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Jun 19 2018 10:15 a.m.
Elizabeth A. Brown
Clerk of Supreme Court

IN THE SUPREME COURT OF THE STATE OF NEVADA

JENNIFER HENRY,

Case No. 75675

Petitioner,

vs.

NEVADA STATE COMMISSION
ON JUDICIAL DISCIPLINE,

Respondent.

_____ /

**SUPPLEMENTAL APPENDIX TO PETITION FOR WRIT OF
PROHIBITION**

DOCUMENT**PAGE NO.**

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Clark County Merit Personnel System, Personnel Policies	Supp 15-69

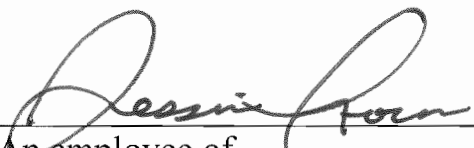
CERTIFICATE OF SERVICE

I hereby certify that I am an employee of the LAW OFFICE OF DANIEL MARKS, and that on the 19 day of June, 2018, I did serve by way of electronic filing, a true and correct copy of the above and foregoing

SUPPLEMENTAL APPENDIX TO PETITION FOR WRIT OF PROHIBITION on the following:

Thomas C. Bradley, Esq.
Sinai, Schroeder, Mooney, Boetsch, Bradley & Pace
448 Hill Street
Reno, Nevada 89501
Prosecuting Officer

Paul C. Deyhle
Executive Director
State of Nevada Commission on Judicial Discipline
P.O. Box 48
Carson City, Nevada 89702



An employee of
LAW OFFICE OF DANIEL MARKS



EIGHTH JUDICIAL DISTRICT COURT

To: Jennifer Henry, Court Hearing Master

From: Judge William Voyt

Subject: One (1) Week Suspension - [REDACTED], Case No. J-16-340578

Date: October 14, 2016

After reviewing the JAVS recording of the hearing held on October 10, 2016 in the above referenced case, I consulted with Presiding Judge Charles Hoskin and Chief Judge Dave Barker. It was determined that your actions as a judicial officer were improper, specifically as it relates to the facts and details surrounding the decision to increase the length of the probationary period and the constitutional rights of the defendant.

As such, you are being administered a 1-week suspension without pay for conduct unbecoming a judicial officer of the court. Your 1-week suspension without pay will be effective October 17-21, 2016.

If any further incidents occur, you will be subject to more severe discipline up to and including termination.

Received by:

A handwritten signature, likely of Jennifer Henry, is written over a horizontal line.

Date:

10-14-16

(Your signature does not indicate that you agree, only that you have been presented with this information.)

w/ru + brought B

Edwards (initials)

cc: Chief Judge David Barker
Presiding Family Court Judge Charles Hoskin
Court Executive Officer Steve Grierson
Personnel File



EIGHTH JUDICIAL DISTRICT COURT

MEMORANDUM

TO: JENNIFER HENRY, COURT HEARING MASTER

FROM: JUDGE WILLIAM VOY, DEPARTMENT A (W)

SUBJECT: MANAGERIAL REASSIGNMENT - NO QUALIFYING

DATE: OCTOBER 14, 2016

This memorandum is to confirm that effective Monday, October 24, 2016 you will be reassigned to handle Arraignment matters for the Criminal Division of the EJDC. Your supervisor will be Chief Judge David Barker. Your work location will change to Regional Justice Center, 200 Lewis Avenue, Las Vegas, Nevada. Please remove your office belongings from your current office between October 14-16, 2016 in order to facilitate the reassignment. You will be able to move your belongings to the new office beginning October 22, 2016.

There is no change in your status as an "At-Will" employee. You will not serve a qualifying period for this reassignment within the Eighth Judicial District Court. Your title as Court Hearing Master, your salary and anniversary date will remain the same. Please discuss your new assignment including work hours with Chief Judge Barker.

I Jennifer Henry understand and agree to the aforementioned provisions.
PRINT NAME

Signature

Date

10-14-16

cc: David Barker, Chief Judge
Charles Hoskin, Presiding Judge, Family Division
William Voy, Family Court Judge, Department A
Steve Grierson, Court Executive Officer
Ed May, Court Services Manager-HR/IAB
Personnel File



CLARK COUNTY
Revision Date: Aug 3, 2007

COURT HEARING MASTER

Class Code:
M07424

Bargaining Unit: M-PLAN (CAT 3)

SALARY RANGE

\$50.37 - \$78.06 Hourly
\$4,029.60 - \$6,244.80 Biweekly
\$8,730.80 - \$13,530.40 Monthly
\$104,769.60 - \$162,364.80 Annually

JOB SUMMARY/CLASS CHARACTERISTICS:

JOB SUMMARY:

Hears cases as assigned and makes findings of fact, conclusions of law and recommended orders to the supervising District Court Judge; provides information to and confers with attorneys, judges, the public and other concerned individuals. Masters may also be required to sit as a replacement hearing masters and perform similar and related duties as directed by the Chief Judge.

CLASS CHARACTERISTICS:

This is a specialized attorney class, distinguished from other professional legal classes by the requirement for a comprehensive knowledge of law and practice within the State of Nevada. Responsibilities allow for a wide latitude of independent judgment, as the research and recommendations prepared by the incumbent provide the information base for subsequent action by the supervising District Court Judge.

MINIMUM REQUIREMENTS:

Education and Experience: Possession of a certificate of admission to the Bar of the State of Nevada and eligibility to practice law before the courts of the State of Nevada; AND five (5) years as a practicing attorney within the State of Nevada.

Working Conditions: May not engage in the private practice of law.

Licensing and Certification: Must be a member in good standing of the State Bar in the State of Nevada.

Background Investigation: Employment is contingent upon successful completion of a background investigation. Periodically after employment background investigations may be conducted.

Pre-Employment Drug Testing: Employment is contingent upon the results of a pre-

employment drug examination.

EXAMPLES OF DUTIES:

Hears court matters pursuant to Nevada Revised Statutes. Procures the attendance of witnesses by issuance of subpoenas. Requires the production of evidence. Takes evidence and rules upon its admissibility. Hears arguments. Makes findings of fact, conclusions of law and makes recommendations. Confers with the appropriate District Court judges to review cases and address concerns and issues. Provides information to attorneys and interested parties over the telephone, in person or through written correspondence. Assists in the drafting and reviewing proposed legislation; researches implications of such legislation and makes recommendations as required. Makes presentations to professional, educational and community groups regarding the assigned function; confers with representatives of other County departments to coordinate and facilitate work. Plans, organizes, assigns, supervises, reviews and evaluates the work of assigned support staff. Recommends selection of staff; trains staff in work procedures; administers discipline as required. Contributes to the efficiency and effectiveness of the unit's service to its customers by offering suggestions and directing or participating as an active member of a work team. Uses standard office equipment, including a computer, in the course of the work.

PHYSICAL DEMANDS:

Mobility to work in a typical office or court setting and use standard office equipment, vision to read printed materials and a computer screen, and hearing and speech to communicate in person or over the telephone. Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

KNOWLEDGE, SKILLS & ABILITIES:

Knowledge of:

Federal, state and local laws related to the court hearing matters; relevant case law; methods and techniques of legal research and investigation; judicial procedure and rules of evidence; principles and practices of employee supervision, including selection, work planning, organization, performance review and evaluation, and employee training and discipline; computer applications related to the work; records management principles and practices; correct business English, including spelling, grammar and punctuation; techniques for dealing with a variety of individuals from various socioeconomic, ethnic and cultural backgrounds, in person and over the telephone, often where relations may be confrontational or strained.

Skill in:

Planning, organizing, supervising, reviewing and evaluating the work of others; training others in policies and procedures related to the work; interpreting, applying and explaining federal, state and local laws; performing technical, detailed legal research; presenting arguments of fact and law clearly within a hearing or court setting; preparing clear and concise reports, correspondence and other written materials; using initiative and independent judgment within general policy guidelines; contributing effectively to the accomplishment of team or work unit goals, objectives and activities; establishing and maintaining effective working relationships with those contacted in the course of the work; using tact, discretion and prudence in dealing with those contacted in the course of the

work.

SALARY SCHEDULE:

A37

Clark County Management Compensation Plan



July, 2002

CLARK COUNTY BOARD OF COMMISSIONERS

Dario Herrera, Chairman
Myrna Williams, Vice-Chair
Yvonne Atkinson Gates • Erin Kenny
Mary J. Kincaid-Chauncey
Chip Maxfield • Bruce L. Woodbury

Thom Reilly
County Manager

Richard B. Holmes
Assistant County Manager

Catherine Cortez Masto
Assistant County Manager

Donald G. Burnette
Chief Administrative Officer

George W. Stevens
Chief Financial Officer

CLARK COUNTY
MANAGEMENT
COMPENSATION PLAN

July 2002

MANAGEMENT COMPENSATION PLAN

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July 1, 2002

Dear Management Compensation Employee:

On June 4, 2002, the Clark County Board of Commissioners approved the Management Compensation Plan for employees designated by the County Manager. This booklet provides you with a summary of those benefits. Benefits are subject to change as authorized by the Clark County Board of Commissioners.

The Management Compensation Plan booklet is not meant as a complete reference document nor should it be viewed as an employment contract. Details on insurance benefits are available from the Office of Risk Management and Safety at 455-4544, and details on other benefits are available from the Office of Human Resources at 455-4565.

I hope this will serve as a helpful guide and answer your questions about management compensation and benefits.

Sincerely,



THOM REILLY
County Manager

COMPENSATION AND BENEFIT ELIGIBILITY

There are three (3) categories of benefits in the Management Compensation Plan. Employees are assigned to a category based on their classification as listed below:

Management Category I:
County Manager
Assistant County Manager
Chief Administrative Officer
Chief Financial Officer
Appointed Department Head
Assistant District Attorney
County Counsel
Public Defender
Special Public Defender
Assistant Public Defender

Management Category II:
Assistant Department Head *
Deputy Director *

Management Category III:
Division Manager
Attorneys II thru IV
Chief Medical Examiner
Deputy Medical Examiner
Chief Deputy District Attorney

The category to which each classification of employees is assigned shall be determined by the County Manager. Questions regarding the assigned category for any classification should be directed to the Office of Human Resources.

**These classifications have direct reporting authority to a Department Head and are designated by the Department Head and County Manager as an Assistant Department Head, or Deputy Director eligible for Category II benefits. Any classification of Assistant Department Head, or Deputy Director that does not have this organizational reporting authority and designation will be categorized in the benefit category for Management Category III employees.*

COMPENSATION PLAN

NEW HIRES

Employees hired into a Management Compensation Plan position from outside of County employment shall serve a one (1) year probationary period and are eligible for consideration for the allowable merit salary adjustment(s) and/or bonus(es) upon completion of the probationary period.

PROMOTIONS

Employees promoted into a Management Compensation Plan position, or from one Management Compensation Plan position to another, shall be eligible for a promotional increase of up to four percent (4%) of their base salary. Increases in excess of four percent (4%) shall be approved by the County Manager. Promoted employees shall serve a qualifying period of one (1) year during which they will remain eligible for consideration for merit salary adjustment(s) and/or bonus(es).

TRANSFERS

Employees transferring from one department to another department may serve a three (3) to twelve (12) month qualifying period as determined by the Department Head. The employee's salary does not change. While on qualifying, employees shall remain eligible for consideration for merit salary adjustment(s) and/or bonus(es).

DEMOTIONS

Employees demoting into another Management Compensation Plan position serve a three (3) to twelve (12) month qualifying period as determined by the Department Head. The employee's salary must be within the new salary range. While on qualifying, employees shall remain eligible for consideration for merit salary adjustment(s) and/or bonus(es).

ANNUAL EVALUATIONS AND SALARY INCREASES

July 1, 2002 To December 31, 2002: Except for employees serving qualifying and probationary periods, salary increases may be awarded to employees on their anniversary date. Employees who demonstrate meritorious performance as documented in a performance evaluation are eligible for a salary increase. Salary increases will be based on individual performance for all employees in the Management Compensation Plan as determined by their evaluation under the criteria established by the County Manager.

Annual salary increases may range between zero percent (0%) to four (4%) percent of the midpoint of the salary range.

Annual salary increases are never automatic. Employees are eligible for yearly salary increases until the top of the salary range is reached.

Effective January 1, 2003: Within the parameters outlined in the New Hire, Promotion, Transfer, and Demotion sections of this document, employees included in the Management Compensation Plan shall be eligible for merit salary adjustment(s) and/or bonus(es) at the sole discretion of the County Manager or, when designated by him, the Assistant County Managers. Merit salary adjustment(s) and bonus(es) combined shall not exceed twelve percent (12%) of an employee's base salary during any calendar year. Merit salary adjustment(s) shall not exceed nine percent (9%) of an employee's base salary during any calendar year, and bonus(es) shall not exceed six percent (6%) of an employee's base salary during any calendar year. The total amount available for salary adjustments and bonuses for each County department shall be established annually as part of the normal budgetary process.

