

1 BILL NO. 81 - 43

2 ORDINANCE NO. 2177

3
4 AN ORDINANCE RELATING TO PERSONNEL POLICIES AND PROCEDURES;
5 REPEALING ORDINANCE NO. 1994 AND ORDINANCE NO. 2110 OF THE CITY
6 OF LAS VEGAS, NEVADA, AND CHAPTER 7 OF TITLE I OF THE MUNICIPAL
7 CODE OF THE CITY OF LAS VEGAS, NEVADA, 1960 EDITION; AMENDING
8 TITLE I OF SAID MUNICIPAL CODE BY ADDING THERETO A NEW CHAPTER,
9 DESIGNATED CHAPTER 1 AND ENTITLED "PERSONNEL POLICIES AND
10 PROCEDURES", ADOPTING BY REFERENCE THE PERSONNEL POLICIES AND
11 PROCEDURES MANUAL, 1981 EDITION, OF THE CITY OF LAS VEGAS;
12 PROVIDING OTHER MATTERS PROPERLY RELATING THERETO AND REPEALING
13 ALL ORDINANCES AND PARTS OF ORDINANCES IN CONFLICT THEREWITH.

14 Sponsored by: Summary: Adopts the City's
15 Commissioner Paul Christensen Personnel Policies and Pro-
16 cedures Manual, 1981 Edition

17 THE BOARD OF CITY COMMISSIONERS OF THE CITY OF LAS
18 VEGAS, NEVADA, DOES HEREBY ORDAIN AS FOLLOWS:

19 SECTION 1: Ordinance No. 1994 and Ordinance No. 2110
20 of the City of Las Vegas and Chapter 7 of Title I of the
21 Municipal Code of the City of Las Vegas, Nevada, 1960 Edition,
22 are hereby repealed.

23 SECTION 2: Title I of the Municipal Code of the
24 City of Las Vegas, Nevada, 1960 Edition, is hereby amended by
25 adding thereto a new chapter, to be designated as Chapter 7 and
26 entitled "Personnel Policies and Procedures", reading as
27 follows:

28 1-7-1: That certain document, three (3) copies of which are
29 on file in the office of the City Clerk of the City
30 of Las Vegas, Nevada, being marked and designated as
31 "Personnel Policies and Procedures Manual, 1981
32 Edition," is hereby adopted and by this reference
made a part of this Code, to the same effect as if
set out in full herein.

SECTION 3: If any section, subsection, subdivision,
paragraph, sentence, clause or phrase in this Chapter or any

1 part thereof, is for any reason held to be unconstitutional or
2 invalid or ineffective by any court of competent jurisdiction,
3 such decision shall not affect the validity or effectiveness of
4 the remaining portions of this Chapter or any part thereof. The
5 Board of Commissioners of the City of Las Vegas hereby declares
6 that it would have passed each section, subsection, subdivision,
7 paragraph, sentence, clause or phrase thereof irrespective of
8 the fact that any one or more sections, subsections, subdivisions,
9 paragraphs, sentences, clauses or phrases be declared uncon-
10 stitutional, invalid or ineffective.

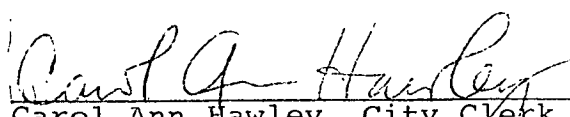
11 SECTION 4: All ordinances or parts of ordinances,
12 sections, subsections, phrases, sentences, clauses or paragraphs
13 contained in the Municipal Code of the City of Las Vegas, Nevada,
14 1960 Edition, in conflict herewith are hereby repealed.

15 PASSED, ADOPTED and APPROVED this 15th day of
16 July, 1981.

17 APPROVED:

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19 BY WILLIAM H. BRIARE, MAYOR
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21 ATTEST:

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23 Carol Ann Hawley, City Clerk
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1 The above and foregoing ordinance was first proposed
2 and read by title to the Board of Commissioners on the 1st day
3 of July, 1981, and referred to the following committee
4 composed of Commissioners Christensen and
5 Lurie for recommendation; thereafter the
6 said committee reported favorably on said ordinance on the 15th
7 day of July, 1981, which was a Regular meeting
8 of said Board; that at said Regular meeting, the proposed
9 ordinance was read by title to the Board of Commissioners as
10 first introduced and adopted by the following vote:

11 VOTING "AYE" Commissioners: Christensen, Levy, Lurie and Mayor Briare
12 VOTING "NAY" Commissioners: None
13 ABSENT: Commissioner Woofter

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APPROVED:

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BY William H. Briare
WILLIAM H. BRIARE, MAYOR

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ATTEST:

Carol Ann Hawley
Carol Ann Hawley, City Clerk

1 PERSONNEL POLICIES AND PROCEDURES MANUAL

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3 WHEREAS, the Board of Commissioners of the City of Las Vegas, Nevada,
4 propose to establish a personnel policies and procedures manual for all
5 employees of the City of Las Vegas to apply unless otherwise provided for
6 in:

7 (1) The Charter of the City of Las Vegas;

8 (2) Any collective bargaining agreements entered into by the City and
9 employee bargaining units and/or;

10 (3) The City of Las Vegas Civil Service Rules, as amended from time to
11 time.

12 The provisions of the above three documents will supercede any conflicting
13 provisions contained in this manual.

14 WHEREAS, such policies and procedures have been recommended to the
15 Board of City Commissioners by the City Manager, which are to be embodied
16 in the Personnel Policies and Procedures Manual and consist of the
17 following terms and conditions.

18 SECTION I. DEFINITIONS OF EMPLOYMENT STATUS

19 Employees fall into three major groups: appointive, classified, and
20 non-permanent.

21 A. Appointive Employees - persons hired or employed at the discretion
22 of the City Manager under the guidelines set forth for the appointive ser-
23 vice. Such persons' work is professional, administrative, or managerial in
24 nature. Appointive employees are not subject to the City of Las Vegas
25 Civil Service Rules and serve at the pleasure of their appointing
26 authority. Appointive employees may be full-time or part-time. Part-time
27 appointive employees may be granted sick and/or annual leave, medical bene-
28 fits or other benefits on a prorated basis, in accordance with their nor-
29 mally scheduled working hours.

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1 B. Classified Employees - persons hired or employed under the provi-
2 sions of the City of Las Vegas Civil Service Rules. Classified employees
3 may be full-time or part-time. Upon approval of the City Manager, part-
4 time classified employees may receive sick or annual leave, medical bene-
5 fits, or other benefits on a prorated basis in accordance with their
6 normally scheduled working hours. Part-time classified employees may not
7 accrue seniority or longevity. Classified employees may be exempt or non-
8 exempt, probationary or regular.

9 1. Exempt/Non-exempt

10 a. Exempt employees - classified administrative, confiden-
11 tial, or supervisory in nature and who are not eligible for
12 payment for work in excess of forty (40) hours per week, unless
13 expressly authorized by the City Manager.

