

CARSON WATER SUBCONSERVANCY DISTRICT Administrative Committee

NOTICE OF PUBLIC MEETING

DATE: August 30, 2021

TIME: 10 am

LOCATION: Carson Water Subconservancy District Conference Room & via Zoom
777 E. William St., #110
Carson City, NV 89701

Virtual attendance is available *via* [Zoom](#). If you prefer to phone in, call (669)900-9128. Meeting ID: 880 0470 0604; Passcode: 031129

NOTE: Masks are required for all in-person attendees regardless of vaccination status in counties with substantial or high transmission of COVID in Nevada per Directive 047. Currently, Carson City is listed as a county with substantial or high transmission, and masks will be required.

AGENDA

The Carson Water Subconservancy District (CWSD) Board may: 1) take agenda items out of order; 2) combine two or more items for consideration; and/or 3) remove an item from the agenda or delay discussion related to an item at any time. All votes will be conducted by CWSD Board of Directors. Reasonable efforts will be made to assist and accommodate individuals with disabilities who wish to attend the meeting. Please contact Catrina Schambra at (775)887-7450 (catrina@cwsd.org), at least two business days in advance so that arrangements can be made.

1. Call to Order the CWSD Administrative Committee.
2. Roll Call
3. For Discussion Only: Public Comment - Action may not be taken on any matter brought up under public comment until scheduled on an agenda for action at a later meeting.
4. For Possible Action: Approval of the Administrative Committee Minutes from December 19, 2019
5. For Possible Action: Review changes to the Personnel Policy Manual and various CWSD Policies
6. For Possible Action: Review salary comparisons for the various CWSD positions
7. For Possible Action: Discuss the need to hire a Part-Time Clerk for FEMA Data Entry
8. For Discussion Only: Public Comment - Action may not be taken on any matter brought up under public comment until scheduled on an agenda for action at a later meeting.
9. For Possible Action: Adjournment

Supporting material for this meeting may be requested from Catrina Schambra at 775-887-7450 (catrina@cwsd.org) and is available at the CWSD offices at 777 E. William St., #110A, Carson City, NV 89701 and on the CWSD website at www.cwsd.org.

In accordance with NRS 241.020, this notice and agenda has been posted at the following locations:

-Dayton Utilities Complex
34 Lakes Blvd
Dayton, NV

-Minden Inn Office Complex
1594 Esmeralda Avenue
Minden, NV

-Lyon County Administrative Building
27 S. Main St.
Yerington, NV

-Churchill County Administrative Complex
155 N Taylor St.
Fallon, NV

-Carson City Hall
201 N. Carson St.
Carson City, NV

-Carson Water Subconservancy District Office
777 E. William St., #110A
Carson City, NV

-Alpine County Administrative Building
99 Water St.
Markleeville, CA

-CWSD website:
<http://www.cwsd.org>
-State public meetings website:
<http://notice.nv.gov>

AFFIDAVIT OF POSTING

The undersigned affirms that on or before 9:00 A.M. on August 20, 2021, he/she posted a copy of the *Notice of Public Meeting and Agenda* for the August 30, 2021, regular meeting of the Carson Water Subconservancy District and the Carson River Watershed Committee, in accordance with NRS 241.020; said agenda was posted at the following location:

SIGNATURE

Name: _____ **Title:** _____ **Date & Time of Posting:** _____

AGENDA ITEM #4

MINUTES OF LAST COMMITTEE MEETING

**CARSON WATER SUBCONSERVANCY DISTRICT
ADMINISTRATIVE COMMITTEE
December 16, 2019, 2pm**

DRAFT Meeting Minutes

Committee Members Present:

Carl Erquiaga, Churchill County (via teleconference)
Stacey Giomi, Carson City (via teleconference)
Ken Gray, Lyon County
Steve Thaler, Douglas County

Staff Present:

Ed James, General Manager
Catrina Schambra, Administrative Assistant & Secretary to the Board

Committee Member Thaler called the meeting of the Administrative Committee to order at 2:05 pm a.m. in the Conference Room of Carson Water Subconservancy District, 777 East William Street, Suite 110A, Carson City, Nevada. Roll call was taken, and a quorum of the Administrative Committee was present.

