for the position.

E. Fraudulent Application — After an application has been accepted by the Secretary of the Civil Service Board, if the applicant is later found to lack the requirements or has made any false statements of any material facts or practiced or attempted to practice any deception or fraud in his application, the Secretary shall reject the application or after examination shall disqualify a successful candidate and remove his name from the eligibility list upon confirmation by the Civil Service Trustees.

F. Notice of Rejection — Whenever an application is rejected, notice of such rejection shall be mailed to the applicant by the Secretary. Defective applications may be returned to the applicant with notice to amend the same, and the application may be amended and refiled, providing the time limit for receiving applications has not expired.

G. AGE AND EDUCATIONAL REQUIREMENTS.

All applicants for positions in the Police and Fire Departments of the City of Las Vegas shall meet the following requirements: (1) applicant shall have reached his 21st birthday but shall not have reached his 36th birthday; provided, however, that consideration shall be granted for previous service rendered in the type of work applied for, in the following manner: For each year of previous service the applicant shall receive one year credit on the age requirement, up to but not exceeding four years maximum credit.

(2) applicant shall have received a high school education as evidenced by a diploma or other proof of satisfactory completion.

H. **Other Reasons for Refusal** — The Civil Service Board may refuse to examine an applicant, or after an examination may refuse to certify such applicant as eligible where he is physically disabled to such an extent as to render him unfit for the performance of the duties of the position to which he seeks appointment or who is addicted to the habitual use of intoxicating beverages or narcotic drugs, or who has been guilty of a felony or of infamous or notorious conduct, or who has been dismissed or has resigned from public service on account of delinquency or misconduct, or if it shall be made to appear to the satisfaction of the Civil Service Board that the applicant is not a person of good moral character or is not of temperate and industrious habits.

I. **Physical Examination** — All applicants for positions in the Police and Fire Departments of the City of Las Vegas shall, in addition to the qualifications elsewhere prescribed in these rules, possess the following physical qualifications:

1. Each eye must be free from color-blindness; must have sight of not less than 20-20 vision, either normally or with correction; or vision of 20-20 in one eye and not less than 20-30 in the other eye uncorrected, and be otherwise free from defect.
2. Each ear must have normal hearing.
3. Respiration and circulation must be normal.
4. Applicants must have a chest measurement quiet, of not less than thirty-four (34) inches.
5. Arms, legs, hands and feet must be free from stiffness or other conditions which would interfere with the proper and easy performance of duty, and applicants shall have all fingers and toes and shall not have defective arches.
6. Must be free from rupture, hernia, varicocele, hydrocele, any venereal disease, fistula, piles, varicose veins, evidence of serious organic disease or disorder, and evidence of excessive use of stimulants or narcotics.
7. The weight, muscular development, chest measurement and general physical condition of the applicant must be approximately normal in comparison with his age and height as recognized by general medical standards.

8. **Male applicants shall possess** of
a minimum height of 5'9" with 125
a minimum weight of 160 lbs.
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ons
by the Civil Service Trustees as being ably and
physically qualified for the position to which he
is aspiring.

J. **Citizenship** — An applicant for a position of any kind under Civil Service must be a citizen of the United States of America.

K. **Naturalization Papers** — An applicant for a position of any kind under the competitive service who is of foreign birth is required to submit naturalization papers to the Secretary at the time application is filed. The Secretary shall thereupon note on such application the date of such papers, the court from which they were issued, and such other identification data as may be procured therefrom.

L. **Residence Requirements** — An applicant for a position of any kind in the competitive service must have been a resident of the State of Nevada for a period of six (6) months or a resident of Clark County for thirty (30) days prior to date of application.

SECTION V. EXAMINATION.

A. **Type of Examination** — All applicants for appointment are subject to intelligence, adaptability, and physical examinations as required by the position applied for.

B. **Physical Examination** — When required a physical examination shall be made by a physician or surgeon licensed in the State of Nevada, and must show that the applicant is in sound health and physically able to perform the duties of the position sought. The expense of such an examination shall be borne by the applicant. The result of each physical examination shall be entered on a form provided by the Civil Service Trustees and shall be certified by the medical examiner and such certificate shall be filed with the applications.

C. **Nature of Examinations** — All examinations shall be practical in their character and shall relate to those matters which shall fairly test the intelligence, competency, suitability and character of the applicant to discharge the duties of the position for which he is applying. Intelligence and adaptability examinations may be assembled or un-

assembled, and may consist of written or oral tests, or any combination thereof.

D. Competitive Examinations — In all examinations for appointment and promotion in the competitive service, merit and fitness shall be determined by and upon competitive examinations as herein provided. Upon all such examinations no rating higher than 100 percent shall be given to any person including the addition of 10 points for disabled veterans and 5 points for veterans.

E. Interference or Influence — The actual conduct of every examination shall be under the direction of the Civil Service Trustees, free from the interference or participation or influence of any person.

F. Conduct of Examinations — Upon reporting for an assembled examination, each applicant will receive an identification number, a duplicate of which, with the applicant's name, shall be kept in a sealed container or envelope until all examination papers have been graded. Before the commencement of an examination the weight to be given each subject, the minimum percentage necessary for a passing mark, and the time allowed for the completion of the examination upon each subject will be announced. The person in charge of the examination will furnish a copy of the following rules to each applicant before the commencement of the examination, which rules will govern the conduct of the examination.

1. The applicant will read carefully these rules before beginning work as he will be bound by them as well as by the oral instructions given him at the beginning of the examination.
2. Each examination paper will be marked with the applicant's number only. If his name or other identification mark appears on any paper it will be rejected.
3. The applicant will examine the question sheets when received and see that they are in the proper order, and he will be held responsible for all errors and omissions therein.
4. The applicant will not be permitted to leave his desk while an unfinished examination sheet is before him, unless required to do so by the nature of the examination. If he leaves the room while engaged in a paper he will not be allowed to finish that paper.