The annual evaluation cycle shall be based on a calendar year (January 1 - December 31). All Management Compensation Plan employees shall have a common review date of January 1 unless otherwise established by the County Manager.

LONGEVITY

Employees appointed to a Management Compensation Plan position, or a position within the attorney classification series, prior to July 1, 2002, shall upon completion of five (5) years of creditable service, receive an annual lump sum payment equal to 0.57 of one percent (.57%) for each year of service. The rules governing longevity benefits shall be consistent with those set forth in the current NSEU agreement. Employees hired into a Management Compensation Plan position subsequent to June 30, 2002 shall not be eligible for longevity pay.

Effective July 1, 2002, any employee promoted to a Management Compensation Plan position, excluding positions within the attorney classification series, are eligible for consideration for one of the following at the sole discretion of the County Manager:

- 1) A lump sum payment upon appointment;
- 2) Adjustment of the employee's salary range; or
- 3) Retention of longevity pay.

BENEFITS PLAN

ADMINISTRATIVE LEAVE

Category I: Employees shall accrue five (5) days of administrative leave each calendar year.

Category II: Employees shall accrue two (2) days of administrative leave each calendar year.

Administrative leave must be used during the year accrued, has no cash value, and cannot be carried over from year-to-year.

COMPREHENSIVE ANNUAL PHYSICAL

Category I & II: Employees are entitled to reimbursement in an amount not to exceed five hundred dollars (\$500) per year, for the costs of a comprehensive annual physical examination. If a biannual examination is elected in lieu of an annual examination, the yearly five hundred dollar (\$500) benefit may be accumulated to a maximum of one thousand dollars (\$1,000). Claims for reimbursement shall be made through submission of paid bills to the Finance Department, Office of Risk Management and Safety.

DEFERRED COMPENSATION

A Deferred Compensation Plan permits employees, on a voluntary basis, to have a portion of his/her salary withheld and invested on a tax-deferred basis. All Management Compensation Plan employees are eligible to participate in the County's deferred compensation plans.

FINANCIAL COUNSELING SERVICES

All employees in the Management Compensation Plan may avail themselves of any County-sponsored financial planning programs.

HOLIDAYS

All Management Compensation Plan employees receive the following 12 paid holidays per year:

January 1 (New Year's Day)
Third Monday in January (Martin Luther King Day)
Third Monday in February (Presidents' Day)
Last Monday in May (Memorial Day)
July 4 (Independence Day)
First Monday in September (Labor Day)
Last Friday in October (Nevada Day)
November 11 (Veteran's Day)
Fourth Thursday in November (Thanksgiving Day)
Friday after Thanksgiving Day (Family Day)
December 25 (Christmas Day)
Employee's Birthday

INSURANCE

Life Insurance

The County provides, at no cost to the employee, the following amounts of life insurance:

Category I: Employees provided \$50,000 basic life insurance and \$50,000 accidental death insurance.

Category II: Employees provided \$35,000 basic life insurance and \$35,000 accidental death insurance.

Category III: Employees provided \$25,000 basic life insurance and \$25,000 accidental death insurance.

Health/Dental/Vision Insurance

Health, dental and vision insurance is provided by the Clark County self-funded health benefits plan, and any other major carriers as determined by Clark County. These providers may change when the plan document is updated. Employees selecting to have

group insurance, pay the following percentage of the total health, dental and vision premium per month:

Employee Only	5.5%
Employee and Spouse	10.0%
Employee and Children	7.0%
Employee and Family	10.5%

Unless covered by the Family and Medical Leave Act, employees are required to pay the full premium to continue receiving health, dental, and vision benefits when they are on leave without pay for more than thirty (30) calendar days. For more information on each plan, contact The Office of Risk Management and Safety at 455-4544.

Long Term Disability Insurance

The County shall provide for a long-term disability insurance program, at benefit levels to be approved by the Board of County Commissioners, at no expense to the employee.

RETIREMENT

Full retirement contributions are made by the County on the behalf of the employee to the Nevada State Public Employees Retirement System (PERS). An employee is vested in PERS after five (5) years of full-time employment with the County and/or other entities participating in PERS. Benefits at retirement are calculated on the employee's highest consecutive thirty six (36) months of pay.

RETIREMENT GROUP INSURANCE

Management Compensation Plan employees are entitled to participate in a County program providing for contributions for group insurance upon retirement.

SECTION 125

A Section 125 Plan commonly referred to as a "Cafeteria Plan" or

a "Flexible Benefits Plan", allows employees the option of pretax payroll deductions for some insurance premiums, unreimbursed medical expenses and child/dependent care expenses. All Management Compensation Plan employees are eligible to participate in the County's Section 125 Plan.

SEVERANCE PAY

Category I: Employees hired to the Management Compensation Plan prior to July 1, 2002, upon separation from County service, shall receive payment for one (1) week of base salary for each consecutive year of employment up to a maximum of twelve (12) weeks. Employees must be on the Management Compensation Plan at least one (1) year to qualify for this benefit. Effective July 1, 2002, employees appointed to the Management Compensation Plan, upon separation from County service, may be eligible for payment for up to twelve (12) weeks of base salary at the sole discretion of the County Manager.

Category II: Employees hired to the Management Compensation Plan prior to July 1, 2002, upon separation from County service, shall receive payment for one (1) week of base salary for each consecutive year of employment up to a maximum of eight (8) weeks. Employees must be on the Management Compensation Plan at least one (1) year to qualify for this benefit. Effective July 1, 2002, employees appointed to the Management Compensation Plan, upon separation from County service, may be eligible for payment for up to eight (8) weeks of base salary at the sole discretion of the County Manager.

Category III: Employees hired to the Management Compensation Plan prior to July 1, 2002, upon separation from county service, shall receive payment for one (1) week of base salary for each consecutive year of employment up to a maximum of six (6) weeks. Employees must be on the Management Compensation Plan at least one (1) year to qualify for this benefit. Effective July 1, 2002, employees appointed to the Management Compensation Plan, upon separation from County service, may be eligible for payment for up to six (6) weeks of base salary at the sole discretion of the County Manager.

SICK LEAVE

Accruals

Employees working on a full-time basis earn sick leave at the rate of 3.70 hours for each pay period. Employees who have been employed by the County for ten (10) cumulative years of service or longer receive an additional 0.92 hours (4.62 hours total) of sick leave per pay period. There is no limit on sick leave accumulation.

Bonus Leave

Employees who use forty (40) hours or less of sick leave during the year, (based on their employment date) excluding up to three (3) consecutive days of sick leave used as bereavement leave, will be granted 24 hours of bonus leave. Bonus leave is forfeited if not used in the year it is accrued.

Bereavement Leave

The need to absent oneself from work for bereavement and to attend the funeral of a member of an employee's immediate family is considered bereavement leave and is charged against an employee's sick leave balance. Immediate family is defined as the employee's spouse, mother, father, brother, sister, child, foster child, stepchild, grandchild, and grandparent, or any in-law of the employee's bearing any of these specific relationships.

Buyout

Category I: Employees who separate from the County with between three to five (3 - 5) years of service are entitled to fifty percent (50%) of their unused sick leave. After five (5) consecutive years in a Category I Management Compensation Plan position, employees shall be paid for seventy-five percent (75%) of their unused sick leave upon separation from County service. **NOTE:** The NSEU collective bargaining agreement provides for additional 1.5% increments (added to a 50% base) for employees with consecutive service above the 10-year mark. For each additional year of consecutive service above 20, their buyout increases by

3.5%, up to a maximum of 100% at 30 years of service. In calculating buyout amounts for a Category I Management Compensation Plan employee, the criteria yielding the higher percentage buyout rate (Management Compensation Plan or NSEU) will be applied.

Category II & III: Employees are eligible for payment for unused sick leave upon separation from County service as set forth in the current NSEU agreement.

Sellback

Each December, employees may submit a request to sell back up to ten (10) days of accrued sick leave. Payment shall be made based on an employee's percentage entitlement as determined by the sick leave buyout provision set forth above. In order to be eligible for payment, employees must maintain a minimum sick leave balance of one hundred, twenty (120) days.

TUITION REIMBURSEMENT

Full reimbursement of tuition, up to the current University of Nevada at Las Vegas (UNLV) course rate, is available after successful completion of job-related college and/or technical courses in accordance with the County's Tuition Reimbursement Program.

UNIFORM ALLOWANCE

Management Compensation Plan employees of the Fire Department are entitled to the same uniform allowance as those employees covered by the International Association of Fire Fighters, Local 1908, collective bargaining agreement.

VACATION LEAVE

Accruals

Accrual rates for annual leave (vacation leave) are based on months of service as a full-time employee.

<u>Months of Service</u>	<u>Hours Per Pay Period</u>
0 - 24	3.08
25 - 96	4.62
97 - 180	5.54
181 & over	6.15

Annual leave may not be accumulated to exceed two hundred and forty (240) hours at the beginning of any calendar year. An employee may begin using accrued vacation leave after successfully completing six (6) months of full-time employment with the County.

Sell Back

Employees may be eligible to submit a request to be paid for up to a maximum of eighty (80) hours of vacation leave if at least eighty (80) hours of vacation leave have been used during the previous twelve months. The County Manager shall establish the maximum vacation leave sellback for each category of employee on an annual basis as well as whether this provision will be applied on a calendar year basis, fiscal year basis, or both.

Buyout

Employees taken off of probationary status are eligible to receive payment for all unused vacation earned through the last day worked. Payment is made upon separation at the employee's base hourly rate on the last day worked prior to separation.

VEHICLE ALLOWANCE

At the discretion of the County Manager, designated employees may be eligible for payment of a monthly vehicle allowance in an amount not to exceed five hundred dollars (\$500).

**CLARK COUNTY
MERIT PERSONNEL SYSTEM**

PERSONNEL POLICIES

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**PERSONNEL POLICY I
MERIT PERSONNEL SYSTEM
POLICY OBJECTIVES & PROGRAMS**

EFFECTIVE: 02/17/04

I. POLICY OBJECTIVES

- A. The objectives of the Personnel Policies manual are to:
 - 1. Provide County management and employees with a Merit Personnel System (MPS) containing uniform personnel policies that support and are consistent with federal and state laws and principles and practices established by professional human resource organizations;
 - 2. Support opportunities for Countywide and departmental quality improvement initiatives; and
 - 3. Recruit and retain qualified employees.
- B. The County Manager or designee, through the Office of Human Resources, will direct and promote personnel policies as revised and adopted by the Clark County Board of Commissioners. Department Heads will enforce these policies in their respective departments.
- C. These policies will apply to all departments and positions of employment in the competitive and non-competitive services of Clark County. The competitive and non-competitive services are defined in County Code 2.40.030.

II. RESPONSIBILITIES

- A. The County Manager or designee will administer the Merit Personnel System provided in Clark County Code Chapter 2.40, in the policies and procedures under the authority of the Board, and by other applicable law.
- B. A Department Head may request the County Manager to review any decision of the Office of Human Resources which involves the interpretation and/or administration of Personnel Policies or Personnel Procedures.

III. PROGRAMS

- A. Position Classification & Compensation
 - 1. The Position Classification Program, administered by the Office of Human Resources, will:
 - a. Develop specifications describing all positions in the County service, which will include:

- (1) The official title of the classification to be used by the Office of Human Resources in all official records, payrolls, and communications. The title will indicate the general nature of the work performed by employees in that classification.
 - (2) A general definition of the type of work performed by employees in the classification, the level of supervision provided, and extent of supervision exercised over other employees, when applicable.
 - (3) Specific examples of work performed by employees in the classification as a whole. Other duties not included in the examples may be assigned, provided such duties and/or special projects and programs are similar in nature to those in the specifications.
 - (4) Minimum education, training and experience qualifications an applicant must possess to be considered for the classification. These qualifications will serve as a guide for qualifying or disqualifying applicants.
 - b. Perform job evaluations and make recommendations regarding the classification and/or reclassification of new and existing positions in accordance with Personnel Procedure No. 02.
 - c. Conduct job evaluations and determine if salary schedule adjustments or reclassifications are warranted.
2. The Position Compensation Program, administered by the Office of Human Resources, will be adjusted when necessary to comply with provisions of applicable collective bargaining agreements and external market conditions. The Position Compensation Program will:
- a. Maintain designated salary schedules for all of the classifications in the County service.
 - b. Adjust salary schedules as necessary to comply with provisions of applicable collective bargaining agreements and external market conditions. An employee's salary will be adjusted as follows:
 - (1) If the salary of an employee is lower than the minimum of the designated schedule for the employee's position classification, it will be increased to at least the minimum of that schedule; or
 - (2) If the salary of an employee is higher than the maximum of the designated schedule for the employee's position classification, as long as the employee retains the same classification the salary will not increase until the

maximum of the schedule exceeds the salary of the employee.