Item #3 – Discussion Only: Public Comment - None

Item #4 - For Possible Action: Approval of the Administrative Committee minutes from June 5, 2019

Committee Member Giomi made the motion to approve the minutes from the Administrative Committee meetings on June 5, 2019 as presented. The motion was seconded by Committee Member Gray and unanimously approved by the Administrative Committee.

Item #5 – Selection of a candidate to receive the 2020 Andy Aldax Carson River Watershed Award

Mr. James reported there were two nominations this year and explained the criteria for consideration for the award, including a 10-year minimum of working in the watershed and showing a dedication that goes beyond your job of working in the watershed. The goal of the Administrative Committee is to make a recommendation for the full Board to consider at the regular meeting. He shares that he does know one of the nominees, Richard Wilkinson, who has worked for several years with CWSD on may projects in the watershed. He has not met the other nominee but based on her recommendations she has been very involved in the watershed.

Committee Member Gray says he also knows nominee Richard Wilkinson and is familiar with his work.

Committee Member Giomi says the nomination of Phyllis Lipka Atkinson is a real stand out to him. She has worked at multiple places in the watershed and he thinks the way she uses the high school students to teach elementary students is an ingenious way to do it. He feels she goes above and beyond to make the Carson River a key component of her teaching and has been a great value to River Wrangler projects.

Committee Member Gray is impressed with Richard Wilkinson's work in the watershed and that he volunteers too.

Committee Member Erquiaga says both looks good and are deserving, and he doesn't know either one of them personally.

Committee Member Thaler says he knows Richard Wilkinson and that he is well known within the watershed. He thinks that although both are good candidates, but he'd really like to see Mr. Wilkinson get recognized for his many years of work.

Committee Member Giomi says he doesn't know either one personally.

Committee Member Gray made a motion to recommend Richard Wilkinson to the CWSD Board of Trustees to be the 2020 recipient of the Andy Aldax Carson River Watershed Award. The motion was seconded by Committee Member Erquiaga and approved 3-1-0 by the Administrative Committee, with Committee Member Giomi voting no.

Item #8 – Discussion Only: Public Comment - None

The Administrative Committee meeting was adjourned at 2:12pm.

Respectfully submitted,

Catrina Schambra
Secretary to the Board

AGENDA ITEM #5

CARSON WATER SUBCONSERVANCY DISTRICT ADMINISTRATIVE COMMITTEE

TO: Committee Members

FROM: Edwin James

DATE: August 30, 2021

SUBJECT: Agenda Item #5 – For Possible Action: Review changes to the Personnel Policy Manual and various CWSD Policies

DISCUSSION: Staff will discuss the proposed changes to the Personnel Policy Manual and various CWSD policies.

Attached is a draft of the Personnel Policy Manual (attachment #5A) with the major change being the addition of a Longevity Benefit (page 4-3) that mirrors the benefit available to Carson City employees. CWSD has traditionally used Carson City employee benefits as a model for CWSD employees.

Other proposed changes to the Personnel Policy Manual are word smithing and edits as recommended by POOL/PACT Human Resources in their annual guidance to update employee forms. These changes hone the policy language but have no financial impact to the benefits policies.

Also attached are revisions to the following CWSD Policies:

- #5B Criteria for Selecting Board Officers (updated to include Storey County)
- #5C Criteria for Budget Expenditures (language edit)
- #5D Selecting Committee Members (change to every 2 years)
- #5E Cost of Living Adjustment Policy (New)
- #5F Debt Management Policy (Added NRS 350.013 language)
- #5G Director Meeting Compensation (Director's fee NOT paid for telephone only attendance)

STAFF RECOMMENDATION: Recommend approval of the update to the CWSD Personnel Policy Manual, attached policy revisions and new COLA Policy.