14 b. Non-exempt employees - classified employees who are eli-
15 gible for payment for work in excess of forty (40) hours per week.
16 Non-exempt part-time employees may receive overtime only if the
17 hours worked in any one week exceed forty (40).

18 2. Probationary/Regular

19 a. Probationary employee - an employee who has not completed
20 the probationary period of employment and whose permanent appoint-
21 ment has not been confirmed. Probationary employees are subject
22 to different procedures, regulations, and conditions of employment
23 from regular employees. These procedures, regulations, and con-
24 ditions are set forth in the Civil Service Rules.

25 b. Regular employee - a classified employee who has succes-
26 fully completed the probationary period and whose appointment has
27 been confirmed.

28 C. Non-Permanent Employees

29 1. Temporary employees - persons hired for a term not to exceed
30 one year. Temporary employees may be appointive or classified, full-
31 time or part-time. Temporary employees may be granted benefits such as
32 sick leave, medical coverage and/or overtime pay, but shall not be eli-

1 gible for annual leave. When a temporary employee is placed in a non-
2 temporary City position, that employee's service date shall then be
3 considered the date on which the employee began working for the City on
4 a temporary basis. Temporary employees may not accrue seniority or
5 longevity, except when such employees are later appointed to a non-
6 temporary City position.

7 2. Hourly employees - persons not subject to the City of Las
8 Vegas Civil Service Rules, who serve at the pleasure of their
9 appointing authority, and whose base hourly pay constitutes their
10 entire compensation. Hourly employees are not eligible to receive sick
11 or annual leave, medical benefits, or other benefits, and are paid only
12 for the actual hours worked. Hourly employees may receive overtime pay
13 for work in excess of forty (40) hours per week, but may not accrue
14 seniority or longevity.

15 3. Contractual Employee - employees whose tenure, terms and
16 conditions of employment and benefits are expressly dependent upon the
17 provisions set forth in their employment contract with the City of
18 Las Vegas.

19 SECTION II. GENERAL DEFINITIONS

20 ANNUAL LEAVE - authorized paid time off provided to an employee for the
21 purpose of rest and relaxation and/or for attending to personal business.

22 APPOINTING AUTHORITY - those persons authorized or designated as having
23 the power to appoint persons to positions within the City of Las Vegas.

24 APPOINTMENT - the act of hiring an employee and placing the employee on
25 the payroll of the City of Las Vegas.

26 BASE SALARY - remuneration received by the employee in accordance with
27 the rates specified on the appropriate salary schedule or other compen-
28 sation plan in effect for any one employee or group of employees.

29 CALL-BACK or CALL-OUT - a request by the City that an employee return
30 to work during off-duty hours after the employee has left the assigned duty
31 location.

32 CITY - the City of Las Vegas.

1 CITY MANAGER - the City Manager of the City of Las Vegas. Except where
2 otherwise specified or prohibited, the City Manager may delegate the
3 authority of his position to the Deputy City Managers.

4 CIVIL SERVICE RULES - City of Las Vegas Civil Service Rules.

5 CLASSIFICATION - a group of positions which have essentially similar
6 duties and responsibilities, can be allocated to the same salary range, and
7 can be designated by the same general title.

8 CLASSIFICATION PLAN - the allocation of established classifications to
9 the appropriate grades on a salary schedule.

10 CLASSIFICATION SPECIFICATIONS - a written description of the work
11 required of positions in the classification that includes the classifica-
12 tion title, definition, authority, examples of duties and responsibilities,
13 and minimum or desirable qualifications. Classification specifications are
14 descriptive and explanatory of the general work required in positions in
15 that classification and are not necessarily inclusive of all duties to be
16 performed in a particular position.

17 COMPENSATION - the salary or wage, fringe benefits, and other forms of
18 remuneration paid to any employee by reason of service in any position.

19 COMPETITIVE SERVICE - employment in the City of Las Vegas under the
20 Civil Service System.

21 DEMOTION - movement of an employee from one classification to a classi-
22 fication with a lower salary grade.

23 FULL-TIME - a regularly scheduled work week of forty (40) hours or
24 more.

25 FUNDED EMPLOYEE - any classified, appointive, or hourly employee on the
26 City payroll whose salary and/or benefits are totally or partially reim-
27 bursed to the City by an outside agency. The duration of employment of
28 funded employees is dependent on the continued availability of funding from
29 the outside agency, regardless of other employment status with the City.
30 Funded employees are entitled to the same benefits as similarly situated
31 City employees whose salaries are supported through City revenues, except
32 as otherwise provided in State or Federal law or by outside funding agency

1 regulations. Funded employees shall be informed of the expected duration
2 of their employment at the time of appointment.

3 GRADE - a term used to designate a salary range to which one or more
4 classifications may be allocated.

5 HOLIDAY - a day set aside for the special observance of a memorable
6 event or occasion. Paid holidays shall be those set forth herein or
7 declared pursuant to Federal, State, or local law.

8 IMMEDIATE FAMILY - an employee's spouse, child, father, mother,
9 brother, sister, step or foster child, father-in-law, and mother-in-law are
10 considered to be members of the immediate family.

11 JURY DUTY - the legal duty of citizens to serve as jurors in any com-
12 petent court in the State of Nevada whenever so required.

13 LEAVE WITHOUT PAY - leave directed or granted to employees by the City
14 during which time the employee does not receive compensation from the City.
15 Employees on continuous leave without pay for periods of thirty (30) calen-
16 dar days or more generally do not accrue sick or annual leave, longevity,
17 or seniority.

18 LONGEVITY - the length of time an employee has been in continuous
19 employment with the City of Las Vegas.

20 MATERNITY LEAVE - leave granted female employees for purposes of child-
21 bearing and/or for purposes of caring for newly born or newly adopted
22 children.

23 MILITARY LEAVE - leave granted employees for the purpose of fulfilling
24 obligations to the Armed Forces of the United States or the State of
25 Nevada.

26 NORMAL WORK DAY - the hours normally required for an employee to work
27 any one day or one shift.

28 OVERTIME - time that an employee is required to work in addition to the
29 employee's normal daily or weekly work schedule.

30 OUTSIDE EMPLOYMENT - services by a City employee to an employer other
31 than the City of Las Vegas for which the individual, either directly or
32 indirectly receives a personal gain. Outside employment shall also refer

1 to an individual's investment program, self-employment, or business of any
2 nature, whenever such investment program, self-employment, or business
3 constitutes a substantial portion of the employee's off-duty time.

4 PATERNITY LEAVE - leave granted male employees for purposes of caring
5 for newly born or newly adopted children.

6 POSITION - a group of duties and responsibilities normally requiring
7 the employment of one person.

8 PROBATIONARY PERIOD - any person appointed, transferred, or promoted to
9 a non-temporary classified position in the City of Las Vegas is required to
10 serve an initial probationary period of not less than six (6) months prior
11 to confirmation of the appointment.