B. Recruitment and Selection

The Office of Human Resources will administer a Recruitment and Selection Program for the recruitment of applicants for employment with the County in accordance with all applicable federal and state laws and regulations, and affirmative action programs, as outlined in Policy No. III.

C. Employee and Labor Relations

The Office of Human Resources will administer an Employee and Labor Relations Program to strengthen employer-employee relations between Clark County and its employees, to enhance the cooperative relationship, to promote communications between the County and its employees, and to achieve mutual understanding by providing policy on matters of mutual interest that affect employer-employee relations.

D. Staff Development and Training

1. The County will administer a Development and Training Program, including:

- a. A mandatory new employee orientation program, which all employees must attend within 90 days of their date of hire. This program will include an overview of health benefit plans and supplemental life insurance, the affirmative action plan, policies and state and federal laws applicable to harassment and discrimination, and any other subject matter deemed appropriate and/or necessary to reflect ongoing organizational development.
- b. A variety of general employee training courses designed to develop the specific skills necessary for the efficient and effective function of all County employees.
- c. Instruction and/or training deemed necessary to implement County-wide initiatives and programs.

2. The Office of Human Resources will administer a tuition reimbursement program to assist County employees in obtaining job-related educational opportunities at accredited institutions or approved adult education programs. The program is not intended to finance degree programs. Tuition will be reimbursed to employees pursuant to Personnel Procedure No. 09 and the following policies:

- a. The County may reimburse an employee for tuition, new student application fee, and lab fee only. If the employee receives a grant, aid, scholarship, etc. to assist in the payment of tuition, the County will be responsible for reimbursement of only the portion paid by the employee.
- b. Reimbursement of costs for courses taken at any institution will be limited to the cost of comparable courses offered at the University of Nevada, Las Vegas (UNLV) or at Community College of Southern Nevada (CCSN), unless otherwise approved by the County Manager.
- c. If an employee separates from the County for any reason, other than death, personnel layoffs or reductions-in-force, during the 12-month period following completion of a course for which the County has reimbursed the employee's tuition, the amount of the tuition reimbursement will be withheld from the employee's final payroll check. Employees will sign an agreement authorizing such withholding before receiving any reimbursement.

E. Employee Assistance and Wellness

- 1. The Employee Assistance Program (EAP) will serve all County employees through consultation, counseling, and training.
 - a. The EAP staff will be trained and will perform in the capacity of substance abuse professionals as defined and regulated by the U.S. Department of Transportation, Office of Drug and Alcohol Policy and Compliance.
 - b. The EAP will provide confidential counseling services on a voluntary basis through the EAP or by referral to an appropriate community resource to employees who are experiencing problems that can affect job performance. Employees will be responsible for any expenses incurred from services received from outside agencies.
- 2. The Wellness Program will provide educational information and programming on work/life/health management.

F. Employee Records

The Records Division of the Finance Department will ensure the proper maintenance, retention, and accessibility of employee records, and records compliance with all federal, state or local requirements and collective bargaining agreements. The Deputy Director of the Office of Human Resources will serve as the "custodian of records."

1. Records Maintenance

- a. Work history information will be maintained on each employee, including position titles, rates of pay, changes in employment status, benefit level and eligibility, employee identification, and other pertinent data.
- b. Employment eligibility verification forms (Form I-9) will be maintained in a separate file and will not be considered part of the employee file.
- c. Medical records, Family Medical Leave Act and catastrophic leave paperwork will be maintained in a separate file and will not be considered part of the employee file. "Protected Health Information" will be treated confidentially in accordance with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and the County's HIPAA Privacy Policies (available from the Clark County Audit Department). "Protected Health Information" is defined in the County's HIPAA Privacy Policies.
- d. Certificates of achievement, letters of commendation, and training notices will not be maintained in the employee file.

2. Records Retention

- a. Employee records will be retained indefinitely for employees in an active status.
- b. Employee hard-copy records will be retained for two calendar years following the employee's separation from employment. After two years from the separation date, employee records will be stored on microfilm, compact disk or other paperless form.

3. Records Access

- a. Access to employee records will be provided in accordance with the following and will be restricted to:
 - (1) Employees examining their own files;
 - (2) Persons authorized in writing by the employee whose file is to be examined;
 - (3) Direct line management of the employee's current department;
 - (4) Prospective supervisors of employees being considered for promotion or transfer;
 - (5) Employees as authorized by the County Manager; and
 - (6) Others as authorized by law.

- b. Proper identification (picture I.D.) will be required of a current employee wishing to view his/her personnel file.
- c. Authorization by an employee for an individual (other than the employee) to view his/her personnel file must be in writing naming the party to be given access and must include the signature and social security number of the employee whose file is to be viewed. Exceptions to this requirement include Subsections a(3), (4), (5), and (6) of this Subsection (above).
- d. Removal of and/or copies made of documents in a personnel file will be restricted to authorized staff of the Office of Human Resources and Records Division.
- e. Unless authorized to release information pursuant to this Section, release of employee information to outside agencies and individuals will be restricted to public information only and as defined by Nevada Revised Statute. Job title, current salary, date of hire, salary history, promotional history, date of separation, employment status, department, and duties will be the only information provided. Personal information, such as an employee's home address, home telephone number, family status, etc., will not be released in whole or in part without prior written approval from the employee, authorization from an approved collective bargaining agreement, or the issuance of a subpoena or court order compelling the release of this information. Employee performance related information, medical information or disciplinary information will not be released.

4. Employment Verifications

- a. Requests for employment verifications of current or prior County employees will be forwarded to the Office of Human Resources for processing.
- b. Release of employee records will be restricted to the information outlined in the Records Access Section 3.e above.
- c. Some employees who, by virtue of their ongoing inclusion or reference in various forms of public media, are considered public figures may be afforded little protection under the law with respect to withholding information that otherwise may have been considered protected.

- d. Employees who require verification of their County employment on County letterhead may obtain such verification from their departmental payroll clerk.

5. Records Copying

- a. An employee may receive one copy of his/her personnel file documents free of charge at the Office of Human Resources by scheduling an appointment and providing proof of identification.
- b. If an employee requests additional copies of his/her personnel file documents within one year after receiving the first copy, only copies of documents placed in the file after the last request date will be provided free of charge.
- c. Release of personnel file documents to a person other than the employee will require proper authorization, such as a court-ordered subpoena or an employee-authorized release of information. A fee for the copies and any mailing costs will be charged.
- d. Authorized copies of files requested by an employee or other persons will be held for pickup at the Office of Human Resources or mailed via certified mail, return receipt requested.

6. HRMS Action Form Processing

Changes affecting an employee's employment status should be submitted on applicable Action Forms prior to the ending of the pay period in which the change is to be effective.

7. Authorized Audio Recording

Employees will not covertly record conversations involving other employees without prior consent of all employees recorded. The recording of conversations involving other employees done openly and without concealment is authorized in appropriate circumstances. When such a recording is done, each person involved will confirm on the recording device that they are aware the interaction is being recorded.

G. Employee Incentive and Rewards Programs

Under the direction of the County Manager and with the approval of the Board of County Commissioners, the Department of Administrative Services will implement and coordinate employee incentive, employee suggestion, and management performance bonus programs.

**PERSONNEL POLICY II
POSITION TYPES**

EFFECTIVE: 02/17/04

REVISED: 07/20/04

I. EXEMPT STATUS (NRS 245.216)

- A. A Department Head may designate a specific number of permanent employees as exempt in his/her department in the non-competitive service, in accordance with NRS 245.216.
- B. An employee being considered for exempt status must meet the minimum requirements of the position into which he/she will be placed, unless otherwise approved by the County Manager.
- C. An employee removed from exempt status and placed in permanent status must compete or have competed for a position in a Countywide or open recruitment under the Merit Personnel System in effect at the time of the status change. Exempt status employees will not be permitted to apply for a position of the same classification in the competitive service within the employee's department.
- D. An exempt employee may be permitted to return to his/her previously held position in the competitive service, or any equal or lower position for which the employee meets the minimum requirements, provided the position is available, subject to approval of the County Manager.
- E. An exempt employee who changes classifications will not lose his/her exempt status unless specifically removed from that status under the provisions of this Section.

II. PERMANENT POSITIONS

A permanent position is an authorized, budgeted position in the competitive service in which the employee normally works a regular schedule of 80 hours in a biweekly pay period and receives the benefits as approved by the Board of County Commissioners.

III. PERMANENT-INTERMITTENT POSITIONS

- A. A permanent-intermittent position is an authorized, budgeted position in the competitive service in which the employee works a regular schedule of more than 20 hours and less than 40 hours in a workweek. Schedules should not be adjusted to avoid using sick or vacation leave.
- B. Compensation and Benefits:
 - 1. Permanent-intermittent employees will be paid at their approved hourly rate for actual hours worked.

2. Sick leave and vacation leave benefits will accrue on a prorated basis based on hours worked in a pay period. Eligibility for increased rates of accrual for sick leave and vacation leave, as well as longevity benefits, will be based on total hours of creditable service.
 3. In compliance with the Public Employees Retirement System, permanent-intermittent employees will receive one year of retirement credit for every 2,080 hours worked.
 4. The employee's contribution to group health insurance costs will be assessed based on hours worked as a percentage of an 80-hour pay period.
- C. Employees covered under the Management Compensation Plan will not be eligible to hold Permanent-Intermittent positions.

IV. LIMITED PERMANENT POSITIONS (TERM/GRANT)

- A. A limited permanent position is a position authorized in the competitive service and announced with a defined length of employment or funding source, for a special project or duties of a limited duration, including grant positions that are more than 50 percent funded by grant monies which are received from sources other than the County's general fund or enterprise funds. Long-term fund contributions or alternate funding sources mandated by law or interlocal agreement for the operation and administration of programs are not considered grant funds.
- B. Employees in limited permanent positions normally work a regular schedule of 80 hours in a biweekly pay period and receive the benefits as approved by the Board of County Commissioners.
- C. An employee hired into a limited permanent position will be required to sign a term of employment letter specifying conditions of employment and will be terminated without right of appeal when the position is no longer needed or funded.

V. JOB SHARE POSITIONS

- A. At the Department Head's request, a job share position will be considered for approval by the Office of Human Resources. A Job share position may be authorized for two employees performing in permanent positions of the same classification who propose to share one specific job. Permanent employees may request job sharing status from their Department Head; however, the Department Head will retain authority to approve or reject a job sharing request based upon the operational requirements of his/her department. As necessary, a job share position may require recruitment in the competitive service for participants.

- B. Job share employees will work the hours indicated and approved by their Department Head. Time worked will be equal for both job share employees (50 percent time split) and the combined hours worked should not exceed 42 hours in any week, but must be more than 20 hours per week for each job share employee. Schedules should not be adjusted to avoid using sick or vacation leave.
- C. Compensation and benefits:
1. Job share employees will be paid at their hourly rate for actual hours worked.
 2. Sick leave and vacation leave benefits will accrue on a prorated basis based on hours worked in a pay period. Eligibility for increased rates of accrual for sick leave and vacation leave, as well as longevity benefits, will be based on total hours of creditable service.
 3. In compliance with the Public Employees Retirement System, job share employees will receive one year of retirement credit for every 2,080 hours worked.
 4. Insurance costs will be charged on a percentage basis in the same manner as for a permanent-intermittent employee.
- D. Reversibility
1. Voluntary: Job share employees may voluntarily request to return to non-job share, full-time employment as such opportunities become available within the department or elsewhere in the County. A return to full-time permanent employment is subject to approval of the Department Head. Job share employees wishing to return to full-time employment will be given preference for full-time job opportunities in like classifications within the department if qualified to perform the duties required and if their job performance fully meets expectations.
 2. Involuntary: If the County returns the job being shared to full-time permanent status, the most qualified job share employee whose performance fully meets expectations, as determined by the Department Head, will have first preference to fill the shared job being returned to full-time status.
- E. The procedures to request and utilize job share status are outlined in the County's Personnel Procedure No. 01.
- F. Employees covered under the Management Compensation Plan will not be eligible to hold Job Share positions.