DRAFT



Personnel Policy Manual

Revised August 2021

Carson Water Subconservancy District

777 E. William Street, Suite 110A, Carson City, NV 89701 (775) 887-750

PERSONNEL POLICY MANUAL ~~FOR~~
CARSON WATER SUBCONSERVANCY DISTRICT
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APPENDIX A – CONSANGUINITY / AFFINITY CHART

1. GENERAL PROVISIONS

1.1. Purpose

Carson Water Subconservancy District (CWSD) retains the sole right to manage its affairs and direct its workforce within the existing framework of law (national, state, and local), but not limited to the right to plan, direct, and control its operations: to determine the location of its facilities; to determine working hours; to decide the types of services to be provided and the manner of providing them; to decide the work to be performed; to decide the method and place of providing its services; to determine the schedules of work; to hire, layoff, assign, transfer, and promote employees; to determine the qualifications of employees; to determine and re-determine job content; to determine the starting and quitting times; to make such reasonable rules and regulations, as it may from time to time deem best for the purpose of maintaining order, safety, and/or effective operations of its facilities and to require compliance therewith by employees; to discipline and discharge employees for cause.

The following policies apply to all employees including General Manager except as otherwise stated in employment contract, policy, or minute action taken by the Board of Directors.

1.2. Administration

CWSD reserves the right to change these personnel policies at any time. Nothing contained in these policies is intended to confer any property right in continued employment or a contract of employment.

All employees of CWSD are expected to read and familiarize themselves with the contents of these policies. Each employee is to complete and sign an acknowledgement form after receiving these policies. The completed form will be included in the employee's personnel file. An employee's failure to comply with these policies may result in disciplinary action, up to and including termination.

All changes, revisions, additions, and notices of deletions to these policies will be made available to all employees.

1.3. Personnel Files

A master personnel file will be maintained for each employee. An employee's supervisor or manager may elect to maintain a duplicate copy of the documents; however, this does not supersede or eliminate CWSD's need to maintain the master personnel file for each employee. At the time of hire, each new employee will complete all government-required documentation, all CWSD required documentation, and, when applicable, documentation pertaining to such matters as benefit plans enrollment and beneficiary designations. Where required, the employee has the responsibility to provide a copy of his/her driver's license or other required license or certificate. Additionally, an employee must report to his/her supervisor or manager any suspension, restriction, or revocation of his/her driver's license or other required license or certificate immediately. An employee may inspect the contents of his/her personnel file. All inspections must be conducted in the presence of the General Manager. Copies of the

contents may be made, but employees may not remove any documents in the file. Negative or derogatory material shall not be placed in an employee's file unless the employee has had reasonable opportunity to review the material. The employee will be required to sign such material to indicate s/he has reviewed it. If the employee refuses to sign such material, it may be placed in the employee's file with a dated notation that the employee refused to sign for such material after being given an opportunity to do so. An employee may submit a factual statement in rebuttal to adverse material placed in his/her personnel file.

The contents of each employee's personnel file may include, at a minimum, the following:

- Job description
- Position's exempt/non-exempt status
- Job application/resume
- Job offer letter (starting 8/1/2010)
- Employment contract/any agreement between the employee and CWSD
- Signed acknowledgements including receipt of CWSD's policies and procedures, handbook, new employee orientation checklist, and related documents
- Emergency contact information
- Authorizations for release of information signed by employee
- Salary history record including rates of pay and other forms of compensation
- Employment history of positions held including promotion(s), demotion(s), transfer(s), layoff(s), and termination(s)
- Training/education records including college transcripts
- Performance evaluations
- Performance improvement plan, letters of instruction, and reports of coaching/counseling session
- Documentation of oral reprimand(s), written reprimand(s), disciplinary notice(s), and document(s)
- Letters of recognition(s), commendation(s), congratulation(s)

1.4. Confidential Information

Identification of Confidential Information

The following types of personnel information and employment records that CWSD maintains concerning current employees, former employees, and applicants for employment are confidential:

1. All information in the application for employment including, but not limited to, letters of reference and resumes or his/her status as an applicant for employment.
2. All information that CWSD received or compiled concerning the qualifications of an applicant or an employee including, but not limited to, reports by CWSD, law enforcement officials, or other individuals concerning the hiring, promotion, performance, conduct, or background of applicants or employees.