5. All answers must be written on paper furnished for that purpose by the examiner.
6. No pencil work will be allowed in the papers; pencil and scratch paper may be used for preliminary work, except for spelling, which must be written with ink directly on ruled sheets from the dictation of the person conducting the examination. No scratch paper will be used except that furnished by the Civil Service Trustees, and on finishing the answers all scratch paper must be destroyed by the applicant and not taken from the room.
7. No help will be allowed except such as appears on the question sheet or in the instructions given the applicant.
8. Any applicant who may be detected consulting any printed or written matter during the examination will be dismissed from the room. All conversation or communication between competitors during any examination is strictly prohibited. Any applicant speaking to a competitor on any pretense or answering if spoken to by him will be dismissed from the room.
9. It is absolutely forbidden to copy or attempt to read from the work of any competitor or the sheets of another or to make any sign or in any manner seek to impart or receive any information during an examination, under penalty of dismissal from the room.
10. All necessary explanations will be made, when practicable, to the whole number of competitors.
11. All examination papers must be handed in, together with the answers, when the examination is completed and must not be taken from the room.

G. Intelligence Examinations — Intelligence examinations will be upon such subject matter as to test the basic training which would logically form the groundwork for performing the duties of the position and advancement in the service.

H. Adaptability Examination — The adaptability examination will deal with the duties of the position for which application is made, and may be an oral test, a written short answer test, a written free answer test, or a combination of any of these, and will be designed to test the ability of the individual to perform the duties of the position

which he seeks. Personality and appearance may be counted as a factor in the examination, and the applicant may be questioned on the duties of the position, on the training and experience of the applicant, and other reasonable questions to determine his fitness to the position, and may consist of inquiry regarding his schooling and studies and a statement of his past activities that would tend to fit the applicant for the position sought. A record based on reference, investigation, character of past employment, sobriety, and general standing in the community may be included as a part of this subject.

I. **Examination Grades** — Intelligence and adaptability examination papers will be graded upon a basis of 100 percent, including the addition of 10 points for disabled veterans and 5 points for veterans. The results of these examinations will be expressed as follows: Superior, 95 percent and above; Good, 85 percent and above; Fair, 75 percent and above; Poor below 75 percent.

J. **Average Grade** — The general average of each applicant will be obtained by dividing the sum of the average percent obtained in the intelligence and adaptability examinations by two. The Civil Service Trustees shall give consideration for previous military service. Ten points shall be added to the earned ratings on entrance examinations only for the applicant who establishes claim for his or her service connected disability in the Armed Forces of the United States during any war or creditable campaign or expedition. Five points shall be added to the earned ratings on entrance examination only of the applicant who establishes claim for his or her active service in the Armed Forces of the United States during any war or any creditable campaign or expedition.

K. **Eligible Grade** — Every applicant who receives a general average marking of not less than 75 percent shall be eligible for certification and appointment in the manner and under the conditions contained in the Charter and Ordinances of the City of Las Vegas, and these rules and regulations.

L. **Notice of Rating** — Each applicant taking the examination shall be given written notice with results thereof, and, if successful, of his final earned rating, and of his relative position on the eligibility list. Any applicant shall have the right to inspect his own test papers and any error in grading or rating, if called to the attention of the Civil Service Trustees within one month after receiving notification

of rating, shall be corrected. Correction shall not, however, invalidate certification or appointment previously made.

M. **Promotional Examination** — All promotions shall be made according to merit and fitness to be ascertained upon the basis of such competitive examination as may be prescribed by the Board of Civil Service Trustees. Such examinations shall be prepared under the direction of the Board of Civil Service Trustees and with the assistance of the department heads. Examinations shall relate to those matters which will test fairly the capacity and fitness of the candidates to discharge efficiently the duties of the classes for which the examinations are held. Examinations may be assembled or unassembled and may include written, oral, physical, or performance tests or any combination of these. They may take into consideration such factors as education, experience, aptitude, knowledge, character, physical fitness, or any other qualifications which in the judgment of the Civil Service Trustees enter into the determination of the relative fitness of applicants. In addition, competitive promotional examinations shall take into consideration the efficiency reports and records of each applicant for promotion, as are hereinafter prescribed and the length of employment in the service.

N. **Re-examinations** — The Civil Service Board shall have the power in its discretion, and whenever in its judgment the interest of justice requires to order a re-examination of any applicant for any position or promotion, and shall have power to correct any error and amend or revoke any schedule, list or other paper or record where conclusive evidence is shown that any error or injustice has been done.

SECTION VI. ELIGIBLE LISTS.

A. **Employment List** — As soon as possible after the conclusion of any examination the Civil Service Trustees shall prepare, or cause to be prepared, and keep available, an eligibility list consisting of the names of persons successfully passing the examination, arranged in order of final ratings received, from the highest score down to the lowest passing score. Whenever identical ratings are received, names will be arranged in order of application dates, provided, however, that if one of the persons receiving such identical ratings be a war veteran or disabled veteran, such person shall receive the higher position of

those receiving such identical rating. Neither priority in date of application nor of examination shall give any other advantage to the position of the eligible.

B. Approval Limitations of Eligible List — Employment and promotional lists shall become effective upon the approval thereof by the Civil Service Trustees and upon certification that the list was legally prepared and represents the relative ratings of the names appearing thereon. Eligibility and promotional lists shall remain in effect for one year and may be extended by the action of the Civil Service Trustees for an additional period not to exceed six months; provided that all eligibles shall be required to submit to the next scheduled examination to retain their place on the eligible list. However, the names appearing on eligibility list by reason of layoff shall remain effective for two years from the date of the latest separation from service.

C. Removal from Eligible List — The name of any person appearing on an employment or promotional list shall be removed by the Civil Service Trustees if the eligible requests in writing that his name be removed, or if he fails to respond to notice of appointment within 10 days from the date of second 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 to the public service. The person affected shall be notified of the removal of his name by a notice mailed to his last known address, with return receipt requested. The name of persons on employment and probational lists who resign from the service shall automatically be dropped from such lists.