VI. PART-TIME POSITIONS

- A. Employees in part-time hourly positions are hired in the non-competitive service, are paid an hourly rate for actual hours worked in a pay period and are not entitled to employee benefits other than pay for time worked.
- B. Part-time employees will work no more than 1,039 hours in any fiscal year. This hour limit applies to combined hours worked in multiple positions, including temporary.
- C. Part-time hourly employees are eligible for salary increases at the request of the Department Head based on a salary increase plan approved by the County Manager or an Assistant County Manager.
- D. No person will achieve permanent status as a result of an appointment to a part-time hourly position.

VII. TEMPORARY POSITIONS

- A. Temporary positions are budgeted positions in the non-competitive service and are not to exceed six months.
- B. Temporary employees are not entitled to benefits other than pay for time worked. Any changes to salary must be approved by the County Manager.
- C. No person will achieve permanent status as a result of an appointment to a temporary position.

VIII. 700-HOUR APPOINTMENTS

700-hour position appointments are temporary, limited appointments of certified persons with disabilities as defined by NRS 245.185.

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**PERSONNEL POLICY III
EMPLOYEE RECRUITMENT AND SELECTION**

EFFECTIVE: 02/17/04

I. COMPETITIVE & NON-COMPETITIVE APPOINTMENTS

A. Non-competitive Appointments:

1. An appointing authority may hire temporary, part-time hourly, and exempt employees without going through the competitive process.
2. In an emergency situation, if a certification procedure could delay or impair efficiency of County government operations, or could cause stoppage of public business, or in order to meet any emergency, the appointing authority, with prior approval from the County Manager, may make emergency appointments for the duration of the emergency and for a time thereafter sufficient to permit an orderly return to the normal conduct of public business. When an emergency appointment is made, the appointing authority will immediately notify the Office of Human Resources, naming the appointee, date of appointment, classification into which employee was hired, duties of the position, and the nature of the emergency. No person will achieve permanent status or accrue benefits as a result of an emergency appointment.
3. Any employee assumed into County employment from another public entity by virtue of an interlocal agreement with the other public entity will be afforded the rights and benefits specified in that agreement.

- B. Competitive Appointments:** Permanent, Permanent-Intermittent, Limited Permanent and Job-Share positions will be filled through the competitive process in accordance with the following applicable provisions of this Policy.

II. RECRUITMENT

- A. The Office of Human Resources will determine the methods to be used in recruitment and may postpone, cancel, extend, or otherwise modify a recruitment effort as circumstances indicate.
- B. The Office of Human Resources may limit recruitments for open competitive examinations as specified in Section II.C.3 of this Policy III. The Office of Human Resources, with recommendations by the hiring department head, will determine the type of recruitment to be utilized.
- C. Any employee who has been laid off and offered a permanent position in the same classification will be removed from the recall list.

1. Open promotional recruitments will be posted for a minimum of 14 calendar days. Any person who meets the minimum qualifications for the job classification may compete by applying during the 14-day posting period.
2. County promotional recruitments will be posted for a minimum of 14 calendar days. Only employees who occupy a position in the competitive service and/or an employee who has been laid off from a position in the competitive service who is recall eligible or exempt employees, except as specified under Personnel Policy II, Section 1 C that have successfully completed their probationary period prior to the final date to file an application are eligible to compete by applying during the 14-day posting period.
3. Departmental promotional recruitments will be posted for a minimum of seven calendar days. Only employees of the specific department in which a promotional opportunity exists who occupy a budgeted position in the competitive service and have successfully completed their probationary period prior to the final date to file an application or an employee who has been laid off from the specific department who is recall eligible, may compete by applying during the seven-day posting period.

D. Competitive recruitments will be in one of the following categories:

1. Regular recruitment: The job announcement for a regular recruitment will specify a minimum filing period of 14 calendar days and will clearly state an opening date and a final filing deadline date (closing date).
2. Continuous recruitment: In instances where the need for employees in a specific class is frequent or continuing, or there is a labor market scarcity, the Office of Human Resources may recruit with no closing date and for sufficient duration to ensure the County's needs are met. When a continuous recruitment is to be closed, at least three calendar days' notice will be given prior to the final filing date. An applicant in a continuous recruitment may re-apply 90 calendar days following the date of the previous examination/application.
3. Limited recruitment: When it is anticipated that the applicant group will greatly exceed the anticipated vacancies, the Office of Human Resources may restrict recruitment to limit the number of applicants by:
 - a. establishing a shorter filing period; and/or
 - b. specifying a maximum number of applications that will be accepted and closing the recruitment when that number is reached;
or
 - c. using other means which are appropriate to the circumstances.

- E. Job announcements for competitive positions will be posted in the Office of Human Resources and all County departments, or only in the hiring department when it is a departmental promotion, for the duration of the filing period. Announcements will be given such other publicity as deemed warranted to attract a sufficient number of qualified candidates to compete. Copies of all announcements will be given to the applicable bargaining unit.
- F. Job announcements will describe the duties of the position, minimum qualifications, salary schedule, closing date for accepting applications (when applicable), testing or other selection procedures, and other relevant information.
- G. The Office of Human Resources will establish uniform employment guidelines to standardize the recruitment and selection process and assist departments in the design and administration of examinations and other selection procedures.

III. APPLICATION

- A. An official application form must be filled out completely and signed by the applicant, whether an applicant is seeking employment in the competitive service or non-competitive service. Applications become the property of the County and will not be returned. A separate and complete application is required for each examination, unless otherwise specified in the job announcement.
- B. Applications must be received by the Office of Human Resources no later than the office closing time on the published closing date. The terms and conditions under which applications will be accepted for limited recruitments will be specified on the job announcement. The Office of Human Resources will not accept late applications.
- C. All applicants, including applicants in the non-competitive service, must meet the minimum requirements stated in the classification specification to be eligible for the position. Applicants may be required to submit evidence of education, training, licensure, or required special qualifications.
- D. Veterans Preference: In accordance with state law, preference in employment will be given to applicants who have been honorably discharged from the military service of the United States and who are citizens of the State of Nevada, if the qualifications are equal. Veterans will be given preference points in the following manner:
 - 1. Honorably discharged veterans will receive five additional points added to their final total examination score.
 - 2. Honorably discharged disabled veterans will receive ten additional points added to their final total examination score.

A copy of a DD-214 form documenting an honorable discharge must be included with the application. Disabled veterans must include a letter from the Veterans Administration verifying disabled status. Veteran's preference may be used only for initial employment with Clark County.

E. The Office of Human Resources may disqualify an applicant, refuse to examine an applicant, or, after examination, refuse to certify an applicant, or remove an applicant from the eligibility list who:

1. Is found to lack any of the qualifications that were required in the job announcement.
2. Is physically or mentally unable to perform the duties of the classification with a reasonable accommodation.
3. Once an offer of employment has been made, fails to timely appear for, or fails to pass, any required medical examination, drug test, criminal background check, educational verification, or employment verification.
4. Is guilty of conduct not compatible with County employment.
5. Has made false or misleading statements of material fact on the application or any other required document.
6. Has used, or attempted to use, any unfair method to obtain an advantage in an examination or appointment. Any applicant who receives or gives assistance resulting in an unfair advantage designed to aid an applicant in obtaining a job will be disqualified from the examination and may be barred from future examinations. County employees receiving such assistance or providing such assistance to an applicant may be disciplined up to and including termination.
7. Has directly or indirectly obtained confidential information about the content of an examination, or has taken part in compiling, administering, or scoring an examination.
8. Has failed to submit a complete and accurate application within the prescribed time limits.
9. Has been dismissed for cause from a position in public or private employment highly similar to the position applied for in the County.
10. Has been convicted of a crime which is substantially related to the qualifications, functions, or duties of the position for which application is made.
11. Has verbally or physically threatened staff.

IV. EXAMINATIONS

- A. Examinations may consist of one or a combination of any of the following: a screening of application, written test, performance test, oral examination (exclusive of hiring interviews), assessment of education and experience, physical agility or fitness test, assessment center evaluation, skills rating sheet, or other non-selection examinations employed in compliance with federal and state laws and guidelines.
- B. One or more examinations will be used to determine the eligibility of applicants for employment in the competitive service and their relative positions on eligibility lists. Examinations will be prepared in compliance with federal and state laws or guidelines and will be based on job requirements and supported by a job analysis.
- C. When a specific position within a classification requires a unique or specialized background, the Office of Human Resources may restrict examination to those individuals possessing the unique or specialized background.
- D. The content and combinations of examinations to be used, and the weights assigned to each examination, will be determined by the Office of Human Resources after consulting with the hiring department. Passing points or minimum qualifying score for examinations will be determined by the Office of Human Resources.
- E. Written examination materials may be reviewed by an applicant by arranging an appointment with the Office of Human Resources within three working days immediately following the examination. If a keyed test booklet and score sheet were used in the examination, they may be reviewed by the applicant. The taking of notes or any other means of reproduction of the test booklet in whole or in part is prohibited and will subject an applicant to disqualification.
- F. Make-up examinations will be prohibited except when the Deputy Director of the Office of Human Resources finds that the applicant's failure to take or complete an examination was the result of a material error for which the Office of Human Resources was responsible. Any claim for a make-up examination must be received by the Office of Human Resources within three calendar days from the date of the examination. Unless the Deputy Director of the Office of Human Resources makes a finding that a substantial injustice to the applicant would otherwise result, failure of an applicant to receive notice of an examination when properly mailed or failure of an examinee to follow written or oral instructions of monitors or examiners will not be regarded as proper grounds for a make-up examination.
- G. An applicant who is determined ineligible for a position will be promptly notified in writing of the ineligibility.

H. Examination appeal process:

1. Applicants may appeal the results of an examination or their qualification status by submitting a written request, together with a copy of the notification postmark, to the Office of Human Resources. Appeals must be received by the Office of Human Resources within seven calendar days from the postmark date on the notification of examination results or qualification score. The appeal must contain a statement of the facts upon which the appeal is based.
2. Upon receipt of a timely appeal, the Office of Human Resources will immediately notify the Department Head of the appeal, and review the process for the examination being appealed for evidence supporting the applicant's allegations. The purpose of the review is to determine whether or not any alleged irregularity or fraud occurred in the process and is not intended to circumvent the process. The Deputy Director will return a written decision to the applicant within a reasonable time. If the Deputy Director finds that there is reasonable cause to uphold the applicant's appeal, the Deputy Director will provide appropriate administrative relief to the applicant.
3. Any allegations of discrimination or bias will be referred to the Office of Diversity for review.

V. ELIGIBILITY LISTS

- A. The names of applicants for employment who qualify in an examination will be placed on the appropriate eligibility list. Eligibility lists will be established as soon as possible after examinations have been scored, and applicants will be notified in writing of the results of their examination. Eligibility lists for permanent positions will be established in the following manner:
1. Re-employment list: With approval from the Office of Human Resources, an applicant who was previously medically separated from the County pursuant to Policy VIII, Section III, Certification of Medical Condition, and who has subsequently obtained a certificate of fitness and has been released by the attending physician to return to work will be placed on an eligibility list for a position in which the employee held permanent status. Regardless of the date of the request for placement on the list, the entire re-employment eligibility period will be one year from the date of separation.
 2. Departmental recall list: A departmental recall eligibility list for each classification will consist of employees and former employees having permanent status and who were laid off or who were reduced in schedule as a result of layoff. Such lists will take precedence over all other

eligibility lists in making certifications to the department in which the employee worked. Departmental Recall eligibility will be effective for a period of two years from date of layoff or reduction in schedule.

3. Recall list: A general recall eligibility list for each classification will consist of the names of employees and former employees having permanent status and who were laid off or who were reduced in schedule as a result of layoff. Such lists will take precedence over all other eligibility lists, except departmental recall lists, in making certifications on a Countywide basis. Recall eligibility will be effective for a period of two years from date of layoff or reduction in schedule.
 4. Departmental promotional list: The names of applicants successful in departmental promotional examinations will be placed on departmental eligibility lists for the classification examined. Departmental promotional eligibility lists will be established for a minimum period of three months.
 5. County promotional list: The names of applicants successful in County promotional examinations will be placed on County eligibility lists for the classification examined. County promotional eligibility lists will be established for a minimum period of six months.
 6. Open list: The names of applicants successful in open examinations will be placed on open eligibility lists for the classification examined. Open promotional eligibility lists will be established for a minimum period of six months.
 7. Rehire list: A permanent employee who has resigned in good standing or who has accepted a voluntary demotion may, within one year, request that his/her name be placed on the rehire list for any classification in which he/she held permanent status. Regardless of the date of the request for placement on the list, the entire rehire eligibility period will be one year from the date of separation or voluntary demotion.
 8. Transfer list: With approval of the Office of Human Resources, a permanent employee may place his/her name on a list for transfer to the same classification in a different department, or a different classification in the same salary schedule in which the employee meets the minimum qualifications. Transfer eligibility will expire one year from the date of employee's application for transfer.
- B. Eligibility lists will be in effect from the date of approval by the Office of Human Resources and may be extended by the Office of Human Resources. Addition or deletion of names because of errors or ratings will not change the effective date of an eligibility list.