3. The ratings or remarks concerning an applicant by members of an evaluation board or results from any testing or screening process for employment.
4. Materials used in examinations, including answers on any written exam or suggested answers for an oral interview.
5. Information in an employee's file or record of employment which relates to his/her:
 - a. Performance.
 - b. Conduct, including any disciplinary action taken.
 - c. Race, ethnic identity or affiliation, age, gender, marital status, number and names of dependents, military/veteran status, living arrangements, membership in any organization, sexual orientation, national origin, disability, date of birth, or social security number.
 - d. Past or present home address, telephone number, post office box, or relatives; and
 - e. All information concerning the voluntary or involuntary termination of an employee, excluding the dates of employment.
6. The name of an employee's/former employee's designated beneficiary.
7. All medical information concerning an employee or applicant including, but not limited to, pre-employment and post-employment medical and psychological examinations, disability and documentation, drug testing, genetic testing, pregnancy, doctor's certification, and any other medical information that an employee or applicant voluntarily provides or CWSD requests.
 - Notations on attendance sheets that an employee has taken sick leave are not a confidential record.
 - All confidential medical information shall be kept in files segregated from other personnel and employment records. Access to such files shall be strictly limited to those with a demonstrable need-to-know.
8. All information contained in a confidential investigative file.

All confidential investigative files shall be kept in files segregated from other personnel and employment records with access limited to only those with a demonstrable need-to-know. When and if it becomes the basis for disciplinary action, it will be part of the file to which the employee has access.

1.5. Access to Confidential Information

Access to confidential records is restricted to the following unless specifically provided in a separate policy:

1. Except as otherwise provided in this section, access to the materials for an examination and information relating to an applicant which are

relevant to a decision to hire that person is limited to employees with a business need to know the information.

2. Access to an employee's file of employment containing those items listed above as confidential is limited to:
 - a. The employee.
 - b. The employee's representative when a signed authorization from the employee is presented.
 - c. CWSD's General Manager or his/her designated representative.
 - d. Persons who are authorized pursuant to any state or federal law or an order of court.
 - e. CWSD's attorney or other counsel representing CWSD.
 - f. Any other parties with whom CWSD has a contractual relationship in order to enable CWSD to respond accurately and fully to any lawsuit, complaint, grievance, or other statutory appeal filed by or on behalf of an employee or former employee against CWSD.

1.6. Disposal of Personal Records

1. NRS 239B.030 states that government agencies shall ensure that personal information, defined as social security numbers, driver's license numbers, or bank account numbers, required to be maintained by state or federal statute and received after January 1, 2007, be maintained in a confidential manner.
2. If the agency has records containing personal information which is not required by specific state or federal statute and the information was received prior to January 1, 2007, the information may be obliterated or removed from documents and computer systems.
3. In compliance with the Fair and Accurate Credit Transactions (FACT) Act Disposal Rule, CWSD shall dispose of sensitive information derived from consumer reports to ensure there will be no unauthorized access to – or use of – any confidential information.

In addition, any identifying personal information which is stored on electronic files shall be destroyed or erased so that the information cannot be read or reconstructed.

1.6.1 Method of Disposal

CWSD shall dispose of sensitive information by shredding or burning any and all documents which contain personal information. Although the law specifically applies to consumer reports and the information derived from consumer reports, CWSD shall, in accordance with good personnel practices, properly dispose of any records containing employee personal or financial information. An electronic record must be destroyed in accordance with the applicable schedule in a manner that ensures the information cannot be retrieved or reconstructed, including, without limitation, overwriting, degaussing and the physical destruction of the storage media.

CWSD will determine whether the disposal of consumer report documents will take place by utilizing an internal process and equipment or by procuring the services of a document destruction contractor to dispose of material that is specifically identified as consumer report information. CWSD will exercise due diligence to ensure that a contractor disposes of documents as required by law. Due diligence may consist of requiring that the disposal company be certified by a recognized trade association to ensure the disposal company complies with the disposal rule requirements.