D. Re-employment List — Employees with more than six months service with the City of Las Vegas who are separated from the service through a reduction of force, and for no other reason, may at their request, made within sixty days thereafter, be placed upon a re-employment list in the order of their ratings to be determined by their efficiency as demonstrated while employed in their respective departments and their length of service with said departments. The eligibility of all candidates on the re-employment list will expire two years from the date upon which they became entitled to re-employment rights. Continuation beyond the two year period of eligibility as above provided, may be granted in the discretion of the Civil Service Trustees

upon application therefor made to the Civil Service Board by such eligible. The re-employment list shall be given preference over the regular employment list whenever vacancies shall occur in the competitive services including re-establishment of abolished positions.

SECTION VII. METHOD OF FILLING VACANCIES.

A. Filling of Vacancies — All vacancies in the competitive service shall be filled by transfer, demotion, or from eligibles certified by the Civil Service Trustees from an appropriate re-employment, employment, or promotional list. In the absence of persons eligible for appointment in these ways, temporary appointment may be made in accordance with these rules.

B. Procedure — Whenever a vacancy in the competitive service is to be filled, the appointing authority shall notify the Secretary of the Civil Service Board. The Secretary shall advise the appointing authority as to the availability of employees for transfer or demotion and of eligibles on employment or promotional lists for the class.

C. Selection for Appointment — The appointing authority shall indicate whether he desires to fill the vacancy by transfer or demotion, or whether certifications from a re-employment, promotional, or eligibility list are preferred. If employment is to be made from an eligibility or promotional list, the names of persons on such list shall be certified in the order in which they appear on the list. When available, three names shall be certified for each vacancy to be filled.

D. Notice of Appointment — After interview and investigation, the appointing authority shall make appointments from among those certified and shall immediately notify the Civil Service Board of the person or persons appointed.

E. Non-Appointees — All persons not appointed shall be restored to their respective positions on the eligible or promotional lists.

F. Acceptance of Appointment — When an eligible certified for appointment shall decline the appointment or shall fail to accept the offer of appointment within ten days from the date of second notice of appointment, he shall be deemed to have declined appointment. Upon notice of such fact by the appointing authority the Civil Service Board shall certify from the eligible list, or lists, an additional name to replace that of any person so declining.

Any person so declining an appointment shall not be reinstated upon the eligible list unless his reasons for declining such appointment shall be considered satisfactory to the Civil Service Board and his name reinstated by order of the Civil Service Trustees.

G. Temporary Appointments — In the absence of eligibles from which regular appointments may be made the appointing authority is authorized to make temporary appointments not to exceed ninety (90) days, and no person shall be temporarily appointed so that his total service aggregates more than 90 days in one calendar year. Time spent under temporary appointment shall not be credited to the probationary period and no credit shall be allowed in the giving of any examination or the establishment of any employment or promotional list for service rendered under a temporary appointment.

SECTION VIII. PROBATIONARY PERIOD.

A. Probational Appointments — All original and promotional appointments shall be tentative and subject to a probationary period of six months. If the service of the probationary employee has been satisfactory to the appointing authority, then the appointing authority shall file with the Civil Service Board a statement in writing to such effect, stating that the retention of such employee in the service is desired.

B. Purpose — The probationary period shall be regarded as an intrinsic part of the examination process and shall be utilized for closely observing the employee's work, for securing the most effective adjustment of a new employee to his position, and for eliminating any probationary employee whose performance does not meet the required standards of work.

C. Termination — During the probationary period an employee may be terminated at any time by the appointing authority without the right of appeal. Notification of termination in writing shall be served on the probationer and a copy filed with the Secretary of the Civil Service Board.

D. Probationary Promotional Appointment — Any employee not qualifying during the probationary period following a promotional appointment shall be reinstated to the position from which he was promoted. If, at the conclusion of the probationary period following a promotional appointment, the appointing authority fails to file a statement with the Civil Service Board that such employee's

services have not been satisfactory, that employee will be deemed to have been satisfactory for the position to which he was promoted.

SECTION IX. LEAVES OF ABSENCE.

A. Leave Without Pay — Upon application to the Civil Service Board, an employee in the competitive service may be granted a leave of absence without pay for a period of not to exceed ninety days, without prejudice to his status, provided that such application shall have first been approved by the head of the department in which applicant holds his position, and by the appointing authority.

B. Military Leave — Whenever any of the employees of the competitive service of the City of Las Vegas shall be called into the armed forces of the United States, the following rules shall apply to such employees and the position held by them at the time they were called during the period of their service.

1. Said employee shall be given a leave of absence from the employ of the City of Las Vegas.
2. That during such period of service said employee shall retain all rights to which he is entitled under the provisions of the Charter of the City of Las Vegas and under the provisions of these rules.
3. That after the completion of such service, said employee shall be restored to his former position provided it shall appear to the satisfaction of the Civil Service Board, after such examination as may appear necessary, that such employee is capable of performing his former service to the City and provided further, that such employee makes written application for immediate reinstatement within 90 days after receiving an honorable discharge or release from active duty. The provisions of this sub section shall not apply to any employee receiving a dishonorable discharge.
4. In the event any such employee is, in the opinion of the Civil Service Board, physically incapable of performing his former duties, but is physically and mentally employable in some other classification of the department and is, in the opinion of the Civil Service Board, not receiving adequate compensation for his disability, that employee shall be placed on an appropriate eligible list after

examination for other employment in the competitive service.

- 5: All persons employed by the City of Las Vegas to fill positions made vacant by employees in the competitive service who are called into the armed forces of the United States shall hold such position subject to being laid off upon any of the said employees being restored to their former positions in accordance with sub-division (3) of this section.
6. Employees in the competitive service having a reserve status in any of the regular branches of the Armed Forces of the United States shall be granted leave for a period of two calendar weeks in any one year for the purpose of reporting for a tour of duty in their respective reserve branches of the Armed Forces. Compensation for such leave shall be the differential between prevailing rates that he receives from the City of Las Vegas and his armed services pay, provided, his armed services pay does not exceed his pay for services for the City of Las Vegas.