- C. When an eligibility list does not meet the needs of the County, the Office of Human Resources may order a new recruitment to increase the number of qualified applicants.
- D. Applicants placed on an eligibility list are responsible for updating with the Office of Human Resources changes of name, address and/or telephone number.
- E. The Office of Human Resources may remove from eligibility lists any applicant who:
 - 1. Declines three offers of employment.
 - 2. Requests to have his/her name removed from an eligibility list or state that he/she is not interested in employment in that classification.
 - 3. Declines three interviews.
 - 4. Fails to respond to an invitation for the pre-employment interview within seven calendar days from the date contacted.
 - 5. Cannot be located by the U.S. Postal Service.
 - 6. Has been appointed to a permanent position in a classification higher than the eligibility lists in question. This does not apply to eligible applicants who have been appointed to temporary positions.
 - 7. May be disqualified for any of the reasons listed in Section III.E of this Policy III.
- F. For positions opened on a continuous recruitment, the names of all applicants who took the same or comparable examinations for the same classification on different dates will be placed on one eligibility list for the purpose of certification.
- G. Applicants having their names on eligibility lists may request in writing that their names be placed on inactive status, during which time they will not be certified to vacancies. They may request reactivation any time before the list expires.

VI. CERTIFICATION

- A. When a department has received authorization to fill a vacant position in the competitive service, other than for demotion, emergency appointments or managerial reassignment, the Office of Human Resources will determine which eligibility list(s) to use to generate a certification list.
- B. If a recall list is used, the Office of Human Resources will certify the name of the person with the highest seniority on the list who is available for re-employment.

- C. If a list other than a recall list is to be used, the Office of Human Resources will certify the names of the candidates with the highest scores or special skill requirements from the respective eligibility list, as provided in Section V of this Policy III.
- D. If more than one vacant position is to be filled, the base number of candidates to be certified will be determined by the Office of Human Resources in consultation with the hiring Department Head.
- E. The Office of Human Resources may remove from a recall list the name of any person who waives employment after certification.
- F. An appointing authority may request that certifications to that department be restricted to:
 - 1. Employees within the department who are on the appropriate eligibility list.
 - 2. County employees who are on the appropriate eligibility list.
 - 3. Part-time hourly and temporary employees who were certified and appointed from an applicable eligibility list and have completed at least 520 hours of service in the department in the same classification.
 - 4. Qualified applicants who have special skill requirements considered necessary in the position that are not likely to be possessed by all applicants on an eligibility list.
 - 5. Applicants who meet bona fide occupational qualifications.
- G. When an applicant has been passed over three times for employment or with appropriate justification by the same appointing authority, the Office of Human Resources may remove the name of that applicant from a certification list to that appointing authority.
- H. The Office of Human Resources will submit the certification list to the hiring department and notify certified applicants of the person in the hiring department to contact to schedule interviews.
- I. If there is no eligibility list for the classification of a position to be filled, or if it is in the best interest of the County, the Office of Human Resources may certify applicants from an eligibility list for a related classification in the same or higher schedule, provided that the required qualifications for the related classification are at least equivalent to those of the classification in which the vacancy exists.
- J. A written request for an additional certification list must be submitted to and approved by the Deputy Director of the Office of Human Resources. A written

justification to the Deputy Director of the Office of Human Resources will be required for a position to be re-posted.

- K. At the Department Head's request, the Office of Human Resources may refer qualified persons from whatever sources are deemed appropriate to fill temporary, part-time hourly and seasonal positions or other positions in the non-competitive service.

VII. INTERVIEWS

- A. Prior to receipt of a certification list, the hiring department will submit proposed interview questions to the Office of Human Resources for review and approval.
- B. An appointing authority will notify and interview, or provide a reasonable opportunity for an interview to, each applicant whose name appears on a certification list provided by the Office of Human Resources prior to making a selection. Eligible applicants who have been notified of certification will have seven calendar days from date of notification to respond to notice of certification.
- C. All interview notes, questions, rating guides, responses, score sheets and related materials generated during the interview process will be submitted to the Office of Human Resources to be kept on file.
- D. No testing/examinations will be administered by the hiring department without involvement and approval of the Office of Human Resources.
- E. The appointing authority will notify each applicant interviewed of the results after a selection is made.

VIII. PRE-EMPLOYMENT INVESTIGATIONS AND EXAMINATIONS

Whether in the competitive or non-competitive service, a candidate who has received an offer of employment will be required to pass a background investigation prior to occupying the position. If a medical examination and/or a drug screening is required as part of the selection process for the position, the candidate will be required to take and pass a medical examination and/or a drug screening prior to occupying the position. Medical Examinations and drug screenings will be conducted in accordance with Policy VIII, Miscellaneous Employment Requirements.

IX. STARTING SALARIES

Beginning salaries for newly hired employees will be at the minimum of the range of the applicable salary schedule. Any exception will require a written justification from the Department Head and approval by the County Manager or designee.

X. EMPLOYMENT ELIGIBILITY VERIFICATION FORM I-9

The Records Division will coordinate the employment eligibility verification program to verify each new employee's eligibility for employment in the United States in accordance with the Immigration Reform and Control Act (IRCA) of 1986.

**PERSONNEL POLICY IV
EMPLOYMENT ACTIONS**

EFFECTIVE: 02/17/04

REVISED: 07/20/04

I. PROBATION & QUALIFYING PERIODS

- A. Any new employee appointed to a budgeted permanent position, except management employees, will serve a probationary period, as determined by the Department Head, of not less than 520 hours worked nor more than 2,080 hours worked.
- B. The appointing authority may initiate action to end an employee's probation at any time after the employee has worked 520 hours by submitting an evaluation of the employee's performance indicating successful completion of probation and the date of removal from probation. Employees failing their probationary period will be terminated without right of appeal.
- C. An employee in the competitive service who completes 2,080 hours worked as the probationary period will acquire permanent status.
- D. An employee rehired to a budgeted permanent position may not be required by the appointing authority to serve a probationary period if all of the following criteria are met:
 - 1. The employee left County service in good standing;
 - 2. The employee is being rehired within six months of the date he/she separated from the County; and
 - 3. The employee is returning to the same classification, department and supervisor that he/she left.
- E. An employee who is laid off or otherwise separated, and subsequently appointed from an open employment eligibility list to a position in a different classification than that from which laid off, will serve the probationary period prescribed for the new classification.
- F. Except for employees hired into the Management Compensation Plan, employees required to serve a qualifying period will serve not less than 520 hours worked nor more than 2,080 hours worked.
- G. When an employee serves a qualifying period, the Department Head must submit an evaluation of the employee's performance prior to the completion of the qualifying period. The evaluation will convey that:
 - 1. The employee has successfully completed the qualifying period and will be removed from qualifying and retained as a permanent employee in the position; or

2. The employee will continue on qualifying period for a specific time period (not to exceed 2,080 total hours worked when combined with the first qualifying period), in which case an explanation of the extension and performance expectations during the extension will be provided; or
3. If an employee fails his/her qualifying period, he/she:
 - a. will be reinstated to the employee's previous position; or
 - b. will be demoted to an available position for which he/she is qualified; or
 - c. will be terminated if reinstatement to the former position or demotion is not possible after every effort has been made to place the employee in his/her previous position or an equal or lower pay schedule for which he/she qualifies.

A Department Head will consult with the Deputy Director of the Office of Human Resources prior to recommending reinstatement to a previous position in the department, demotion or termination of an employee.

- H. Employees demoted because of failure to pass a qualifying period will have their salary and benefits reduced to the amount at which they were compensated prior to being placed on the qualifying period in the higher classification.
- I. A qualifying period will not affect the employee's permanent status, benefits, or the right to appeal under established grievance procedures when applicable.

II. PROMOTIONS

- A. When an employee is promoted, he/she will receive a four percent salary increase or the minimum salary of the new classification schedule, whichever is greater, provided that the employee's salary will not exceed the maximum amount of the salary schedule for the employee's new classification. Any exception will require written justification from the Department Head and approval by the County Manager or designee.
- B. Except for employees non-competitively promoted from a training underfill classification, employees promoted to a higher classification will be required to serve a qualifying period.
- C. Promotions may occur through the reclassification process as follows:
 1. Promotional opportunities will require a competitive recruitment in accordance with established competitive recruitment actions, except for non-competitive promotions as delineated in Subsections 2 and 3 below.

2. A non-competitive promotion may be granted to an employee whose position has been reclassified to a higher schedule under the following conditions:
 - a. There must be no other employees in the department in the same classification.
 - b. The employee must continue to perform the same basic function(s) as were in the former position and the duties of the former position must be administratively absorbed into the new position.
 - c. The addition of the duties and responsibilities must not have resulted in an adverse impact on another incumbent position.
 - d. The Department Head must request that the position be filled non-competitively.
 3. A non-competitive promotion may be granted to a group of employees of the same position classification whose positions have been approved by the County Manager for reclassification to a higher schedule based on a demonstration that the positions have been assigned and are performing additional duties justifying reclassification to the higher schedule. The employees must continue to perform the same basic function(s) as were in the former position and the duties of the former position must be administratively absorbed into the new position.
- D. When an employee is promoted, his/her anniversary date will change to the effective date of such action.

III. DEMOTIONS

- A. Demotions may be made by appointing authority: 1) as part of a reorganization or reduction in force; or 2) at the request of the employee; or 3) as the result of a position reclassification; or 4) for cause.
- B. Upon written request from an employee, an appointing authority may voluntarily demote the employee from a permanent position to any class of positions for which the employee is qualified. A copy of an employee's request for demotion and the appointing authority's approval of the request will be sent to the Office of Human Resources. An employee demoted during his/her qualifying period will have his/her salary reduced to the hourly rate last held by the employee in his/her previous position.
- C. When an employee is voluntarily or involuntarily demoted, his/her salary will not exceed the maximum amount of the new salary schedule unless the demotion was a result of a reclassification.
- D. Employees who are voluntarily or involuntarily demoted to a different classification series, unless the demotion is a result of a position reclassification, may be required to serve a qualifying period. If a new qualifying period is a

condition for demotion, the employee must sign a statement acknowledging his/her understanding of that fact prior to the effective date of the demotion.

- E. An employee whose position is reclassified to a lower salary schedule will be demoted to the appropriate title, job code, and schedule. An employee whose pay rate is at or exceeds the maximum salary of the new schedule will not be eligible to receive a salary increase until his/her actual pay falls below the maximum salary of the new salary schedule. No change in the anniversary date will occur.
- F. When an employee is demoted for reasons other than reclassification of his/her position, his/her anniversary date will change to the effective date of such action.

IV. RECLASSIFICATIONS

A reclassification is made when it has been determined that the duties and responsibilities assigned to the position have significantly changed from the parameters of the current job classification. A reclassification to a higher salary schedule will result in a promotion as outlined in Section II above. A reclassification to a lower salary schedule will result in a demotion as outlined in Section III above.

V. TRANSFERS

- A. An employee occupying a budgeted permanent position, except for exempt status employees, may request a transfer to a position in another County department by submitting a transfer request form to the Office of Human Resources, subject to the following provisions:
 - 1. The employee's current position and the position being requested must have the same salary schedule;
 - 2. The employee must meet the minimum qualifications for the classification into which he/she is being transferred;
 - 3. The employee must have successfully completed probation in his/her current position. An examination to demonstrate fitness may be required as a condition of transfer; and
 - 4. Transfer eligibility will expire one year from submittal of the transfer request form. Reinstatement on a transfer list will require resubmittal of a transfer request form.
- B. When the County Manager determines it to be in the best interest of the County or due to reorganizations or changes in workload, any employee, including employees on probation, may be transferred to another position in the same classification without examination or certification.

- C. When an employee transfers to another position, he/she will continue to be compensated at the rate earned prior to the transfer. The County Manager or his/her designee may approve a higher rate of pay upon written justification from the Department Head. If the transfer results in a change of bargaining agreements, the employee's benefits will be defined by the bargaining agreement that covers the classification into which the employee transfers. If the transferring employee is placed into a position not eligible to earn overtime and/or compensatory time, the employee will be compensated for any accumulated compensatory time balances at the pay rate earned prior to the transfer.
- D. An employee accepting a voluntary transfer to a position in another department may be required to serve a qualifying period.
- E. If a qualifying period is a condition for transfer, the employee must sign a statement acknowledging the qualifying period for the transfer, and the department must submit this statement to the Office of Human Resources with the transfer paperwork.
- F. An employee's anniversary date will not change when transferred to the same classification or a new classification within the same salary schedule, unless the employee is required to serve a qualifying period.
- G. Employees interested in transferring to another department must complete a "request for placement on voluntary transfer list" form available from the Office of Human Resources.