12 PROCESS OUT - upon termination from City employment, an employee must
13 process out through the Department of Personnel & Employee Relations and
14 Department of Financial Management before the employee will receive any
15 final paycheck or payoff. Any funds owed by the employee to the City shall
16 be taken from the employee's final paycheck. Before the employee can
17 complete processing out, the employee must return any and all City pro-
18 perty, documents, or other items owned by the City. In the event of death,
19 any final payments due to the deceased employee shall be released to the
20 designated beneficiary(ies) upon written request of the beneficiary(ies).
21 If the deceased employee has not filed a written designation of beneficiary
22 with the City, the final payment shall be paid to the employee's personal
23 estate. Final payment shall mean the net amount due the employee after the
24 deduction of all lawfully withheld sums from the employee's gross compen-
25 sation.

26 PROMOTION - a change of an employee from a position in one classifica-
27 tion to a position in a higher classification, other than as a result of
28 reclassification.

29 RATIFICATION AUTHORITY - those persons authorized or designated as
30 having the power to approve or veto appointments to positions within the
31 City of Las Vegas.

32 REALLOCATION - change of a position from one classification to

1 another.

2 REASSIGNMENT - the movement of an employee from one position to another
3 position in the same classification and in the same department.

4 RECLASSIFICATION - the movement of an employee from one classification
5 to another classification.

6 SALARY RANGE - the minimum and maximum base salaries which may be paid
7 to an employee working in a classification in accordance with the salary
8 grade to which the classification is allocated.

9 SALARY SCHEDULE - the step, grade, and range structure for allocation
10 of classifications as established by the City of Las Vegas.

11 SALARY STEP - an increment within a salary grade which designates a
12 specific pay rate.

13 SERVICE DATE - Usually the actual date of hire, an employee's service
14 date is that date which reflects the length of active employment with the
15 City of Las Vegas. For purposes of determining seniority, longevity, or
16 other matters associated with length of active employment, the service date
17 shall be adjusted to accommodate any periods of leave without pay in excess
18 of thirty (30) calendar days or periods of separation from City employment.

19 SHIFT - the hours which an employee is normally scheduled to work on
20 any normal work day.

21 SICK LEAVE - paid time off allowed to an employee due to legitimate
22 sickness.

23 STRAIGHT TIME - the rate of pay normally paid to an employee, not
24 including additional benefits, compensation, or special pay.

25 TERMINATION - the separation of an employee from employment with the
26 City of Las Vegas.

27 TERMINATION DATE - the date upon which separation of an employee from
28 the City becomes effective.

29 TRANSFER - the formal movement of an employee from one department to
30 another department without any change of the employee's classification.

31 WITHIN-GRADE INCREASE - a salary increase awarded on the basis of merit
32 which does not change the employee's salary grade.

1 SECTION III. GENERAL PROVISIONS

2 A. Administration The City Manager shall be responsible for the
3 overall administration of the personnel policies and procedures and shall
4 formulate and enact such administrative rules and procedures as are
5 necessary to carry out the purpose and intent of this Manual.

6 B. General Salary Benefit Adjustments Following the approval by the
7 Board of City Commissioners of any general salary or benefit adjustments,
8 the City Manager shall prepare appropriate salary schedules to implement
9 such adjustments for all affected appointive, classified and/or hourly
10 employees. The base salary of each employee shall be paid in accordance
11 with the respective rates specified in such salary schedules.

12 C. Salary Grade Allocation The City Manager shall allocate all
13 classifications to a salary grade on the appropriate salary schedule. The
14 base salary for all employees shall be within the range of the approved
15 salary grade for the employee's classification.

16 D. Outside Employment

17 1. City employees shall not engage or invest in any outside
18 employment, venture, or transaction which is incompatible with the
19 proper discharge of the employee's or City's official duties, which
20 might create a conflict of interest with the employee's functions
21 within the City, which could bring the City or its employees into any
22 general disrepute or discredit, or which might tend to impair the
23 employee's or the City's efficiency or independence of judgement in
24 the performance of official duties.

25 2. City employees shall devote full time and attention to City
26 business during normal working hours.

27 3. Any City employees desiring to engage in outside employment
28 must first obtain the approval of their department head and the City
29 Manager and must comply with all administrative rules and procedures
30 pertaining to outside employment.

31 4. No City employee may directly or indirectly seek or accept
32 any gift, service, favor, gratuity, employment, or economic opportunity

1 that might influence the employee to depart from the faithful and
2 impartial discharge of the employee's duties.

3 5. City employees may not use their position in the municipal
4 government to secure or grant unwarranted privileges, preferences,
5 exemptions, or advantages for themselves, any member of their house-
6 hold, or any business entity or venture in which the employee has
7 financial interest.

8 E. Non-Employment of Relatives It is prohibited for any individual
9 acting as a City official or as an employing authority of the City of Las
10 Vegas or for any City board, agency, or commission, elected or appointed,
11 to employ, appoint, reappoint, promote or advance in employment, in any
12 capacity on behalf of the City, any relative of such individual or of any
13 member of such City board, agency or commission, within the third degree of
14 consanguinity or affinity.

15 F. Special Pay

16 1. Acting Pay

17 a. Classified Employees Classified employees who are
18 required to assume temporarily the full responsibilities of a
19 position of a higher salary grade shall be paid at a rate equal to
20 five percent (5%) higher than the employee's current base salary
21 or the minimum rate of the salary grade for the classification in
22 which the employee is acting, whichever is greater. Acting pay
23 may only be awarded if the employee serves in the acting capacity
24 for a full shift as required. Acting pay for periods in excess of
25 fifteen (15) calendar days require the written approval of the
26 City Manager.

27 b. Appointive Employees Except in extenuating circum-
28 stances, appointive employees shall not receive acting pay. All
29 such acting pay requires the written approval of the Director of
30 the Office of Budget and Management and the City Manager.
31 Appointive employees who are required to assume temporarily the
32 full responsibilities of a position of a higher salary grade than

1 the employee's current position shall be paid at a rate which is
2 equal to at least five percent (5%) higher than the employee's
3 current salary and which is not less than the minimum rate of the
4 salary grade for the classification in which the employee is
5 acting. Appointive employees may be awarded acting pay only if
6 the acting assignment is reasonably expected to last longer than
7 thirty-five (35) calendar days.

8 2. Court Pay

9 a. Classified Employees Classified employees who are
10 required by the City to appear in court during the employee's off
11 duty time shall receive Ten Dollars (\$10.00) per required
12 appearance or time and one-half for the actual time spent in
13 court, whichever is greater. If the court appearance is compen-
14 sated by another entity, the employee shall receive the difference
15 between the amount paid by the other entity and the amount owed to
16 the employee by the City as set forth in this provision.

17 b. Appointive Employees Appointive employees shall not
18 receive court pay.