C. Annual Leave — Each employee in the competitive service of the City of Las Vegas shall be entitled to a vacation with pay of ten (10) working days after the first employment year, and fifteen (15) working days after each employment year thereafter. Unless the leave is taken within the employment year following that in which the vacation is earned, it shall be forfeited, except in emergencies. When an emergency exists and the vacation cannot be taken within the employment year, written authorization for extension of time must be obtained from the appointing authority. Application for annual leave must be filed in duplicate on the form authorized by the Civil Service Board and approved in advance of taking leave. The policy will be that no department will be depleted of personnel at any time, and a schedule of leaves will be on file by March 1st of each year.

D. Sick Leave — Sick leave with pay will be granted only to those employees who have been in the employ of the competitive service of the City of Las Vegas for a period of six consecutive months. Sick leave will be accumulated on the basis of one (1) day per month, twelve (12) days per year; accumulative up to but not exceeding thirty (30) days, unless approved by the Board of Civil Service

Trustees. Sick leave is not a privilege and can be used only in case of actual sickness or disability of the employee, or because of illness or death in his immediate family. Approval of sick leave is discretionary with the appointing authority. Applications for sick leave must be filed on the form authorized by the Civil Service Board immediately after the employee's return to work following illness. Periods of sick leave for more than three (3) consecutive days must be substantiated by a doctor's certificate verifying the illness.

E. Attendance Records — Employees shall be in attendance at their work in accordance with these rules and general or departmental regulations. All departments shall keep daily attendance records of employees which shall be made available to the Civil Service Board when requested.

F. Approval of Leave — An employee requesting a leave of absence for any reason must fill out a request form in duplicate and the requested leave should be approved by the department head and the appointing authority. The appointing authority shall send one copy of the approved leave form to the Civil Service Board. Requests for annual leave must be made far enough in advance to allow time to carry out this procedure.

SECTION X. CHANGES IN EMPLOYMENT STATUS.

A. Transfers — After notice to the Civil Service Board, an employee may be transferred at any time from one position to another position in the same comparable class. If the transfer involves a change from the jurisdiction of one supervising official to another, both must consent thereto unless the appointing authority orders the transfer for the purpose of economy or efficiency. Transfer shall not be used to effect a promotion, demotion, advancement or reduction, each of which may be accomplished only as provided in the Charter of the City of Las Vegas and in these rules. No person shall be transferred to a position for which he does not possess the minimum qualifications.

B. Promotions — Insofar as practicable and consistent with the best interests of the service, all vacancies in the competitive service shall be filled by promotion from within the competitive service after a promotional examination has been given and a promotional list established. If, in the opinion of the appointing authority, a vacancy

examination for other employment in the competitive service.

- 5: All persons employed by the City of Las Vegas to fill positions made vacant by employees in the competitive service who are called into the armed forces of the United States shall hold such position subject to being laid off upon any of the said employees being restored to their former positions in accordance with sub-division (3) of this section.

6. Employees in the competitive service having a reserve status in any of the regular branches of the Armed Forces of the United States shall be granted leave for a period of two calendar weeks in any one year for the purpose of reporting for a tour of duty in their respective reserve branches of the Armed Forces. Compensation for such leave shall be the differential between prevailing rates that he receives from the City of Las Vegas and his armed services pay, provided, his armed services pay does not exceed his pay for services for the City of Las Vegas.

C. **Annual Leave** — Each employee in the competitive service of the City of Las Vegas shall be entitled to a vacation with pay of ten (10) working days after the first employment year, and fifteen (15) working days after each employment year thereafter. Unless the leave is taken within the employment year following that in which the vacation is earned, it shall be forfeited, except in emergencies. When an emergency exists and the vacation cannot be taken within the employment year, written authorization for extension of time must be obtained from the appointing authority. Application for annual leave must be filed in duplicate on the form authorized by the Civil Service Board and approved in advance of taking leave. The policy will be that no department will be depleted of personnel at any time, and a schedule of leaves will be on file by March 1st of each year.

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F. **Approval of Leave** — An employee requesting a leave of absence for any reason must fill out a request form in duplicate and the requested leave should be approved by the department head and the appointing authority. The appointing authority shall send one copy of the approved leave form to the Civil Service Board. Requests for annual leave must be made far enough in advance to allow time to carry out this procedure.

G. ~~For the purpose of computation~~ for leave purposes, both Annual and Sick, the date of the pay period immediately following the first employment shall be designated as the anniversary date of each employee in the competitive service of the City of Las Vegas.

competitive service shall be filled by promotion from within the competitive service after a promotional examination has been given and a promotional list established. If, in the opinion of the appointing authority, a vacancy

in the higher position could be filled better by an open competitive examination instead of a closed promotional list for the higher position, then the appointing authority may request the Civil Service Board to call for applications for the vacancy and arrange for an open competitive examination and for the preparation and certification of a promotional list.

C. Demotions — The department head may demote an employee whose ability to perform his required duty falls below standard, or for disciplinary purposes. No employee shall be demoted to a position for which he does not possess the minimum qualifications. Written notice of the demotion, together with a statement setting forth the reasons for such demotion, shall immediately be filed with the Secretary of the Civil Service Board and a copy given to the employee. Upon requests of an employee and with consent of the appointing authority, demotions may be made to a vacant position and as a substitute for lay-off.

D. Suspensions — A department head may suspend a subordinate employee from his position at any time for the good of the service or for a disciplinary purpose for a period not exceeding twenty (20) days for any one offense. Such suspension shall be made without pay. Any such suspension shall be reported immediately to the Secretary of the Civil Service Board and the appointing authority. If the department head finds it desirable to suspend a subordinate employee from his position for a period of more than twenty (20) days, he shall immediately report the same to the Secretary of the Civil Service Board and file with the Secretary a complaint setting forth the reasons for such suspension and the penalty believed justified. The Civil Service Trustees may confirm the recommendation of the department heads or conduct such inquiry, investigation or hearing into the cause of such recommended suspension as in its discretion it may deem necessary and thereafter impose such penalty as it believes justified.

E. Termination — An employee in the competitive service may be terminated by the appointing authority for cause, but if the probationary period has been completed, the appointing authority shall immediately report such termination to the Secretary of the Civil Service Board and shall immediately file with the Secretary of the Civil Service Board a copy of the complaint setting forth the

reasons for such termination, and a copy of such complaint shall be delivered to the employee.