1.7 Related Forms

CWSD Personnel Policies – Acknowledgment and Receipt

2. EMPLOYEE RELATIONS

2.1. Fair Employment Practices

2.1.1. Policy

CWSD recognizes the fundamental rights of applicants and employees to be assessed on the basis of merit. Recognition of current employment with CWSD may also be considered. CWSD does not sanction or tolerate discrimination in any form on the basis of race, color, religion, age, gender, pregnancy, sexual orientation, national origin, ancestry, disability, veteran status, domestic partnership, genetic information, gender identity or expression, political affiliation, or membership in the Nevada National Guard.

CWSD will:

1. Recruit, hire, train, and promote for all job classifications without regard to “protected class membership” which is defined in Definitions section~~race, color, religion, age, gender, pregnancy, sexual orientation, national origin, ancestry, disability, veteran status, domestic partnership, genetic information, gender identity or expression, political affiliation, or membership in the Nevada National Guard.~~, as well as to ensure that all compensation, benefits, transfers, layoffs, return from layoffs, CWSD- sponsored training, social, and recreation programs will be administered in conformance with CWSD’s policy.
2. Hold all supervisors/managers responsible for ensuring that personnel policies, guidelines, practices, procedures, and activities are in compliance with federal and state fair employment practices, statutes, rules, and regulations.

2.1.2. Scope

This policy applies to all persons involved in the operation of CWSD and prohibits harassment, discrimination, and retaliation by any employee, including supervisors/managers and coworkers, volunteers, customers, or clients of CWSD, and any vendor or other service provider with whom CWSD has a business relationship. CWSD will not tolerate instances of harassment, discrimination, or retaliation, whether or not such behavior meets the threshold of unlawful conduct.

2.1.3. Equal Employment Opportunity Officer Designated

The primary responsibilities for ensuring fair employment practices for CWSD are promoted and adhered to are assigned to CWSD’s designated Reporting Officer. The Reporting Officer shall be CWSD’s General Manager.

2.2. Anti-Harassment

2.2.1. Policy

CWSD promotes a productive work environment and does not tolerate verbal, physical, written, or graphical conduct/behavior(s) that harasses, disrupts, or interferes with another's work performance or that creates an intimidating, offensive, or hostile environment based on that person's "protected class membership" which is defined in Definitions ~~section~~~~race, color, religion, age, gender, pregnancy, sexual orientation, national origin, ancestry, disability, veteran status, domestic partnership, genetic information, gender identity or expression, political affiliation, or membership in the Nevada National Guard,~~ or any other basis that is inappropriate or offensive.

2.2.2. Prohibited Conduct/Behavior(s)

CWSD will not tolerate any form of harassment, including any conduct/behavior(s) on the part of employees, volunteers, clients, customers, vendors, contractors, etc., that impairs an employee's ability to perform his/her duties. Examples of prohibited conduct/behavior(s) include, but are not limited to:

1. Offensive verbal communication including slurs, jokes, epithets, derogatory comments, degrading or suggestive words or comments, unwanted sexual advances, invitations, or sexually degrading or suggestive words or comments.
2. Offensive written communication including notes, letters, notices, emails, texts, or any other offensive message sent by electronic means.
3. Offensive gestures, expressions and graphics including leering, obscene hand, finger, or body gestures, sexually explicit drawings, derogatory posters, photographs, cartoons, drawings, or displaying sexually suggestive objects or pictures.
4. Physical contact when the action is unwelcomed by recipient including brushing up against someone in an offensive manner, unwanted touching, impeding, or blocking normal movement, or interfering with work or movement.
5. Expectations, requests, demands, or pressure for sexual favors.

2.3. Dealing w/Allegations of Prohibited Behavior

2.3.1. Process

Employees or applicants who believe they are being subjected to any form of prohibited conduct/behavior(s) as described in this policy by another (e.g. employee, client, customer, vendor, volunteer, contractor, etc.) based on their race, color, religion, age, gender, pregnancy, sexual orientation, national origin, ancestry, disability, veteran status, domestic partnership, genetic information, gender identity or expression, political affiliation, or membership in the Nevada National Guard, as well as those who believe they have witnessed another employee, client or member of the public being subjected to prohibited conduct/behavior(s), have an affirmative duty to bring the situation to the attention of the Employee Responsibilities