19 3. Deferred Compensation The City Manager is authorized to
20 establish, maintain, and administer a deferred compensation program for
21 all employees and to submit to the City Commission for consideration
22 and approval such documents as may be necessary to effectuate the plan.

23 4. Longevity Pay Full-time classified or appointive employees
24 hired prior to July 1, 1980 shall be awarded longevity pay on the
25 following basis:

26 Upon completion of six (6) consecutive years of employment, eligible
27 employees shall receive an additional three percent (3%) of their bi-
28 weekly base salary. For each continuous year of service thereafter,
29 each employee shall receive an additional one-half of one percent
(1/2 of 1%) increase of the base salary until a maximum of fifteen per-
cent (15%) has been reached for thirty (30) years of continuous
employment with the City of Las Vegas.

30 Longevity shall become effective on the employee's service date.

31 Calculation of longevity pay shall be predicated upon base salary. All
32 employees hired or rehired on or after July 1, 1980 shall neither

1 accrue longevity or be paid a longevity benefit.

2 5. Suggestion Cash Award If an employee's suggestion is
3 adopted and results in savings to the City, the City Manager may award
4 the employee cash in an amount equal to ten percent (10%) of the first
5 year's savings, to a maximum of Two Thousand Dollars (\$2,000.00), in
6 recognition of the employee's contribution.

7 6. Uniform Allowance Employees who are required to wear uni-
8 forms, special clothing or special shoes shall be furnished the uni-
9 forms, clothing, or shoes required or shall be paid an authorized
10 allowance in lieu thereof. Positions eligible for such allowance and
11 the amount of reimbursement provided will be determined by the City
12 Manager.

13 7. Travel Pay Employees who must use their personal vehicles to
14 conduct City business required by the written approval of the City
15 Manager shall be reimbursed at a per-mile rate set by the City Manager
16 for any and all miles travelled. Such reimbursement shall be limited
17 to those miles required to be travelled to perform City business after
18 the employee has reported for duty at an assigned duty location.
19 Employees incurring other expenses in the course of conducting City
20 business may be reimbursed for such expenses in accordance with admi-
21 nistrative procedures established by the City Manager.

22 G. Holidays Legal holidays for City employees shall be:

23 New Year's Day
24 Washington's Birthday
25 Memorial Day
26 Independence Day
27 Labor Day
28 Nevada Day
29 Veteran's Day
30 Thanksgiving Day
31 Christmas Day
32 Employee's Birthday (All non-fire personnel)

Any day that is declared a legal national
holiday by the President of the United States

Any day that is declared a legal holiday by the Governor
of the State of Nevada or the Mayor of the City of Las Vegas

1 1. If any of the above holidays fall on a Sunday, the following
2 Monday shall be considered the legal holiday. If any of the above holi-
3 days fall on a Saturday, the preceding Friday shall be considered the
4 legal holiday.

5 2. All appointive and classified employees whose normal working
6 hours fall on a legal holiday shall be entitled to time off on legal
7 holidays with full pay. Part-time classified or appointive employees
8 shall receive time off on legal holidays at their regular pay rate for
9 their normally scheduled working hours. Classified employees who work
10 or are called back on legal holidays shall be paid in accordance with
11 overtime or call-back provisions.

12 3. Employees may choose to use their "Employee's Birthday" holi-
13 day at some other time of the year for purposes of celebrating a
14 recognized religious holiday. Supervisors must approve the day
15 selected by the employee prior to the employee's taking that day off.
16 Supervisors may limit the number of employees taking any particular day
17 as a recognized religious holiday.

18 H. Sick Leave, Accrual, & Cash Reimbursement

19 The following provisions shall apply to all employees unless otherwise
20 specified herein or in the appropriate collective bargaining agreement.

21 1. Eligibility & Accrual Full-time appointive and classified
22 employees shall accrue three and sixty-nine hundredths (3.69) hours of
23 sick leave bi-weekly. There shall be no limit to the amount of sick
24 leave that may be accrued. Employees shall be paid their normal gross
25 salary, excluding overtime, for each hour of sick leave used.

26 2. Use of Sick Leave

27 a. Persons whose attendance on the job is prevented by
28 public health requirements may be granted sick leave with pay.

29 b. Persons who cannot attend work due to a legitimate
30 illness or injury may be granted sick leave with pay.

31 c. Persons attending the funeral of a member of their imme-
32 diate family may be granted sick leave with pay up to the maximum

1 of three (3) days per occurrence. In extraordinary circumstances
2 additional sick leave for funeral attendance may be granted by the
3 department director. Any time off for funeral attendance in addi-
4 tion to three (3) days which has not been authorized by the
5 department director may be charged to annual leave, if accrued and
6 so approved by the department director.

7 d. Persons who are required to care personally for a member
8 of their immediate family as a result of a legitimate medical
9 emergency may be granted sick leave with pay for up to five (5)
10 calendar days per calendar year. This use of sick leave must be
11 approved in advance by the department head and the City Manager.

12 e. Persons who are required to take time off from work for
13 the purpose of keeping a personal appointment with a doctor may be
14 granted sick leave up to a maximum of four (4) hours for any one
15 appointment. A request for additional time must be approved by
16 the department director.

17 f. An employee incapacitated beyond the period covered by
18 sick leave may be granted leave without pay by the employee's
19 department director. On approval of the City Manager, an advance
20 of additional sick leave with full or partial pay may be granted.

21 g. Employees shall report to work if recovery from illness
22 or release from the situation that necessitated the use of sick
23 leave occurs during the employee's normal working hours.

24 h. The City may require written verification, including a
25 physician's statement, justifying the employee's use of sick
26 leave.

27 3. Charging of Sick Leave

28 a. Sick leave shall be charged to individual employee's
29 accounts on a first-in, first-out (FIFO) basis, except as noted in
30 Section III, (H, 4).

31 b. Full-shift absence Persons properly calling in sick in
32 accordance with departmental procedure and who perform no work on

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that day shall be charged on full shift.

c. Partial-shift absence Persons leaving work prior to the normally scheduled meal period shall be charged with all hours remaining in the shift from the time the employee left work. Persons leaving work at the scheduled meal period shall be charged with the hours of work remaining on the shift, minus the scheduled meal period. Persons leaving work after the scheduled meal period shall be charged with the actual time away from work. In all other instances of absence from work for part of a shift, the employee shall be charged with the actual time away from work, minus the scheduled meal period.

4. Cash Reimbursement

a. Persons hired on or after July 1, 1980

(1) Persons hired on or after July 1, 1980 shall accrue sick leave at a rate of 3.69 hours bi-weekly, but shall receive no payment for accrued unused sick leave at the time of separation, except if the separation results from death or disability.