*** F. Resignations** — An employee resigning from the competitive service of the City of Las Vegas may only be re-employed after taking an examination and complying with all conditions of the Charter of the City of Las Vegas and these rules.

Whenever, in the judgment of the City Commission, it becomes necessary in the interest of economy, or because the necessity for the position or employment involved no longer exists, the City Commission may abolish any position or employment in the competitive service and lay off, demote or transfer the employee holding such position or employment without the right of appeal. If within two years an appointment is to be made to any position or employment in any existing or new class having the same or substantially similar qualifications and duties as the position abolished, the employee laid off, demoted or transferred may petition for such appointment unless he shall file a waiver in writing to the Personnel Officer, or if laid off, he shall fail to report to the Personnel Officer within twenty (20) working days after notice is mailed to his last known address.

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the Civil Service Board may in its discretion investigate.

in the higher position could be filled better by an open competitive examination instead of a closed promotional list for the higher position, then the appointing authority may request the Civil Service Board to call for applications for the vacancy and arrange for an open competitive examination and for the preparation and certification of a promotional list.

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E. Termination — An employee in the competitive service may be terminated by the appointing authority for cause, but if the probationary period has been completed, the appointing authority shall immediately report such termination to the Secretary of the Civil Service Board and shall immediately file with the Secretary of the Civil Service Board a copy of the complaint setting forth the

reasons for such termination, and a copy of such complaint shall be delivered to the employee.

F. Resignations — An employee resigning from the competitive service of the City of Las Vegas may only be re-employed after taking an examination and complying with all conditions of the Charter of the City of Las Vegas and these rules.

SECTION XI. CAUSE FOR SEPARATION FROM THE SERVICE.

A. Violation of Law and Rules — The violation by any person in the competitive service of the City of Las Vegas, of any provisions of the Charter of the City of Las Vegas, or any City Ordinance, or any of these rules, or such rules and regulations as may hereinafter be prescribed by the Civil Service Trustees or the department heads, shall constitute sufficient cause for demotion, suspension, removal or termination from his or her position in the competitive service.

B. Uniformity of Penalties — In making removal, demotions, suspensions or terminations, or in imposing penalties for delinquency or misconduct, penalties like in character shall be imposed for like offenses.

C. Strikes — Any person in the competitive service of the City of Las Vegas who shall, in obedience to any instruction or order of any officer of any organization go on strike or in any other manner fail to observe or obey the orders of his superior officer, shall be terminated from the service of the City of Las Vegas and shall forfeit all rights of seniority and rank in the department of which he was a member and shall not be entitled to compensation from the City after date of such strike, withdrawal or disobedience of orders of superior officer. Any employee of the city who violates this rule shall not be restored to service in the City except through the usual channels of application and examination provided for the admission of new employees accompanied in addition thereto by a written recommendation of the department head for his re-employment.

D. Complaints of Violations — Any citizen may make complaint in writing to the Civil Service Board of any violation of duty or of law by any member of any department in the competitive service of the City, whereupon the Civil Service Board may in its discretion investigate.

such complaint and may require such citizen to appear in person at a hearing to be conducted by it. Upon such hearing if the Civil Service Trustees shall determine that the charges contained in such complaint have been sustained, the Civil Service Trustees shall order such punishment by termination, demotion, suspension, or otherwise as they may deem proper under the circumstances.

E. Employees Financial Affairs. — Employees shall so arrange their personal financial affairs that creditors and collection agencies will not have to make use of the offices of the City Treasurer, City Clerk, or the department heads for the purpose of making collections. Failure on the part of employees to meet their just obligations shall be grounds for adequate and suitable disciplinary action, suspension, demotion, or termination.

SECTION XII. DISCIPLINARY ACTION, APPEALS AND HEARINGS.

A. Departmental Rules and Regulations — The department heads of the City of Las Vegas shall, with the approval of the Civil Service Trustees, establish and adopt such rules and regulations as they shall deem necessary for the efficient and orderly administration and regulation of their departments, and for maintaining the proper discipline, conduct, and behavior of the employees of the departments, not inconsistent with the Charter of the City of Las Vegas and these rules and regulations. All such rules and regulations must be made available to all employees of said departments and to the Civil Service Board. Such rules and regulations may provide for reasonable disciplinary action and penalties for the violation thereof, not in conflict with any provisions of the Charter of the City of Las Vegas and these rules and regulations.

B. Summary Hearings — The department heads at their discretion may conduct summary hearing in the cases of employees charged with violations of such rules and regulations adopted in conformity with Section A of this rule, after notifying the violator in writing, and at the conclusion of such hearing impose penalties in the form of warnings, reprimands, or suspensions not exceeding 20 days, provided however, that the department head shall hear only those cases not involving removals or terminations. Such findings shall become final by notification

thereof to the accused in writing, subject to the right of appeal as specified in these rules. If the accused shall protest such summary hearing, prior to final action and imposition of penalty, all summary proceedings shall be suspended and the case shall be referred to the Civil Service Board. The accused shall not be entitled to be represented by counsel in such summary hearings.

C. Notice of Appeal. — In all cases of suspension, or demotions by department heads and, removals and terminations by the appointing authority the employee affected shall be notified in writing and not less than three days thereafter a full true and correct copy of the said written notice shall be filed with the Civil Service Board together with the exact time that the employee was served said notice. The employee so notified shall be afforded the right to appeal such action to the Civil Service Trustees within ten (10) days from the service of such notice upon him, exclusive of the day of service, by filing his written notice of appeal with the Secretary of the Civil Service Board and stating therein the date of his suspension, demotion, removal or termination, and the date and manner of service of such notice upon him.

D. Hearing on Appeal — Upon the filing of the notice of appeal, if it shall appear therefrom that the appeal has been taken within the time prescribed therefor, the Civil Service Trustees shall within fifteen (15) days after the filing of said notice of appeal, inquire into such suspension, demotion, or removal or termination and afford the affected employee a hearing with full opportunity to present whatever defense or testimony in his own behalf he shall desire. At the hearing of such appeals, the technical rules of evidence shall not apply.