Employees who believe they personally are being or have been subjected to prohibited conduct/behavior(s) and/or are the target of any form of prohibited conduct/behavior(s), or have witnessed any other employee being subjected to these behaviors, should immediately:

1. Identify the offensive conduct/behavior(s) to the alleged harasser and request that the behavior cease.

Note: An employee is **NOT** required to talk directly to the alleged harasser or to the employee's supervisor/manager. It is **critical**, however, that the employee contact one of the individuals listed in sections 2 or 3 below if s/he believes s/he is being targeted or has witnessed what the employee believes to be prohibited conduct/behaviors(s) directed to or committed by another employee(s), client(s), customer(s), vendor(s), volunteer(s), contractor(s), etc.

2. If the employee feels uncomfortable in speaking directly to the alleged harasser or if the employee requested the prohibited conduct/behavior(s) to cease, but the request did not produce the results desired, the employee should report the conduct/behavior(s) as soon as possible to CWSD General Manager.
3. Employees who believe the General Manager has engaged in prohibited conduct/behavior(s) should bring such concerns to the attention of the Chairman of the Board. The Chairman of the Board will designate an objective person to conduct an investigation of such allegations. Employees may also report the conduct/behavior(s) to CWSD's attorney.
4. An employee who witnesses or obtains information regarding prohibited conduct/behavior(s) by his/her immediate supervisor/manager is required to report the incident to the General Manager.
5. Applicants who have concern regarding violations of this policy are encouraged to contact the designated General Manager.

2.3.2. Supervisor/Manager Responsibilities

Regardless of whether the employee involved is in the supervisors/managers department and regardless of how s/he became aware of the alleged prohibited conduct/behavior(s), all supervisors/managers must immediately report all allegations or complaints or observations of such conduct/behavior(s) to the General Manager. A supervisor's/manager's failure to immediately report such activities, complaints, or allegations will result in discipline, up to and including termination.

2.3.3. Investigation

Upon being made aware of allegations or complaints of prohibited conduct/behavior(s), CWSD will ensure that such allegations or complaints are investigated promptly. CWSD treats all allegations or

complaints seriously and expects all employees to be candid and truthful during the investigation process.

CWSD will make efforts to ensure that all investigations are kept as confidential as reasonably possible. Employees will be requested to refrain from discussing the subject content with others, particularly while the investigation is in progress. Employees may be required to provide information to regulatory agencies. CWSD will release information obtained only to those individuals involved in the investigation and the administration of the complaint with a business need-to-know, or as required by law.

CWSD will communicate to the individual who made the initial complaint, as well as the individual against whom the complaint was made, whether the allegations of policy violation were substantiated or not.

If evidence arises that a participant in the investigation made intentionally false statements, that employee will be disciplined, up to and including termination.

If it is determined that a violation of this policy has occurred, CWSD will take remedial action against the violator commensurate with the severity of the offense. Such remedial action may include, but is not limited to, counseling, verbal warning, written reprimand, pay reduction, transfer, demotion, suspension without pay, or termination. CWSD will also initiate action to deter any future prohibited conduct/behavior(s) from occurring.

2.4. Training

CWSD will provide training every two years to all employees on the prevention of prohibited conduct/behavior(s) in the workplace. All new employees will be provided a copy of this policy upon hire and the contents will be discussed during the new hire orientation process. A copy of this policy will be made available to applicants upon request.

2.5. Prohibition Against Retaliation

Retaliation is adverse treatment which occurs because of opposition to prohibited conduct/behavior(s) in the workplace. CWSD will not tolerate any retaliation by management or by any other employee against an employee who exercises his/her rights under this policy. Any employee who believes s/he has been harassed, retaliated, or discriminated against in any manner whatsoever as a result of having filed a complaint, assisted another employee in filing a complaint, or participated in an investigative process should immediately notify the General Manager. CWSD will promptly investigate and deal appropriately with any allegation of retaliation.

2.6. Drug- and Alcohol-Free Workplace

2.6.1. Policy

CWSD recognizes that substance abuse in our nation and our community exacts staggering costs in both human and economic terms. Substance abuse can be reasonably expected to produce impaired job performance, lost productivity, absenteeism, accidents, wasted materials, lowered morale, rising health care costs, and diminished interpersonal relationship skills.