(2) Persons hired on or after July 1, 1980 who, after five years of continuous full-time service, are separated from City employment as a result of death or disability shall be paid for unused sick leave as follows:

Cash reimbursement shall be all of the employee's unused sick leave, divided by the employee's current monthly rate of sick leave accrual, and paid at the employee's current daily base pay, including longevity, to a maximum of six hundred (600) hours.

b. Persons hired prior to July 1, 1980 Classified and appointive employees hired prior to July 1, 1980 who are eligible for sick leave cash reimbursement shall be paid in accordance with provisions (1), (2), or (3) below.

1 (1) Employees who leave City employment after comple-
2 tion of five continuous years of full-time service or more:

3 Cash reimbursement shall be one-half the employee's
4 accumulated sick leave hours, divided by the employee's
5 current monthly rate of sick leave accrual, and paid at
6 the employee's current daily base pay, including longe-
7 vity, to a maximum of six hundred (600) sick leave
8 hours.

9 (2) Employees who leave City employment after comple-
10 tion of twenty (20) continuous years of full-time service:

11 Cash reimbursement shall be made on one half of the
12 employee's sick leave accumulated prior to July 1, 1977
13 and all the employee's sick leave accumulated after
14 July 1, 1977, divided by the employee's current monthly
15 rate of sick leave accrual, and paid at the employee's
16 current daily base pay, plus longevity and any sick
17 leave cash reimbursement owed under provision (1) above.
18 There is no maximum for persons in this category.

19 (3) Employees who, after five continuous years of full-
20 time service, leave City employment as a result of death or
21 disability:

22 Cash reimbursement shall be one half of the employee's
23 sick leave accumulated prior to July 1, 1977 and all the
24 employee's sick leave accumulated after July 1, 1977,
25 divided by the employee's current monthly rate of sick
26 leave accrual, and paid at the employee's current daily
27 base pay, plus longevity and any sick leave cash reim-
28 bursement owed under provision (1) above to a maximum of
29 six hundred (600) sick leave hours.

30 (4) Employees eligible for cash reimbursement under
31 provisions (1) and (2) above who have accrued more than six
32 hundred (600) hours of sick leave as of July 1, 1980 shall
not be subject to the 600 hour maximum and instead shall have
their actual accrual as of July 1, 1980 as their maximum for
purposes of cash reimbursement at the time of separation.

(5) Employees who accrue sick leave in excess of their
maximum as of July 1, 1980 or in excess of 600 hours as set
forth in provision (3) above shall be subject to the
following: on the first payday of December of each year, the
City shall "buy back" one-half of the sick leave the employee

1 accrued during that year. The "buy back" shall be computed
2 as follows:

3 One-half of the sick leave in excess of 600 hours or the
4 established maximum, as accrued that year divided by the
5 employee's current monthly rate of sick leave accrual,
and paid at the employee's current daily base pay,
including longevity.

6 The one-half of excess sick leave hours not "bought back" by
7 the City shall become part of the total sick leave accrual of
8 the employee, but shall not be eligible for inclusion in
9 total sick leave hours used for computing payoff or sub-
10 sequent "buy back".

11 (6) Any employees covered under provision (4) above,
12 whose accrual is reduced to six hundred (600) hours, shall
13 then be subject to the six hundred (600) hour maximum cash
14 reimbursement provision. For accounting purposes, however,
15 such employees shall have sick leave charged to their account
16 on a last-in, first-out (LIFO) basis. Should such employee's
17 accrual reduce to less than six hundred (600) hours, their
18 sick leave shall then be charged on a first-in, first-out
19 (FIFO) basis.

20 (7) All employees with twenty (20) years service as of
21 July 1, 1980 are excluded from any limitations on cash reim-
22 bursement for unused accrued sick leave hours unless other-
23 wise specified by the applicable labor contract. This does
24 not exclude these employees from the "buy-back" provision of
25 Section III, (H, 4, b).

26 (8) The payroll section of the Department of Financial
27 Management is responsible for the recording and charging of
28 employee sick leave.

29 I. Leave Without Pay and Special Leave

30 1. Maternity/Paternity Leave Regular classified and appointive
31 employees shall be entitled to leave without pay for up to a maximum of
32 six (6) months for purposes of childbearing and/or for caring for newly

1 born or newly adopted children. Additional maternity/paternity leave
2 or use of maternity/paternity leave not expressly set forth herein may
3 be awarded only upon written authorization of the City Manager.
4 Employees may use accrued sick leave for maternity/paternity purposes,
5 provided such use of sick leave meets all the requirements set forth in
6 Section III, (H) herein.

7 2. Military Leave Whenever a non-temporary classified or
8 appointive employee enters the Armed Forces of the United States,
9 whether voluntarily or involuntarily, the following shall apply:

10 a. The employee shall be granted military leave without pay
11 for the duration of the employee's active service.

12 b. Any employees so granted military leave who are later
13 honorably discharged or discharged as a result of disability
14 from the Armed Forces shall be restored to their former
15 classification or to a like classification. To qualify for such
16 restoration, the employee must make application for reinstatement
17 within ninety (90) calendar days of discharge. Such restoration
18 is further dependent upon the City's circumstances having not
19 changed in such a manner as to make such reinstatement impossible
20 or unreasonable and upon determination by the City Manager that
21 the employee is able to perform the duties and responsibilities of
22 the position.

23 c. Any employees so restored shall be granted accrued
24 seniority, benefits, or other compensation in accordance with the
25 applicable Federal law.

26 d. Persons who are employed to fill positions vacated as a
27 result of the incumbent being placed on military leave shall be so
28 notified at the time of their appointment. Such appointments may
29 be made on a temporary basis if the incumbent is on military leave
30 for a period of less than one year. Any persons employed on a
31 non-temporary basis in positions vacated as a result of military
32 leave may be subject to reassignment, transfer, reduction in

1 grade, or termination upon reinstatement of the returning
2 employee. Any such reassignment, transfer, reduction in grade, or
3 termination shall be done in accordance with reduction in force
4 procedures City collective bargaining agreements and the
5 City of Las Vegas Civil Service Rules.

6 e. Any employee holding reserve status in any of the regu-
7 lar branches of the Armed Forces of the United States or the
8 Nevada National Guard who is obligated or ordered to serve on
9 training duty shall be granted military leave for a period not to
10 exceed fifteen (15) calendar days in any one calendar year.
11 Compensation during such leave shall be the normal gross salary
12 that the employee receives from the City, excluding overtime. The
13 employee shall be entitled to retain any Armed Services pay earned
14 during the training duty.

15 f. When an employee is ordered to report for a preinduction
16 physical, time spent up to three (3) days shall be considered an
17 emergency military leave and shall be granted with pay upon pre-
18 sentation of such orders to the employee's immediate supervisor.

19 3. Court Witness or Jury Duty Leave Classified and appointive
20 employees called to serve on jury duty or subpoenaed to appear as a
21 witness in a court proceeding shall receive their regular City pay,
22 less any jury or witness pay. Those persons who are called as wit-
23 nesses, or who are called but not selected to serve on a jury, or who
24 complete the day's jury duty prior to the end of their normal shift
25 shall report back to work when excused by the court or tribunal. This
26 section shall not apply to persons whose appearance in court is the
27 result of their status as defendants in a criminal proceeding or to
28 persons called or appearing as a party in civil proceedings unrelated
29 to City business.