E. Evidence - Examination of Witnesses — At such hearings conducted by the Board of Civil Service Trustees, the said board and the accused shall have the power to examine witnesses under oath and compel their attendance or the production of evidence before it by subpoena issued in the name of the State and attested to by the City Clerk of the City of Las Vegas.

F. Findings and Decisions on Appeal — After a final hearing and upon consideration of the evidence presented, the board of Civil Service Trustees may find:

1. That the suspension, demotion, removal or termination was without justification and the employee

should be reinstated and restored to his position and shall be entitled to receive compensation during the period of his suspension or termination pending hearing and reinstatement.

2. That the suspension, demotion, removal or termination was justified and should be confirmed.
3. Such other action as it deems fitting and proper under the circumstances of the case before it.

The Board of Civil Service Trustees, after making its findings and reaching its decision, shall promptly file its written decision with the appointing authority who shall immediately notify the employee and his department head in writing of such decision which shall then become final.

G. Public Hearing - When; Transcribing Testimony

All such hearings before the Board of Civil Service Trustees shall be held publicly unless the employee making such appeal requests a closed hearing. The employee so appealing shall be entitled to be present and be heard in his behalf, and be represented by counsel. At the discretion of the Board of Civil Service Trustees or upon request of the employee, the testimony and other proceedings at such hearing shall be transcribed by a stenographic reporter appointed by said board, who shall be sworn to duly take and transcribe the testimony and proceedings.

H. Procedure on Complaints — In the case of complaints made directly to the board of Civil Service Trustees by any person, the employee against whom such complaint is made shall be notified in writing of the charge against him and the time within which he shall be required to answer to such charge, which in no case shall be more than ten (10) days after such notification; provided, however, that the Board of Civil Service Trustees may on its own motion inquire into such charge prior to notifying the employee thereof, and within its discretion dismiss the complaint upon finding insufficient justification for the charge contained therein. The Board of Civil Service Trustees may in its discretion order a hearing on the complaint in which case the manner of proceeding thereon shall be governed by the rules and regulations herein provided.

I. Service of Notice — All notice shall be in writing and service of notice upon an employee in the competitive service shall be deemed effectual if delivered to such employee personally or if such employee cannot be found, by leaving a true copy of such notice with a member of his family over the age of 14 years at his last known address in Clark County, Nevada, or if no one can be found at his

last known address, then by depositing a true copy of such notice in the U. S. Post-Office at Las Vegas, Nevada, addressed to such employee at his last known address, with postage prepaid and duly registered with return receipt requested. In all cases of service, the person making such service shall file with the Secretary of the Civil Service Board within three days thereafter, an affidavit under oath stating specifically the time and manner of service. In case of service by registered mail, the registration receipt shall be attached to the affidavit of service. Any person over 21 years of age and not a party to the proceeding shall be competent to serve such notices.

SECTION XIII. REPORTS AND RECORDS

A. Efficiency Reports

1. Regular — Such reports shall be made in triplicate by the department heads at the end of each calendar quarter, and filed with the Personnel Officer not later than the 15th of the month following the end of each calendar quarter. The original shall be filed with the Secretary of the Civil Service Board; the duplicate transmitted to employee and third copy retained in the departmental file. These reports shall cover the following elements:
 1. Quantity of work performed.
 2. Quality of work performed.
 3. Aptitude and capacity for initiative.
 4. Punctuality and attendance.
 5. Character and habits insofar as they affect the efficiency or trustworthiness of employees.
 6. Such other elements as from time to time may be prescribed by the Civil Service Board.
2. Probationary Period — Efficiency ratings on employees on a probationary status shall be submitted at end of three months probation and again at end of five months probation. Quarterly efficiency ratings shall be disregarded until after employee has completed his probationary period.

B. General Records — The Secretary of the Civil Service Board shall establish and maintain in card index form, a roster of officers and employees in the Civil Service, showing date employed, classification, and rate of pay, and such other pertinent data that may be prescribed by the Civil

Service Board. He or she shall be the custodian of all personnel records.

C. Other Records and Reports — The Civil Service Board shall require the execution and transmission of such other records and reports as it shall from time to time deem proper and necessary to the effective administration and conduct of the Civil Service system of the City of Las Vegas.

SECTION XIV. CLASSIFICATION AND PAY PLAN.

COMPENSATION FOR EMPLOYEES IN LIMITED TERM POSITIONS IN HIGHER CLASSIFICATIONS:

1. Employees without regular status shall be compensated at the minimum rate of the class.

2. Regular employees shall be compensated during any fiscal year as follows, but in no event shall a rate be paid in excess of the maximum for the class assigned to the limited term position:

a. If the limited term service is in a higher class for thirty (30) consecutive calendar days or less, the employee shall receive his own regular rate.

b. For more than thirty (30) consecutive calendar days, the employee shall receive one increment above his own regular rate for the balance of the period of service, upon approval by the City Commission.

If a limited term assignment to a higher class continues into a new fiscal year:

- a. Where the thirty (30) consecutive calendar days requirement has been met in the old fiscal year, the employee will be considered as having met it for the new fiscal year:
- b. Where the thirty (30) consecutive calendar days requirement has been partially met at the end of the old fiscal year, the time served shall be credited as though the change in fiscal year had not occurred, and on completion of the thirty (30) day period the employee will be considered as having met the requirement for the new fiscal year.

class of position and such intermediate rates as are necessary and equitable. Salary ranges shall be linked directly to the position classification plan.