VI. REASSIGNMENTS

- A. An appointing authority may reassign a permanent employee from one position to another position within the department, provided the positions are at the same salary schedule and the employee meets the minimum requirements of the position. A reassignment may also take the form of moving an employee and his/her position within the department. The appointing authority also may change the duties and assignments of an employee within the classification without a change in position or title.
- B. An employee who is assigned modified duties and assignments within the same position classification will not serve a qualifying period.
- C. An employee who competes for and accepts a different position classification in the same salary schedule within the same department may serve a qualifying period at the election of his/her department head.
- D. An employee's anniversary date will not change when reassigned.

VII. TITLE CHANGES

- A. A position title may be changed when it has been determined that a different title is more descriptive of the nature of the work being performed by an employee. The appropriate title(s) for the classification(s) will be determined by the Office of Human Resources. No change in schedule, compensation or in the anniversary date will occur when an employee's position title and job code are changed in this manner.
- B. An appointing authority may change the position title of a permanent employee, provided:
 - 1. The positions have the same salary schedule; and
 - 2. The Office of Human Resources has determined that the employee meets the minimum qualifications for the classification under consideration.
- C. An employee who has a position title change will not serve a qualifying period.

VIII. SALARY SCHEDULE ADJUSTMENTS

A salary schedule adjustment is made when it has been determined that a classification is either under- or over-compensated in relation to comparable positions in the job market. The County Manager will have the final approval of whether such a change is appropriate in the context of the overall County compensation program. Salary schedule adjustments will result in the assigned employee's salary schedule being changed. No employee will receive an immediate increase or decrease in salary, nor will the anniversary date change as a result of a schedule adjustment. Employees affected by an adjustment may be eligible for a merit increase on their next anniversary date. An employee whose pay rate is at or exceeds the maximum salary of the new schedule will not receive a salary adjustment until his/her actual pay falls below the maximum salary of the new salary schedule.

IX. BUDGET & TRAINING UNDERFILLS

- A. Positions may be underfilled as either budget or training underfills.
- B. Budget underfills must conform to the following requirements:
 - 1. A lower classification title and salary schedule must be utilized.
 - 2. The duties and responsibilities assigned to the position must be consistent with the underfill classification.
 - 3. The position may be filled at the higher classification at a later date with the approval of the County Manager or Assistant County Managers. The

incumbent cannot fill the position at the higher classification unless he/she was on an approved certification list for the higher classification.

- C. Training underfills provide alternate staffing patterns that allow for entry-level career opportunities. Training underfill classification series generally are designated as level I and level II classifications. The Office of Human Resources may designate certain other classification series in the training underfill program.
- D. Training underfill positions will be subject to the following requirements:
 - 1. The underfill classification should be established one salary schedule below the higher level classification.
 - 2. The position must be recruited as a training underfill. The announcement must clearly indicate that the position is an underfill. The higher level classification requirements also must be included on the announcement.
 - 3. A newly hired employee in a training underfill position will serve a training period in the underfill classification of no less than one year and no more than two years. Except for specified classifications as determined by the Office of Human Resources, the training underfill period for a current employee placed in an underfill classification may not exceed one year.
 - 4. An employee promoted from an underfill classification to a higher level classification in a training underfill series will not serve a qualifying period on promotion.

PERSONNEL POLICY V
EMPLOYEE PERFORMANCE EVALUATION

EFFECTIVE: 02/17/04

- I. The Office of Human Resources will administer a performance evaluation program to determine acceptable performance factors and standards, appraise performance based on these factors and standards, set developmental objectives to improve performance, and reward meritorious performance.
- II. A department will forward a completed performance evaluation report to the Records Division of Finance at the completion of an employee's probationary or qualifying period, anniversary date, or when requesting salary adjustments in accordance with County policy and applicable collective bargaining agreements. The performance evaluation report will indicate whether a salary adjustment is to be awarded, deferred, or denied and, if denied, the justification for the denial.
- III. Employees who complete probationary and/or qualifying periods will be eligible for a salary adjustment. All salary adjustments will be accompanied by a performance evaluation report justifying the increase based upon the employee's performance.

**PERSONNEL POLICY VI
EMPLOYEE COMPENSATION**

EFFECTIVE: 02/17/04

I. BENEFITS PROVISION

Except as otherwise restricted in these policies and procedures, permanent non-management employees not covered by a collective bargaining agreement who have successfully completed a probationary period will be granted, at a minimum, those benefits provided for in the current Service Employees International Union (SEIU) agreement which do not relate to employee discipline, discharge, or grievance procedures.

Management employees will receive those benefits as defined in the Management Compensation Plan and/or any amendments thereto as approved by the Board of County Commissioners. Management employees are not eligible to receive a salary of more than 80 hours per pay period, and will not be permitted to bank holiday leave.

II. SALARY ADJUSTMENTS

A. Except for those employees in classifications designated in the Management Compensation Plan, employees may be eligible for consideration for salary adjustments within the designated salary schedule upon:

1. Successful completion of a probationary period for a probationary employee, or successful completion of a qualifying period for a permanent employee; and/or
2. The anniversary date of his/her employment in such class, and annually thereafter until the maximum is reached in that schedule. The anniversary date is normally the date an employee commenced work in the classification to which he/she was most recently appointed. An employee may be eligible for an early salary adjustment at the recommendation of the Department Head and approval of the County Manager. The Department Head must submit written justification for the early salary adjustment. In the event of an early salary adjustment, the employee's anniversary date will be changed to the effective date of the salary adjustment.

B. Management Compensation Plan employees may be eligible for salary increases in accordance with the provisions of the Management Compensation Plan.

C. Eligibility for salary adjustments will be determined by standards established by the Office of Human Resources in accordance with applicable collective bargaining agreements.

III. ACTING PAY

When a permanent status employee, except those in classifications designated in the Management Compensation Plan, is temporarily assigned by written order of the appointing authority or designee to an authorized, budgeted and/or vacant position in a higher salary schedule in excess of five consecutive eight-hour shifts or four consecutive 10-hour shifts worked, he/she will be paid at a rate of four percent above his/her regular hourly rate or the minimum rate of the classification in which the employee is temporarily working, whichever is greater. An action form and special earnings form must be submitted to the Records Division of Finance, accompanied by written justification and indication of the approximate length of the assignment. Written justification to the County Manager is required for assignments exceeding 30 calendar days in duration. Non-management employees may only be placed in and receive compensation for acting in a position outside of their collective bargaining unit or covered under the Management Compensation Plan with the County Manager's prior written approval.

IV. OVERTIME AND COMPENSATORY TIME

- A. The appointing authority or designee must pre-approve all overtime prior to the overtime being worked by an employee.
- B. Overtime compensation may be paid through cash payment or compensatory time. Compensatory time off should be used within the following 90 calendar days after it was earned, and usage should be requested by the employee and approved by the Department Head or designee 24 hours in advance of its use.
- C. Except as otherwise provided for in a collective bargaining agreement, employees exempt under the Fair Labor Standards Act will not be eligible for overtime cash payment, compensatory time, callback, standby or shift differential compensation pay.
- D. Eligible employees will be compensated for overtime worked in accordance with applicable federal and state laws and collective bargaining agreements.

V. SERVICE CONNECTED DISABILITY COMPENSATION

- A. The County will supplement an employee's benefits received through a qualified claim under NRS Chapter 616 or 617, Industrial Insurance and Occupational Disease respectively, in accordance with the provisions of this Section, provided the employee turns over to the County all compensation payments received from the Workers' Compensation claim.
- B. During the first 340 work hours of a qualified Workers' Compensation claim, or other amount of time as provided for in the applicable collective bargaining unit agreement, whether the employee works or is on approved leave during that time period, compensation will be paid as follows:

1. For an employee who is unable to work, in addition to the Workers' Compensation payment, the County will supplement the employee's compensation up to the amount of the employee's full-time County salary.
 2. For an employee who is released to regular or full-time duty on a temporary work assignment, requiring therapy/medical appointments during work hours, the County will compensate the employee for work hours spent in therapy/medical appointments without requiring the employee to use his/her accumulated leave.
 3. For an employee who is released to work part-time on a temporary work assignment, the County will supplement the difference between the employee's regular full-time salary and the employee's part-time salary combined with any Workers' Compensation payment.
- C. After the first 340 work hours of a qualified Workers' Compensation claim, or other amount of time as provided for in the applicable collective bargaining unit agreement, compensation will be paid as follows:
1. For an employee who is unable to work, the portion of the employee's salary not paid by Workers' Compensation may be applied toward the employee's accumulated leave, if any, unless otherwise requested in writing by the employee. Accumulated leave will be used in the order specified in applicable collective bargaining agreements. If all or the portion of leave requested by the employee has been exhausted and the employee is still unable to return to work, the employee will be placed in Workers' Compensation leave without pay status. Workers' Compensation leave without pay status places the employee in a status of non-creditable service, and the SEIU agreement provisions of leave without pay and non-creditable service will apply. An employee may request in writing to not use any or a portion of his/her accumulated leave and to be placed in Workers' Compensation leave without pay status prior to exhausting all leave balances.
 2. For an employee who is released to regular or full-time duty on a temporary work assignment, requiring therapy/medical appointments during work time, the employee may request to use accumulated leave or leave without pay for time spent at therapy/medical appointments.
 3. For an employee who is released to work part-time on a temporary work assignment, the employee may request to use accumulated leave or leave without pay for time not compensated through working or Workers' Compensation benefits.
- D. Paid time allowed by the County for each therapy/medical appointment will be limited to two hours (one hour for travel to and from the appointment and one

hour for the actual appointment/therapy) unless otherwise noted on the County Physician Disability Slip form by the physical therapist or the authorized treating physician.

- E. Failure to comply with this Policy, applicable Nevada Revised Statutes, and/or guidelines set through the applicable collective bargaining agreement and the County Workers' Compensation Program may cause delay in the receipt of pay and/or suspension of benefits, including the pay supplemented by the County, and may result in disciplinary actions.

**PERSONNEL POLICY VII
EMPLOYEE LEAVE**

EFFECTIVE: 02/17/04

I. FAMILY AND MEDICAL LEAVE ACT (FMLA)

A. In accordance with the Family and Medical Leave Act, Clark County will grant job-protected family and medical leave to eligible employees for up to 12 weeks per 12-month period for any one or more of the following reasons:

1. The birth and care of a child of the employee, or the placement and care of a child with the employee for adoption or foster care (leave must be taken within 12 months of the birth or placement for adoption or foster care;
2. The care of an immediate family member (spouse, child, or parent) of the employee if such immediate family member has a serious health condition; or
3. The employee's own serious health condition that makes the employee unable to perform the functions of his/her position.

B. Coverage and Eligibility

1. To be eligible for family and medical leave, an employee must have:
 - a. Worked for Clark County for at least 12 months as of the date leave begins; and
 - b. Worked at least 1,250 hours over the previous 12-month period as of the date leave begins.
2. An employee may request family and medical leave in accordance with the procedures, conditions and time lines outlined in Personnel Procedure No. 10. Unless otherwise authorized by the County Manager, Department Heads will submit applications for family and medical leave directly to the Risk Management and Safety Division of the Finance Department for approval.

C. Use of Leave

1. An employee may take leave continuously or intermittently over a 12-month period for a combined maximum of 12 weeks.
2. An employee requesting continuous leave for up to a 12-week period will be authorized for such leave once his/her application has been approved.
3. An employee requesting intermittent leave for regularly scheduled health provider visits, treatments or other authorized purpose will submit to his/her Department Head and Risk Management and Safety Division of

the Finance Department a written schedule of such appointments prior to beginning the appointments.

4. Unless otherwise approved by the Department Head, and subject to the applicable collective bargaining agreements, an employee will be required to use accrued paid leave prior to requesting unpaid leave during the 12-week period. Accrued sick leave should be used prior to use of other accrued leave.

D. Insurance Benefits

1. An employee on family and medical leave will not be required to make any additional health insurance premium payments beyond his/her monthly employee contribution rate for health insurance. Life insurance and long-term disability insurance premiums will be paid by the County until the employee has exhausted his/her paid leave and has been on unpaid leave in excess of 30 days, at which time he/she will be required to pay the entire life insurance and long-term disability insurance premiums in order to continue coverage in those plans. The employee must contact Risk Management and Safety Division of the Finance Department to determine when the payment of such premiums is required.
2. If an employee fails to pay insurance premiums within 30 days from the due date, Risk Management and Safety Division of the Finance Department may terminate the employee's insurance coverage.
3. Any employee whose insurance premiums were paid by the County during a leave will reimburse the County for the total amount of insurance premiums that the employee was obligated to pay pursuant to this Section.