30 4. Leave Without Pay Leave without pay may be granted to
31 employees either for purposes normally covered by sick or annual leave
32

1 when such leave has been exhausted or for other justifiable reasons.

2 a. Except for military leave and leave without pay
3 resulting from job-related illness or injury, periods of leave
4 without pay in excess of thirty (30) days shall not be credited
5 for purposes of accrual of annual or sick leave, completion of
6 probation, salary increases, seniority, or longevity. The
7 employee's service date shall be adjusted to reflect the actual
8 time the employee was actively working for the City of Las Vegas.

9 b. Continuous leave without pay for periods in excess of
10 thirty (30) days must be approved by the employee's Department
11 Director, and the City Manager.

12 c. Continuous leave without pay for periods in excess of
13 thirty (30) days which are necessitated by job-related illness or
14 injury shall be credited for purposes of annual or sick leave,
15 seniority, and longevity, and may be credited for purposes of
16 completion of probation and/or salary increases upon recommen-
17 dation of the employee's department director and approval of the
18 Director of Personnel & Employee Relations and the City Manager.

19 J. Annual Leave, Accrual, and Cash Reimbursement Annual leave is pro-
20 vided to employees for purposes of rest and relaxation from their duties
21 and for attending to personal business.

22 1. Eligibility and Accrual Non-temporary classified and appoin-
23 tive employees shall be eligible to use accrued annual leave upon
24 completion of one year of service. The City Manager may authorize
25 earlier use of annual leave.

26 a. Accrual for classified employees Annual leave shall
27 accrue from the date of hire in an amount equal to:

28 -Three and eight hundredths (3.08) hours bi-weekly for
29 the first year.

30 -Four and sixty-two hundredths (4.62) hours bi-weekly
for the second through tenth years.

31 -Six and fifteen hundredths (6.15) hours biweekly for
32 each year thereafter.

1 b. Accrual for appointive employees Annual leave shall
2 accrue from the date of hire in an amount equal to:

3 -Three and sixty-nine hundredths (3.69) hours biweekly
4 for the first year.

5 -Five and fifty-four hundredths (5.54) hours biweekly
6 for the second through the fifth year.

7 -Six and seventy-seven hundredths (6.77) hours biweekly
8 for the sixth through the tenth year.

9 -Seven and thirty-eight hundredths (7.38) hours biweekly
10 for each year thereafter.

11 2. Accumulation Annual leave may be accumulated to a maximum of
12 twice the employee's annual accrual, unless otherwise authorized by the
13 City Manager.

14 3. Advance Leave Upon approval of the City Manager, an employee
15 may be advanced annual leave. An employee who has taken annual leave
16 in excess of that accrued at the time of separation shall make restitu-
17 tion for such leave, either by deduction from any amount owed the
18 employee by the City or by cash refund from the employee to the City.

19 4. Cash Reimbursement Employees with more than one year of
20 service who are separated from City employment are entitled to payment
21 for annual leave that has not been used. In the event of the
22 employee's death, payment for accrued annual leave shall be made to the
23 beneficiary(ies) designated by the employee.

24 5. Cash Exchange for Appointive Employees Appointive employees
25 may elect to exchange one week's annual leave for one week's pay, sub-
26 ject to the following conditions:

27 a. Exchange of annual leave shall only be done at the first
28 payday of each December unless otherwise authorized by the City
29 Manager.

30 b. To be eligible to exchange annual leave for pay, the
31 employee must have taken the equivalent of at least one week's
32 vacation during the twelve month period immediately preceding the
exchange.

c. Exchange privileges apply only to accrued annual leave.

1 d. The employee's accrued annual leave balance must be
2 eighty (80) hours or more at the time of the exchange.

3 K. Medical Benefits

4 1. General

5 a. The City will pay employees' hospitalization and health
6 insurance policy as approved by the City. Costs in excess of
7 those paid by the City for employees' coverage shall be borne by
8 payroll deduction by the employee upon the employee giving written
9 notification of his/her desire to purchase employee insurance
10 coverage.

11 b. Employees eligible to enroll in Medicare/MediAide shall
12 do so to maintain their medical benefits. The City shall maintain
13 payment to the employees' hospitalization and health program to
14 assure maintenance of such employees' medical benefits at a level
15 equal to that of other City employees covered by these provisions.

16 c. The employee will pay the entire cost of any optional
17 dependent coverage elected under the group insurance program.

18 d. Employees may be required by the City Manager to undergo
19 periodic physical examinations or to pass a physical examination
20 as a condition of employment. Such persons shall receive those
21 physical examinations at the expense of the City, provided City-
22 authorized services are used.

23 2. Service-Incurred Disability

24 a. All employees shall be covered by the provisions of an
25 appropriate workmen's compensation insurance program.

26 b. Should evidence establish that an employee has suffered
27 a service-incurred accident or illness and the benefits paid to
28 such employee under the provisions of the workmen's compensation
29 program do not equal the employee's present gross salary excluding
30 overtime, the City shall pay to the employee an amount equal to
31 the difference between the compensation received under the
32 workmen's compensation program and the employee's present gross

1 salary excluding overtime, for a period of thirty (30) calendar
2 days from the first day of absence due to illness or injury. In
3 addition to the foregoing, the City may continue this maintenance
4 of income at full or partial pay for periods of thirty (30) days
5 up to a maximum time limit of twelve (12) months, including the
6 mandatory first month's benefits.

7 c. Before the City grants any medical benefits, the
8 employee shall comply with administrative procedures established
9 by the City. The City may also require, at its option and
10 expense, that the employee be examined by a physician appointed by
11 the City. The examining physician shall provide to the City and
12 to the employee a copy of the medical findings and opinion
13 regarding the employee's ability to perform the normal work duties
14 of the employee's position, a list of any specific work duties the
15 employee is able or unable to perform, and any opinions as to
16 whether the injury or illness was job-related. The City may
17 further require that the injured employee be available for light
18 duty work as soon as possible after release by a qualified physi-
19 cian.

20 d. Any employee whose full salary is being maintained under
21 these provisions shall not be charged with the use of sick leave
22 for that period of full income maintained.

23 L. Educational Assistance The City may reimburse employees 100% of
24 the tuition for approved job-related courses in which the employee earns a
25 grade of "C" or better. Reimbursement will be for the cost of tuition only
26 and may only be paid when all the conditions are met in accordance with the
27 Educational Assistance Program as established by the City Manager.

28 M. Retirement All eligible employees shall participate in the Public
29 Employees Retirement System of the State of Nevada, or other legitimate
30 City-authorized retirement programs, in accordance with applicable State
31 law. The City shall comply with all provisions of applicable State law for
32 the purpose of paying the entire employees' retirement contribution.