2. The minimum rate of pay for a class shall normally be paid upon appointment to the class. Appointment rates above the minimum rate may be paid if the appointing authority deems it necessary.
3. Salary adjustments within an established range shall not be automatic but shall be dependent upon specific written recommendations initiated by department heads and recommended by the appointing authority and approved by Board of City Commissioners. Such recommendations shall be based upon standards of performance as indicated by efficiency records or other pertinent data.
4. Except as otherwise provided in these rules, no employee of the City of Las Vegas shall receive pay from the city in addition to the salary authorized under the schedules provided in the pay plan for services rendered by him either in the discharge of his ordinary duties or any additional duties which may be imposed upon him or which he may undertake to volunteer to perform. No reward, gift, or other form of remuneration in addition to regular compensation shall be received from any source by the employees of the City for the performance of their duties. No employees in the competitive service shall engage in extra curricular activities for remuneration or otherwise which would tend to reflect discredit on the respective department in which he is employed or impair his service to the city.
5. Whenever an employee of the City of Las Vegas works for a period less than the regularly established number of hours a day, days a week, or weeks a month, the amount paid shall be proportionate to the time actually employed. The appointing authority may request hourly or daily rates of pay for classes of positions when conditions of employment in his opinion warrant such action. Rates set by such action shall be consistent with the established monthly rate.
6. If an employee of the City of Las Vegas is transferred, promoted, or demoted, his rate of pay for the new position shall be determined as follows:

Service Board. He or she shall be the custodian of all personnel records.

C. **Other Records and Reports** — The Civil Service Board shall require the execution and transmission of such other records and reports as it shall from time to time deem proper and necessary to the effective administration and conduct of the Civil Service system of the City of Las Vegas.

SECTION XIV. CLASSIFICATION AND PAY PLAN.

A. Classification.

1. The Civil Service Board shall ascertain the duties, authority, and responsibilities of all positions subject to the Civil Service regulations and City Charter. All positions in the competitive service shall be grouped in classes, based on their duties, authority, and responsibilities. The position classifications plan shall set forth, for each class of position, a class title, a statement of duties, authority, and responsibilities thereof, and the qualifications that are necessary or desirable for the satisfactory performance of the duties of the class.
2. The Civil Service Board shall prepare specifications for each class of positions. Specifications will be interpreted in their entirety and in relation to others in the classification plan. Particular phrases or examples will not be isolated and treated as full definitions of a class. Specifications shall be deemed only as descriptive and explanatory of the kind of work required in positions in the several classes, but not necessarily inclusive of all duties to be performed.
3. Following the adoption of the classification plan and the allocation of classes therein to positions in the competitive service, and the class titles set forth therein shall be used to designate such positions in all official records, vouchers, payrolls, and communications. No person shall be appointed to, or employed in, a position under a class title which has not been approved by the Civil Service Board as appropriate to the duties performed.

B. Pay Plan.

1. The Civil Service Board shall establish and maintain a uniform and equitable pay plan approved by the City Commissioners which shall consist of minimum and maximum rates of pay for each

class of position and such intermediate rates as are necessary and equitable. Salary ranges shall be linked directly to the position classification plan.

2. The minimum rate of pay for a class shall normally be paid upon appointment to the class. Appointment rates above the minimum rate may be paid if the appointing authority deems it necessary.
3. Salary adjustments within an established range shall not be automatic but shall be dependent upon specific written recommendations initiated by department heads and recommended by the appointing authority and approved by Board of City Commissioners. Such recommendations shall be based upon standards of performance as indicated by efficiency records or other pertinent data.
4. Except as otherwise provided in these rules, no employee of the City of Las Vegas shall receive pay from the city in addition to the salary authorized under the schedules provided in the pay plan for services rendered by him either in the discharge of his ordinary duties or any additional duties which may be imposed upon him or which he may undertake to volunteer to perform. No reward, gift, or other form of remuneration in addition to regular compensation shall be received from any source by the employees of the City for the performance of their duties. No employees in the competitive service shall engage in extra curricular activities for remuneration or otherwise which would tend to reflect discredit on the respective department in which he is employed or impair his service to the city.
5. Whenever an employee of the City of Las Vegas works for a period less than the regularly established number of hours a day, days a week, or weeks a month, the amount paid shall be proportionate to the time actually employed. The appointing authority may request hourly or daily rates of pay for classes of positions when conditions of employment in his opinion warrant such action. Rates set by such action shall be consistent with the established monthly rate.
6. If an employee of the City of Las Vegas is transferred, promoted, or demoted, his rate of pay for the new position shall be determined as follows:

- (a) If the rate of pay in the former class is less than the minimum rate established for the class of the new position, the rate of pay shall be advanced to the minimum for the class.
- (b) If the rate of pay in the former class is more than the maximum rate established for the new class, the pay shall be reduced to the maximum rate or an intermediate step of the new range as determined by the Civil Service Board.
- (c) If the rate of pay of the former class falls within the new range of pay and at an established step in the range of the new class, the salary rate shall remain the same in the case of transfer, shall be increased one step in the case of promotion, and, at the discretion of the Civil Service Board, shall remain the same or shall be adjusted to at least the next lower step if the action is a demotion.

2. 7. Overtime, authorized by the appointing authority, shall be compensated for by allowing an equal amount of time off. Monetary compensation for authorized overtime shall be paid only upon approval of the City Commissioners.

8. Whenever an employee in the competitive service resigns, retires, or is discharged, from the effective date of such resignation, retirement, or discharge, he shall be terminated for all administrative purposes and he may be paid in full by warrant for all overtime, holidays and earned vacation time due him at his termination date at the rate of pay current at the date of termination; provided, however, all such payments shall first be approved by the City Commission.

Adopted 5/52

- (a) If the rate of pay in the former class is less than the minimum rate established for the class of the new position, the rate of pay shall be advanced to the minimum for the class.
- (b) If the rate of pay in the former class is more than the maximum rate established for the new class, the pay shall be reduced to the maximum rate or an intermediate step of the new range as determined by the Civil Service Board.
- (c) If the rate of pay of the former class falls within the new range of pay and at an established step in the range of the new class, the salary rate shall remain the same in the case of transfer, shall be increased one step in the case of promotion, and, at the discretion of the Civil Service Board, shall remain the same or shall be adjusted to at least the next lower step if the action is a demotion.

2. 7. Overtime, authorized by the appointing authority, shall be compensated for by allowing an equal amount of time off. Monetary compensation for authorized overtime shall be paid only upon approval of the City Commissioners.

SECTION XV. REPEALS

Ordinance 391 and all other ordinances or parts of ordinances in conflict herewith are hereby repealed.

Unanimously approved and adopted by the Board of Civil Service Trustees, July 17, 1951 for submission to the City Commissioners.