E. Conclusion of Family and Medical Leave

1. To provide for the continued operations of the County, upon return to work at the conclusion of family and medical leave an employee may be returned to his/her former position or transferred or reassigned to a position with equivalent pay and benefits. The employee will resume his/her employment status in effect at the time the leave began.
2. An employee who fails to return to work within five days following the conclusion of his/her authorized leave may be regarded as having abandoned his/her position in the County service.

II. CATASTROPHIC LEAVE

- A. Employees holding permanent status may donate leave into a Countywide catastrophic leave bank under the following conditions:

1. Leave donations may be made in a lump sum or on a periodic leave deduction basis.
 2. Donations may be made from vacation leave, sick leave and/or compensatory time balances.
 3. The minimum donation is one hour.
 4. A maximum of 40 hours of unused sick leave per incident may be donated, provided the donating employee retains a minimum balance of 120 sick leave hours after the donation.
 5. Unused vacation leave may be donated, provided the donating employee retains a minimum balance of at least 40 vacation leave hours after the donation.
 6. Leave may be donated to a specific employee identified by the donor.
 7. Unused portions of donated leave will not be returned to the donor but will remain in the catastrophic leave bank.
- B. Donated leave time will be converted to dollars at the hourly rate of the donor. When a recipient is identified, an appropriate amount of dollars will be converted to sick leave at the hourly rate of the recipient. An employee may be granted up to 320 hours of employee catastrophic sick leave for any one incident. If an employee needs additional hours to get through the elimination period for long term disability, then and only then, under such extraordinary circumstances, the employee may be granted additional hours of employee catastrophic sick leave. An employee may not be granted more than 80 hours of family catastrophic leave.
- C. Eligibility for use of employee catastrophic sick leave:
1. An employee must have successfully completed six months of employment with the County and his/her probationary period;
 2. An employee must have exhausted all of his/her leave balances;
 3. An employee's condition must meet the definitions and conditions set forth in Subsection E below; and
 4. An employee absent due to an approved service connected disability is not eligible to participate in the catastrophic leave program.
- D. Eligibility for use of family catastrophic sick leave:
1. An employee must have successfully completed six months of employment with the County and his/her probationary period;

2. An employee must have exhausted all of his/her leave balances;
 3. The condition of the employee's immediate family member must meet the definitions and conditions set forth in Subsection E below; and
 4. Requests for family catastrophic leave from two or more County employees to care for a person who is an immediate family member of both employees will be combined for the purpose of granting leave hours.
 5. The employee must use the catastrophic sick leave within 20 working days of approval.
- E. For the purposes of this Section the following definitions and conditions will apply: "Catastrophic illness/injury" is defined as an illness or injury that requires inpatient care at a medical facility or that renders an employee, spouse, child, or parent bedridden at home. "Bedridden" is defined as limiting an individual's ambulatory status to home, allowing attention to in-home personal care needs, attend physicians' appointments, and receive necessary medical treatment related to their catastrophic illness. The illness or injury cannot be a result of an illegal act, nor can it be self-inflicted.
- F. Eligible employees must request catastrophic leave in accordance with the County's Personnel Procedure No. 11.

III. LEAVE OF ABSENCE WITHOUT PAY

- A. At the County's sole discretion, a permanent status employee may be granted a leave of absence without pay for a period not to exceed 90 calendar days. Any additional leave must be recommended by the Department Head and approved by the County Manager or his/her designee.
- B. Leave of absence without pay may not be granted until all accumulated vacation leave is used unless approved by the Department Head and the Deputy Director of the Office of Human Resources.
- C. An employee on a leave of absence without pay will not accrue vacation, sick leave, or retirement credits during any such leave period.
- D. Except as provided for in Section I of this Policy VII, an employee on a leave of absence without pay for over 30 consecutive calendar days will be required to pay the entire medical insurance, life insurance and long-term disability insurance premiums in order to continue coverage in those plans.
- E. Any period during which an employee is on leave of absence without pay over a period of 21 consecutive calendar days in a calendar year will be deducted from the employee's creditable service for longevity pay.

- F. A leave of absence without pay granted to an employee must be taken continuously and will not be approved intermittently with other forms of leave.
- G. An employee absent without authorized leave for more than five days may be regarded as having abandoned his/her position in the County service. A termination under these conditions will render the employee ineligible for placement on a rehire list.

PERSONNEL POLICY VIII
MISCELLANEOUS EMPLOYMENT REQUIREMENTS

EFFECTIVE: 02/17/04

I. VALID NEVADA DRIVER'S LICENSE REQUIREMENTS

- A. Employees required by their position duties to have a valid Nevada driver's license, including specific class requirements, will maintain the license. Such employees who fail to notify their supervisors of a suspended, restricted, or revoked driver's license may be suspended pending termination.
- B. If an employee who is required to maintain a valid driver's license has the license suspended, revoked or restricted, the Department Head may, with the approval of the Office of Human Resources:
 - 1. Assign the employee duties within the same classification description that do not require the driving or operating of County vehicles.
 - 2. Temporarily demote the employee into a classification for which the employee qualifies. An employee temporarily demoted will not be compensated at a level exceeding the new classification's salary schedule.
 - 3. Place the employee on leave without pay in accordance with Policy VII, Section III, Leave of Absence Without Pay, if temporary work that does not require driving is unavailable.
- C. No accommodation for an employee with a suspended, revoked, or restricted driver's license will exceed six months. If the suspension, revocation, or restriction of the license exceeds six months, the employee may be permanently reassigned to a vacant position not requiring a valid driver's license, permanently demoted into a vacant position for which he/she qualifies, or suspended pending termination.

II. MEDICAL EXAMINATIONS

- A. The Office of Human Resources will administer a medical examination program to:
 - 1. Provide the County with employees who are physically able to perform applicable job duties.
 - 2. Protect the health and safety of County employees and the public.
- B. Candidates who have received an offer to be hired to specific positions which have a medical examination as part of the selection process will be required to take and pass a medical examination prior to occupying the position. Candidates who have received an offer to be hired to a position in a specific job classification that includes a drug screen as a requirement of employment will be required to

take and pass a drug screening. A drug screening must have been completed by the candidate within 24 hours of receipt of the drug screen paperwork from the Office of Human Resources.

Current County employees who are being considered for placement into a classification that requires a medical examination (routine physical or CDL/DOT) must pass the required examination prior to being placed in the classification. Employees who have passed the Commercial Driver's License (CDL) examination within the prior 24 months will not be required to take a new examination.

- C. Medical records of employees are confidential and will be maintained as such. Such records will be used only as permitted by law.
- D. Medical examinations required as a condition of employment will be at no cost to the candidate. The County will not be responsible for any additional testing or treatment that may be recommended. Any expense beyond the standard medical examination will be the responsibility of the candidate.
- E. The County's examining physician will be furnished with medical examination standards approved by the Office of Human Resources.
- F. The Office of Human Resources may:
 - 1. Request and accept additional medical information regarding a candidate, at his/her expense, prior to making a final employment decision.
 - 2. Waive any disability disclosed by the examination if, upon recommendation of the physician and after consultation with the affected appointing authority, the Office of Diversity and the Office of Human Resources are satisfied that the disability will not impair the candidate in performing all of the essential duties of the position.
- G. After receiving an offer of employment, candidates will be removed from consideration for employment and from the certification and eligibility lists under the following circumstances:
 - 1. Failure to report for the medical examination at the time and place designated.
 - 2. Failure to pass the medical examination when the examining physician indicates that the disability is permanent that it will prevent the person from performing any of the essential duties of the position and that the disability cannot be reasonably accommodated in accordance with the Americans With Disabilities Act.

3. Failure to take or report for a drug screen within 24 hours of receipt of drug screen paperwork from the Office of Human Resources.
- H. In an emergency, the appointing authority may request permission from the Office of Human Resources to allow a candidate to begin work in a temporary status pending a medical examination. The examination will be taken no later than two weeks from the date of appointment. If the employee does not pass the medical examination for the position, he/she will be immediately terminated from County service.
- I. The County may require an employee to submit to a medical or psychological examination, at County expense, when it is believed that the employee is incapable of performing his/her essential duties due to illness, injury, or use of alcohol, controlled substances or over-the-counter or prescription medication.
- J. Employees in safety-sensitive positions as defined by the U.S. Department of Transportation (DOT) will be required to pass a physical that complies with DOT guidelines.

III. CERTIFICATION OF MEDICAL CONDITION

- A. A Department Head, with just cause, may require that an employee submit to the following process to obtain a certificate of fitness from a state licensed health care provider indicating whether or not the employee is medically capable of performing the essential functions and duties of his/her position without restriction or limitation.
- B. The Department Head or designee will contact the Office of Human Resources for documents needed to schedule the certificate of fitness evaluation.
- C. Risk Management and Safety Division of the Finance Department will select a state licensed medical provider and schedule an appointment for the employee. The County will pay for the evaluation; the employee will attend the appointment on his/her own time.
- D. If the state licensed health care provider concludes that:
 1. The employee is medically able to perform the duties of his/her regular position, the employee will be required to return to full duty immediately without restrictions.
 2. The employee is temporarily restricted from performing certain functions of his/her classification, the department may offer temporary work assignments in accordance with Personnel Procedure No. 08, Structured Return-To-Work (SRTW) Program. In no case will temporary work assignments under the SRTW Program exceed 90 days.

3. The employee is permanently disabled and unable to perform the duties of his/her regular position, an assessment will be made as to whether the employee is eligible for a workplace accommodation pursuant to the Americans With Disabilities Act.
 4. The employee will not be able to return to full duty in his/her position for 12 months or more from the first day of disability, the County may initiate medical separation procedures.
- E. The medical separation process applicable to this Section will consist of:
1. The County assisting the employee in identifying any vacant posted positions for which he or she qualifies and is medically capable of performing, and for which the employee may then apply; or
 2. If such a position is not available, separating the employee from employment with the County.
- F. An employee who has been medically separated from the County and subsequently obtains a certificate of fitness may be reemployed in accordance with the provisions of Policy III, Employee Recruitment and Selection, Subsection V. The former employee at his/her own expense must take the applicable job classification description to a State licensed health care provider and obtain a certificate of fitness attesting that the individual is capable of performing the essential functions of the job.

IV. ACQUIRED IMMUNE DEFICIENCY SYNDROME (AIDS) POLICY

- A. The County will not conduct routine serological testing of current or prospective employees for human immunodeficiency virus (HIV).
- B. The County will not refuse employment to, terminate, or treat disparately people who are otherwise qualified and able to perform their jobs solely because they are HIV positive.
- C. Reasonable accommodations will be made to keep employees working who have HIV/AIDS and are able to perform all the essential duties of their positions. The Office of Diversity will determine what constitutes a reasonable accommodation.
- D. If the County has a reasonable basis to believe that an employee with HIV/AIDS is unable to perform all the essential duties of his/her position, the employee may be required to produce a certificate of fitness by the employee's physician or a physician selected by the County pursuant to the provisions of Section III of this Policy VIII.
- E. The Surgeon General has stated that HIV/AIDS is not transmitted through casual contact in the workplace. If an employee refuses to work with a coworker who

has or is believed to have HIV/AIDS, the employee refusing the work assignment may be subject to disciplinary action.

V. INVESTIGATION OF THREATS OR ACTS OF VIOLENCE IN THE WORKPLACE

- A. All employees are prohibited from committing acts or threats of violence at or in conjunction with the workplace. Employees found in violation of this Policy will be subject to disciplinary action up to and including termination.
- B. All perceived threats or acts of violence involving employees in the workplace should be reported immediately to the employee's supervisor and subsequently to the Office of Human Resources Division of Employee Relations, who will:
 - 1. Perform an initial review to determine if the complaint warrants further investigation;
 - 2. Coordinate a fact-finding investigation; and/or
 - 3. Recommend action to the applicable Department Head or elected official as appropriate.
- C. Any employee wishing to file a complaint regarding violence in the workplace must complete a form available from the Office of Human Resources and submit it to that Office.

**PERSONNEL POLICY IX
EMPLOYEE WORK SCHEDULES**

EFFECTIVE: 07/20/04

REVISED: 07/20/04

I. STANDARD WORK SCHEDULE

The County's standard work schedule will consist of a 40-hour workweek and eight-hour workdays, generally but not limited to Monday through Friday, from 8 a.m. to 5 p.m. (except holidays), with a one-hour non-paid lunch.