1 SECTION IV. PROVISIONS FOR CLASSIFIED EMPLOYEES

2 The following provisions apply only to persons employed by the City of
3 Las Vegas in the classified service.

4 A. Hours of Work Hours of work for classified employees shall be as
5 set forth in the applicable collective bargaining agreement.

6 B. Overtime

7 1. Overtime provisions for classified employees shall be as set
8 forth in the applicable collective bargaining agreement.

9 2. In extenuating circumstances, the City Manager may authorize
10 overtime payment to exempt classified personnel who are required to
11 work in excess of their regular working hours. Such overtime payment
12 to exempt classified personnel shall be at a time and one-half (1½)
13 rate.

14 3. Part-time classified employees are eligible to receive over-
15 time at a time and one-half rate (1 ½), for all hours worked in excess
16 of forty (40) hours for one weeks time.

17 C. Call-Out or Call-Back Call-Out or Call-Back for classified
18 employees shall be as set forth in the applicable collective bargaining
19 agreement.

20 D. Within-Grade Increases

21 1. Within-grade increases are based solely on merit and must be
22 recommended by the employee's Department Director and approved by the
23 City Manager.

24 2. A classified employee who meets all the performance require-
25 ments of the position and complies with all City rules, regulations,
26 and policies is normally eligible to be considered for a one-step
27 increase within the salary grade to which the classification has been
28 allocated upon completion of each year's service as indicated by the
29 employee's service date, to the maximum of the salary range, unless
30 otherwise authorized by the City Manager.

31 3. A classified employee whose performance is considered to be
32 outstanding is eligible to be considered for advancement of one salary

1 step within the allocated grade after having completed at least six (6)
2 months in the present step.

3 4. Employees shall be notified in writing of the status of
4 within grade increases.

5 E. Salary Adjustment

6 1. Any change of a position classification or salary grade that
7 results from a classification review must be enacted in accordance with
8 procedures established by the City Manager and in compliance with Civil
9 Service Rules.

10 2. If a classified position is reallocated to a different salary
11 grade as a result of classification review, the City Manager may
12 correspondingly reclassify the employee(s) serving in the affected
13 position(s) with or without competitive examination.

14 3. If the reclassification involves movement of the employee to
15 a lower salary grade, the employee shall be placed on the salary step
16 closest to, but not less than, his/her current salary. If the
17 employee's current salary is higher than the maximum of the range for
18 the new grade, the employee will be placed on the top step of the new
19 grade, with no reduction in salary. In this instance the employee will
20 not be eligible for any within-grade increases or general increases
21 (such as cost of living), until his/her salary is within the range for
22 the new grade.

23 F. Promotion If a classified employee is promoted, the rate of pay
24 in the new position shall be at a step in the new grade which will provide
25 not less than a five percent (5%) increase in salary.

26 G. Demotion If an employee is demoted as a result of disciplinary
27 action, the employee's salary shall be evaluated and adjusted as part of
28 the disciplinary action.

29 H. Separation Separation procedures for classified employees are set
30 forth in the City of Las Vegas Civil Service Rules and the applicable
31 collective bargaining agreement.
32

1 SECTION V. PROVISIONS FOR APPOINTIVE EMPLOYEES

2 The following provisions apply to persons employed by the City of Las
3 Vegas in the Appointive Service.

4 A. Definition All persons serving in appointive positions shall be
5 exempt from the City of Las Vegas Civil Service Rules. The City Manager
6 shall designate positions to the appointive service. In general, the
7 following categories of classifications shall fall under the appointive
8 service:

9 City Manager
10 City Attorney
11 Deputy City Manager
12 Department Directors
13 Deputy Department Directors
14 Office Directors
15 Branch Chiefs
16 Division Chiefs
17 Unit/Section Managers

18 All attorney and law clerk positions

19 Administrative clerical positions, where such positions report
20 directly to an Office Director or Department Director

21 All professional, clerical, and administrative positions reporting
22 to the Mayor, the City Commission, the City Manager's Office or the
23 City Attorney

24 Professional and administrative positions within the City having
25 ready access to confidential information pertaining to management
26 or labor relations

27 Positions in which the employee is responsible for development and
28 public dissemination of major policy and/or in which the employee
29 is required to maintain a close and confidential working relation-
30 ship with the Mayor and City Commissioners, the City Manager's
31 Office and department or office directors

32 B. Conditions of Appointment

1 1. The basis for the selection of personnel for positions in the
2 appointive service shall be the competency and ability of the person
3 under consideration to perform the duties of the position which is
4 being filled. All appointments, promotions, demotions, discipline and
5 separation within the appointive service of the City of Las Vegas shall
6 be made without regard to race, color, religion, sex, age, handicap,
7 national origin, or political or personal affiliations and shall be
8 based on merit and fitness only.

1 2. Appointments and promotions to and within the appointive
2 service may be filled by examination and/or any other means deemed
3 appropriate by the City Manager.

4 3. The appointing and ratification authority for appointive
5 positions within the City of Las Vegas is as follows:

<u>POSITION</u>	<u>APPOINTING AUTHORITY AND RATIFICATION AUTHORITY</u>
City Manager	City Commission
City Attorney	City Manager with City Commission ratification
Deputy City Managers	City Manager with City Commission ratification
Department Heads	Deputy City Manager with City Manager ratification
Division Heads	Department Head with City Manager ratification
All other appointive positions	Department Head with City Manager ratification

16 C. Compensation of Appointive Employees

17 1. All appointive employees of the City shall receive a base
18 salary to be designated by the Board of Commissioners. This designa-
19 tion may be in the form of a range for the base salary for each appoin-
20 tive position.

21 2. The compensation of appointive employees is based on a work
22 week of forty (40) hours, excluding lunch break. Appointive employees
23 are employed on the basis of their professional, administrative, or
24 managerial skills. The fact that such employees may be required to
25 work longer than what would be considered a normal work week is taken
26 into consideration in determining the base salary for their position.
27 Therefore, there shall be no additional or supplemental compensation
28 for work in excess of forty (40) hours per week.

29 D. Evaluation of Performance The performance of each appointive
30 employee shall be evaluated at least once every twelve months. Such eva-
31 luation shall be conducted in accordance with procedures established by the
32 City Manager.

1 E. Salary Adjustments The City Manager may adjust the base salary of
2 any one or group of appointive employees in order to reclassify positions,
3 change position duties, award increases within the approved salary ranges
4 based upon outstanding performance, reconcile inequitable salary differ-
5 ences between comparable positions, or for other good reasons. No such
6 salary adjustments may be awarded if the adjustment results in an annual
7 base salary higher than the maximum of the range for the employee's classi-
8 fication.

9 F. Promotion Upon promotion the employee shall be awarded a salary
10 increase of not less than five percent (5%).

11 G. Appeal of Personnel Matters Appointive employees wishing to
12 appeal matters or decisions pertaining to employment status, salary,
13 discipline, or other personnel matters may do so through their appointing
14 authority in accordance with the procedures set forth in Section V,
15 (H, 2, b).