DON ASHWORTH
H. E. DeVILLIERS
CHARLES HORSEY
RALPH MOHR
GEORGE KNIPP

AFFIDAVIT OF PUBLICATION

STATE OF NEVADA, }
COUNTY OF CLARK } ss.

Robert E. Belz

, being first duly sworn,

deposes and says: That he is Classified Manager of the
LAS VEGAS MORNING SUN, a daily newspaper, of general circulation, printed and
published at Las Vegas, in the County of Clark, State of Nevada, and that the at-

tached was continuously published in said newspaper for a period of two weeks

from September 8, 1951 to September 15, 1951

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

September 8, 15, 1951

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

Signed

Robert E. Belz

Subscribed and sworn to before me this 18th
day of Sept., 1951

Lillian D. Lane

Notary Public in and for Clark County, Nevada.

My Commission Expires

EMERGENCY ORDINANCE NO. 468
AN EMERGENCY ORDINANCE OF THE
CITY OF LAS VEGAS, COUNTY OF
CLARK, STATE OF NEVADA, CREATING
AND ESTABLISHING CIVIL SERVICE
RULES AND REGULATIONS FOR THE
EMPLOYEES OF SAID CITY, DEFINING
TERMS; PROVIDING FOR EXAMINA-
TION; ESTABLISHING ELIGIBILITY
LISTS; PROVIDING FOR APPOINTMENTS;
PROMOTIONS; DISCIPLINARY ACTION;
REPORTS AND RECORDS; CLASSIFICA-
TION AND PAY PLANS; AND ALL MAT-
TERS RELATING THERETO; AND RE-
PEALING ORDINANCE 391 AND ALL
OTHER ORDINANCES OR PARTS OF OR-
DINANCES IN CONFLICT HEREWITH.

The Board of Commissioners of the
City of Las Vegas do ordain as follows:

SECTION 1. That certain documents,
three (3) copies of which are on file in
the office of the City Clerk, of the City
of Las Vegas, being marked and design-
ated as Civil Service Rules and Regula-
tions, be, and the same are hereby re-
ferred to and adopted as the Civil Service
Rules and Regulations of the City of Las
Vegas, and by said reference and adop-
tion, made a part of this ordinance, the
same as if it was fully set forth herein.

SECTION 2. All ordinances and parts of
ordinances in conflict herewith are here-
by repealed, but it is specifically provided
that neither this ordinance nor any re-
peal hereby provided shall in any way
affect in any way the prosecution for the
violation of any ordinance heretofore
passed, pending at the time of the adop-
tion of this ordinance.

SECTION 3. That by reason of the fact
that many employees of the City are em-
ployed on a temporary basis, and that
it is necessary immediately to provide
means for retaining these valuable em-
ployees on a permanent basis, and to pro-
vide rules and regulations in order to re-
tain such employees by immediately plac-
ing them under civil service, therefore it
is hereby declared that an emergency
exists, and that this ordinance is necessary
for the immediate preservation of the
public peace, health and safety.

SECTION 4. This ordinance shall be in
effect on and after its passage, adoption,
and publication thereof in the Las Vegas
Morning Sun, a daily newspaper published
in the City of Las Vegas, for a period of
once a week for two consecutive weeks
immediately following its first reading.

Commissioners voting in favor of the
adoption of the foregoing ordinance:
Mayor Pro Tem Whipple "Aye"
Commissioner Bunker "Aye"
Commissioner Jarrett "Aye"
Commissioner Peccole "Aye"
Absent: Mayor Baker

Those voting against the adoption of
the foregoing ordinance: None.

APPROVED AND ADOPTED THIS 5th
day of September, 1951.

REED WHIPPLE, Mayor Pro Tem.
ATTEST:
SHIRLEY BALLINGER,
City Clerk.

Sept. 8, 15, 1951

AFFIDAVIT OF PUBLICATION

STATE OF NEVADA, }
COUNTY OF CLARK } ss.

Robert E. Belz

, being first duly sworn,

deposes and says: That he is Classified Manager of the
LAS VEGAS MORNING SUN, a daily newspaper, of general circulation, printed and
published at Las Vegas, in the County of Clark, State of Nevada, and that the at-
tached was continuously published in said newspaper for a period of one week

from August 25, 1951

to September 1, 1951

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

August 25, 28, 29, 30, 31, September 1, 1951

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

Signed

Robert E. Belz

Subscribed and sworn to before me this 5th

day of September, 1951.

Lillian D. Lane

Notary Public in and for Clark County, Nevada.

My Commission Expires

July 30, 1954.

NOTICE

Notice is hereby given that three copies of a certain document marked and designated as CIVIL SERVICE RULES & REGULATIONS OF THE CITY OF LAS VEGAS, NEVADA, are on file in the City Clerk's office in the City Hall, City of Las Vegas, County of Clark, State of Nevada.

Said Civil Service Rules & Regulations of the City of Las Vegas are on file as aforesaid for use and examination by the public.

This notice is given prior to the passage of a proposed ordinance now before the Board of Commissioners of the City of Las Vegas for the adoption of said Civil Service Rules & Regulations of the City of Las Vegas, Nevada, and is given in accordance with Chapter 2, Section 30 of the Charter of the City of Las Vegas, as amended by Chapter 98, Statutes of Nevada, 1947.

s/ SHIRLEY BALLINGER
City Clerk.

Aug. 25. 28 29, 30, 31, Sept. 1. 1951.

NOTICE

Notice is hereby given that three copies of a certain document marked and designated as **CIVIL SERVICE RULES & REGULATIONS OF THE CITY OF LAS VEGAS, NEVADA**, are on file in the City Clerk's office in the City Hall, City of Las Vegas, County of Clark, State of Nevada.

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s/ **SHIRLEY BALLINGER**
City Clerk.

Aug. 25, 28, 29, 30, 31, Sept. 1, 1951.

Las Vegas Morning Sun
900 S. Main St.
Las Vegas, Nevada



THIS SIDE OF CARD IS FOR ADDRESS

Shirley Ballinger
City Clerk
City Hall
Las Vegas, Nevada