II. ALTERNATIVE WORK SCHEDULE

Employees may be eligible for participation in the County's alternative work schedule program in accordance with applicable collective bargaining agreements. Employees who are covered under the County's Management Compensation Plan will be required to work a minimum of 80 hours a pay period.

III. EMPLOYEE TELECOMMUTING

The County Manager will develop and implement an employee telecommuting program (ETP) whose goals are to increase workplace productivity and contribute to air quality improvement and decreased traffic congestion. Under the ETP, selected employees who meet specific work standards may be permitted to work from their homes in accordance with the procedures outlined in Personnel Procedure No. 05. The minimum standards to be maintained in considering suitability for participation in the ETP will be: (i) satisfying customer needs; (ii) meeting program requirements; and (iii) maintaining public services and functions during business hours. Employees who are covered under the County's Management Compensation Plan will not be eligible for participation in the employee telecommuting program.

**PERSONNEL POLICY X
EMPLOYEE DISCIPLINE**

EFFECTIVE: 02/17/04

I. DISCIPLINARY ACTION

- A. Employees in the competitive service may be reprimanded, suspended, demoted or terminated with just cause. Just cause may include, but is not limited to: inefficiency, incompetence, insubordination, moral misconduct, mental or physical disability as shown by competent medical evidence, excessive absenteeism, habitual tardiness or absenteeism, abuse of sick leave, withholding services, falsifying and/or destroying records or reports, intentionally deleting or altering information, or violation of established County or departmental work rules or procedures.
- B. Appropriate and reasonable corrective action will be taken against an employee for just cause based on the severity of the incident and previous discipline issued. Progressive discipline may include an oral warning, a written reprimand or suspension, and may culminate in either a demotion or termination. The need for more severe and immediate disciplinary action may be necessary in the event of a major violation of established rules, regulations or policies of the County or the department.

II. INVOLUNTARY TERMINATION HEARINGS

- A. A non-bargaining unit employee in the competitive service who is recommended for termination from County service may request, in writing to his/her Department Head, a pre-termination hearing to respond to the charges before a final decision is reached. Failure to request a pre-termination hearing within specified time limits will constitute a waiver of the right to a pre-termination hearing.
- B. Once the decision is made to recommend termination, the employee will be suspended without pay pending the pre-termination hearing.
- C. An employee in the competitive service who has been involuntarily terminated will have the right to appeal the decision through a post-termination hearing.
- D. No prejudicial, discriminatory, or otherwise unfavorable action will be taken against any witnesses in a hearing for his/her participation in the hearing.
- E. Employees in the competitive service not covered by a collective bargaining agreement will be covered by the pre- and post-termination hearing procedures outlined in Personnel Procedures No. 14.

III. GRIEVANCE PROCEDURES

Employees eligible for membership in a collective bargaining unit will be covered under the grievance procedures in the applicable collective bargaining agreement.

**PERSONNEL POLICY XI
EMPLOYEE SEPARATION**

EFFECTIVE: 02/17/04

I. RESIGNATION

An employee resigning from employment with the County will submit a written resignation to his/her appointing authority.

II. EXIT INTERVIEWS

- A. The Office of Human Resources will administer an exit interview program to inform departing employees on such matters as retirement, benefits, insurance, and reemployment rights. The program will also focus on the employee's comprehensive employment experience.
- B. All permanent status employees separating from the County will be given the opportunity for an exit interview, regardless of his/her length of service, department, or the circumstances surrounding his/her separation.

III. LAYOFFS

- A. When the County determines a reduction in force is necessary, employees covered under a collective bargaining agreement will be laid off and recalled in accordance with the requirements of the collective bargaining agreement.
- B. When a reduction in force is necessary, employees not covered under a collective bargaining agreement will be laid off and recalled in the following manner:
 - 1. Employees' seniority, capabilities, and qualifications will be taken into consideration in making layoff decisions.
 - 2. In conducting a recall of employees following a layoff, employees and former employees having permanent status and who were laid off or reduced in schedule as a result of the layoff will take precedence over all others.

**PERSONNEL POLICY XII
ETHICAL STANDARDS**

EFFECTIVE: 02/17/04

I. PREFERENTIAL TREATMENT

Employees will not use or attempt to use their official County positions to secure or grant privileges, exemptions, advantages, contracts, or preferential treatment for themselves or others.

II. CONFLICTS OF INTEREST AND ACCEPTANCE OF GIFTS

- A. Employees will not directly or indirectly solicit, accept, or receive any gift whether in the form of money, services, loan, travel, entertainment, hospitality, promise, or in any other form, except as provided herein. Unsolicited gifts must be returned, shared with other employees, or given to charity. Gifts which may influence a reasonable employee in the performance of his/her duties, or which appear to be intended as a reward for any official action on the employee's part, or which potentially create the perception of impropriety, as determined by the Department Head or Assistant County Manager, shall be refused.

Unsolicited payment of meals with a value less than \$50 may be accepted provided the acceptance of a meal is not intended to influence the employee's performance; or is not intended as a reward for official action; or does not create a potential for a perception of impropriety; or does not occur on a regular basis. The acceptance of a meal with a value of less than \$50 must be disclosed to the employee's Department Head, or in the case of Department Heads to the applicable Assistant County Manager.

Tickets to community events (e.g., not-for-profit banquets, charitable events, openings of commercial properties, etc.), which may provide an opportunity to build working relationships within the community, must be disclosed by the employee to his/her Department Head prior to being accepted. In the case of a Department Head, the disclosure must be to the applicable Assistant County Manager. Tickets which have the potential to influence a reasonable employee in the performance of his/her duties, or which appear to be intended as a reward for any official action on the employee's part, or which creates a potential for a perception of impropriety, as determined by the Department Head or Assistant County Manager, shall be refused.

Any violation of this policy is subject to discipline up to and including termination.

- B. An employee's involvement in any activity that is a conflict of interest is prohibited. A conflict of interest is any interest of the employee (financial, personal, collaborative or otherwise) that could impair the independence of judgment or the ability of a reasonable employee to act in the County's or public's best interests in any matter. A conflict of interest may arise from outside

employment, donor/donee or debtor/creditor relationships, consulting arrangements, family or personal relationships, legal or fiduciary arrangements and financial investments, or any other matter that could be construed by a reasonable third party as conflicting with the employee's duties.

C. The following guidelines are minimum standards:

1. No employee will accept from any person a loan, cash, credit, gift, or other benefit in connection with his/her County employment.
2. No employee will accept complimentary benefits or offerings of any kind from any person with whom that employee is currently dealing in an official County business capacity.
3. No employee will use public property, funds, or discretionary decisions toward personal or political gain.
4. No employee will publicly endorse any particular product or service.
5. Any violation of this Policy or the ethical standards of NRS 281.481 may be cause for discipline up to and including termination.

D. Department Heads, in cooperation with the Office of Human Resources, will prepare guidelines for their respective department's employees further defining employment activities that are potentially a conflict of interest and other conflict of interest situations in that department, including:

1. Examples of activities indigenous to that department that could be construed to be a conflict of interest;
2. Examples of activities indigenous to that department that would not be construed to be a conflict of interest; and
3. A list of any additional departmental requirements necessary to ensure compliance with this Policy.

III. FULL DISCLOSURE

- A. Employees will disclose to their Department Heads any potential conflicts of interest that may affect any matter or aspect of their County duties. Employees will not participate as agents or representatives of a County department or take any action or make recommendations on any matter in which they have a conflict of interest as determined by the Department Head.
- B. The following minimum standards for full disclosure by employees may be further delineated by individual departments or directives of the County Manager.

1. It is the responsibility of each employee to inform his/her Department Head of any potential conflict of interest and the full nature of that interest which may affect an assigned duty.
 2. The Department Head will determine whether a conflict exists and if the employee must recuse himself/herself from taking any action in a matter that may be affected by his or her interest.
 3. Department Heads may make individual policies to reassign duties where a conflict exists and when an employee has a conflict of interest.
- C. Employees in position classifications that exercise significant discretionary authority in the provision of service within a department will submit Financial Disclosure Statements to the Deputy Director of the Office of Human Resources and the County Clerk's Office, Commission Division, no later than March 31st of every year. The County Manager will determine the position classifications in each department that exercise significant discretionary authority. At a minimum, this provision will apply to Department Heads and Staff Directors. Financial Disclosure Statement forms will be designed by the County Manager and, once completed, made available for public inspection in the County Clerk's Office.

IV. CONFIDENTIAL INFORMATION

- A. Employees will respect and protect confidential information to which they have access in the course of official County duties; avoid any interest or activity that lies in conflict with the conduct of official County duties; and seek no favor for personal economic interest or the interest of others secured by confidential information.
1. No employee who acquires information in the course of his/her duties, which information by law or policy is not available at the time to the general public, will use such information to further his/her own economic interest or that of others.
 2. No employee may use work hours or County resources to secure information intended to be used to further his/her economic interest or that of others.

V. ADDITIONAL COMPENSATION/NOTICE OF ADDITIONAL EMPLOYMENT

- A. An employee will not accept any salary, retainer, augmentation, expense allowance, or other compensation from any private source for the performance of his/her duties as a public employee. An employee will inform the County of any outside employment unrelated to official duties. Prior to beginning any employment activity in addition to County service, the employee must complete a "Notice of Additional Employment" form and submit it to the Department Head

for approval. If it is determined that a conflict exists, the employee will be informed that he/she may not hold both positions simultaneously.

- B. To ensure no conflict of interest exists, no employee may:
 - 1. Seek or accept additional employment, ownership, or partnership in a business outside County service which is determined to be in conflict with his/her duties as an employee or in conflict with the functions and responsibilities of the department;
 - 2. Hold two County positions of any type simultaneously; or
 - 3. Hold a County position and contract employment with the County simultaneously.

VI. USE OF COUNTY PROPERTY

- A. Employees will not directly or indirectly use or permit others to use County property of any kind for personal use. Employees will protect and conserve all County property, including equipment and supplies entrusted or issued to them. Employees will be required to replace or reimburse the County for any property lost or damaged due to the employee's negligence. Administrative Guideline No. 16 provides further details concerning appropriate use of County property.
- B. The following are minimum standards for the use, security, and care of County property and equipment. Additional guidelines for the use of property may be established by directive of the County Manager or by individual departments.
 - 1. County equipment and vehicles are for employee use in the performance of assigned duties; and
 - 2. Any equipment or supplies entrusted or issued to an employee should be cared for properly.

VII. POLITICAL ACTIVITIES

- A. Employees will not perform or participate in improper political activities in the workplace, including, without limitation, any act which detracts from or impairs the effectiveness of an employee in his/her work, or involves obligations or considerations inconsistent with his/her work, or involves obligations or considerations inconsistent with his/her status as a County employee.
- B. The following standards are established to further delineate the conduct of employees with respect to political activities during business hours:

1. Each employee is encouraged to exercise his/her rights as a citizen to vote and become involved in political campaigns of his/her choice outside work hours;
2. An employee must exercise extreme diligence in separating personal political views from his/her official duties and position as an employee, especially on the job;
3. An employee must not engage in any political activities at the workplace; and
4. An employee must not wear campaign buttons, hats, or other paraphernalia during the workday, or display political items in the work area, including but not limited to in restrooms and other building common areas.

**PERSONNEL POLICY XIII
SUBSTANCE ABUSE POLICY**

EFFECTIVE: 02/17/04

- I. It is the policy of Clark County to foster and provide a drug- and alcohol-free workplace for all employees. A drug- and alcohol-free workplace protects the safety of the public as well as the County's valuable workforce. While the County will be supportive of those who seek help voluntarily, the County will be equally firm in identifying and disciplining those who continue to be substance abusers and do not seek help.
- II. The County may perform pre-employment, post-accident and/or reasonable cause substance abuse testing on employees or prospective employees. Substance abuse testing that discloses abuse may result in disciplinary action, mandatory attendance in substance abuse treatment and education programs, and/or referral to the Employee Assistance program. Employees not covered by a collective bargaining agreement will follow the policy established in the SEIU, Local 1107, collective bargaining agreement.
- III. Employees working in, and applicants for, safety-sensitive positions as defined by the U.S. Department of Transportation (DOT), including those employees who are drivers and mechanics of the County's Commercial Motor Vehicles and who are required to hold Commercial Driver's Licenses, are required to comply with all DOT regulations, adhere to specific consequences for violations, and undergo pre-employment, pre-duty, post-accident, reasonable-suspicion and random substance abuse testing in accordance with DOT regulations and the Drug and Alcohol Policy for DOT-Covered Employees of Clark County, available from the Office of Human Resources.