16 H. Separation Employees in the appointive service serve at the
17 pleasure of their appointing authority. Appointive employees may be
18 separated from City employment at any time the appointing authority deems
19 such separation to be in the best interest of the City, or at any time the
20 appointing authority determines that the employee's performance and/or con-
21 duct is such that cause for separation exists. Prior to receiving any
22 final paycheck or cash reimbursement, the employee must complete processing
23 out. Any funds owed to the City by the employee shall be deducted from the
24 employee's final paycheck.

25 1. Severance Pay In exceptional circumstances, the City Manager
26 may authorize severance pay at the time of separation.

27 2. Termination of Employment

28 a. Any appointive employee whose separation from City
29 employment is deemed appropriate shall first be offered the oppor-
30 tunity to resign from City employment. If, and only if, the
31 separation is based on cause, the employee may request a written
32 description of the reasons for the separation, signed by the

1 appointing and/or ratification authority prior to the effective
2 date of the separation.

3 b. If the separation is based on cause, an employee who
4 elects not to submit a resignation may request an administrative
5 hearing before the employee's ratification authority. In the
6 hearing, the employee shall have full opportunity to present
7 his/her arguments against the separation verbally and/or in
8 writing. If deemed appropriate by the ratification authority, the
9 ratification authority may designate a hearing officer to preside
10 over the administrative hearing. The recommendations of such
11 hearing officer shall be submitted to the ratification authority
12 for decision. The ruling of the ratification authority shall be
13 final.

AFFIDAVIT OF PUBLICATION

BILL NO. 81-43
AN ORDINANCE RELATING
TO PERSONNEL POLICIES
AND PROCEDURES; REPEAL-
ING ORDINANCE NO. 1994
AND ORDINANCE NO. 2110
OF THE CITY OF LAS VEGAS,
NEVADA, AND CHAPTER 7 OF
TITLE 1 OF THE MUNICIPAL
CODE OF THE CITY OF LAS
VEGAS, NEVADA, 1960 EDITION;
AMENDING TITLE 1 OF
SAID MUNICIPAL CODE BY
ADDING THERETO A NEW
CHAPTER, DESIGNATED
CHAPTER 1 AND ENTITLED
"PERSONNEL POLICIES AND
PROCEDURES", ADOPTING
BY REFERENCE THE
PERSONNEL POLICIES AND
PROCEDURES MANUAL, 1981
EDITION, OF THE CITY OF LAS
VEGAS, PROVIDING OTHER
MATTERS PROPERLY RELAT-
ING THERETO AND REPEAL-
ING ALL ORDINANCES AND
PARTS OF ORDINANCES IN
CONFLICT THEREWITH.

Sponsored By:
Commissioner Paul
Christensen

SUMMARY: Adopts the City's
Personnel Policies and Pro-
cedures Manual, 1981 Edition.
At a Commission Meeting on
JULY 1, 1981

BILL NO. 81-43 WAS READ BY
TITLE AND REFERRED TO RE-
COMMENDING COMMITTEE:
COMMISSIONER Christensen
and Lurie.

COPIES OF THE COMPLETE
ORDINANCE ARE AVAILABLE
FOR PUBLIC INFORMATION
IN THE OFFICE OF THE CITY
CLERK, 10TH FLOOR, CITY
HALL, 400 EAST STEWART
AVENUE, LAS VEGAS,
NEVADA. Pub: July 8, 1981
Las Vegas SUN

STATE OF NEVADA, } ss.
COUNTY OF CLARK }

Rex Taylor, being first duly sworn,

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

from July 8 to July 8

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

July 8

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

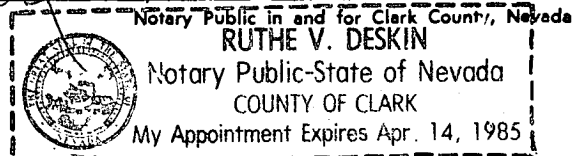
Signed

Rex Taylor

Subscribed and sworn to before me this 8th
day of July, 1981

Ruthe V. Deskin

My Commission Expires



BILL NO. 81-43
ORDINANCE NO. 2177
AN ORDINANCE RELATING
TO PERSONNEL POLICIES
AND PROCEDURES: REPEAL-
ING ORDINANCE NO. 1994
AND ORDINANCE NO. 2110
OF THE CITY OF LAS VEGAS,
NEVADA, AND CHAPTER 7 OF
TITLE 1 OF THE MUNICIPAL
CODE OF THE CITY OF LAS
VEGAS, NEVADA, 1960 EDITION;
AMENDING TITLE 1 OF
SAID MUNICIPAL CODE BY
ADDING THERETO A NEW
CHAPTER, DESIGNATED
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"PERSONNEL POLICIES AND
PROCEDURES", ADOPTING
BY REFERENCE THE
PERSONNEL POLICIES AND
PROCEDURES MANUAL, 1981
EDITION, OF THE CITY OF LAS
VEGAS; PROVIDING OTHER
MATTERS PROPERLY RELAT-
ING THERETO AND REPEAL-
ING ALL ORDINANCES AND
PARTS OR ORDINANCES IN
CONFLICT THEREWITH.
Sponsored by:
Commissioner Paul
Christensen
Summary: Adopts the City's
Personnel policies and Pro-
cedures Manual, 1981 Edition
The above and foregoing ordi-
nance was first proposed and
read by title to the Board of
Commissioners on the 1st day
of July, 1981, and the referred
to the following committee
composed of Commissioners
Christensen and Lurie for re-
commendation; thereafter the
said committee reported
favorably on said ordinance on
the 15th day of July, 1981,
which was a regular meeting of
said Board; that at said Regular
meeting, the proposed ordi-
nance was read by title to the
Board of Commissioners as
first introduced and adopted by
the following vote:
VOTING "AYE" Com-
missioners: Christensen, Levy,
Lurie and Mayor Briare
VOTING "NAY" Com-
missioners: None
ABSENT: Commissioner
Wootter
COPIES OF THE COMPLETE
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CLERK, 10TH FLOOR, CITY
HALL, 400 EAST STEWART
AVENUE, LAS VEGAS,
NEVADA.
Pub: July 18, 1981
Las Vegas SUN

AFFIDAVIT OF PUBLICATION

STATE OF NEVADA,
COUNTY OF CLARK

{ ss.

Rex Taylor

, being first duly sworn,

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

from July 18 to July 18

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

July 18
That said newspaper was regularly issued and circulated on each of the dates
above named.

Signed

Rex Taylor

Subscribed and sworn to before me this 18th
day of

July 1981.



Notary Public in and for Clark County, Nevada

RUTHE V. DESKIN

Notary Public-State of Nevada

COUNTY OF CLARK

My Appointment Expires Apr. 14, 1985

My Commission Expires

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