1. CWSD is committed to:
 - a) Maintaining a safe and healthy workplace for all employees.
 - b) Assisting employees who recognize they have a problem with drugs or alcohol in receiving appropriate treatment.
 - c) Periodically providing employees with information about the dangers of workplace drug abuse; and
 - d) When appropriate, taking disciplinary action for failure to comply with this policy.
 - e) This policy applies to volunteers as well as employees
2. CWSD strictly prohibits the following behavior:
 - a) The use, sale, attempted sale, manufacture, attempted manufacture, purchase, possession or cultivation, distribution and/or dispensing of illegal drugs by an employee at any time and in any amount. This prohibition includes the use or possession of prescription medicines for which the individual does not have a valid prescription and the inappropriate use of prescribed medicines for which the employee has a valid prescription. The prohibition also includes using over-the-counter medications or consumer products not meant for human consumption contrary to instructions provided by the manufacturer. In addition, CWSD prohibits employees from possessing open containers of alcoholic beverages while on CWSD's premises and/or while on duty and from working with a blood-alcohol level of .04 or more at any time.
 - b) Bringing alcohol, illegal drugs, and other substances which may impair the safety or welfare of employees or the public onto the premises controlled by CWSD or placing in vehicles or equipment operated on behalf of CWSD.
 - c) Driving an organizational vehicle while on or off duty with a blood alcohol level of .04 or more or under the influence of an illegal drug, regardless of amount.

- d) Law enforcement personnel performing job-related functions which require possession and/or transportation of such substances are exempt from this section.
3. Reporting Requirements
- a) A supervisor/manager who receives information or is a witness to any use of drugs or alcohol by an employee which violates CWSD's policies or the law, is required to report this information to his/her supervisor/manager immediately. The information reported must include:
 - The persons(s) involved, including all witnesses.
 - Any information gathered, such as actual observation of drug /alcohol use, the presence of paraphernalia, observation of any unusual physical signs or behaviors.
 - A written record of specific conversations held with the accused and any witnesses.
 - All pertinent facts, including date(s), time(s), and locations(s).
 - b) An employee who witnesses or obtains information regarding illegal drug/alcohol use by his/her immediate supervisor/manager is required to report the incident to that individual's supervisor/manager.
4. Specimen collection, drug testing procedures, sample collection, and alcohol testing procedures will comply with all applicable provisions of federal and state law.
5. A positive test result for alcohol or drugs will be grounds for disciplinary action, up to and including termination.
6. Employees in safety-sensitive positions as defined in 49 CFR Part 382, et seq., are subject to the Federal Department of Transportation (DOT) (49 CFR Part 40) and the Federal Motor Carrier Safety Regulations (FMCSR), as prescribed by the Federal Motor Carrier Safety Administration (FMCSA) (49 CFR Parts 382, 383, 387, 390-397, and 399), as well as CWSD's Drug- and Alcohol-Free Workplace Policy.
7. Since CWSD receives funding through federal grants and is therefore still subject to the Drug-Free Workplace Act of 1988, marijuana (including medical marijuana), cocaine, opiates, amphetamines (including methamphetamines), phencyclidine (PCP), and MDMA are considered illegal Schedule I or II drugs through the Federal government. All employees must comply with the Drug-Free Workplace Act of 1988 and may not have any detectable level of Schedule I or II drugs in their system while at work. Failure to comply will result in disciplinary action, up to and including termination. (Added 12-14-16)

2.6.2. Employee Responsibilities

1. Each employee is responsible for reviewing and complying with CWSD's Drug- and Alcohol-Free Workplace Policy.
2. Each employee is responsible for meeting standards for work performance and safe on-the-job conduct.
3. Employees shall not report to work under the influence of alcohol, illegal drugs, or misused prescription or over-the-counter drugs.
4. Employees who suspect they may have a substance abuse problem are encouraged to seek counseling and rehabilitation from CWSD's Employee Assistance Program (EAP) provider, a substance abuse professional, or other treatment provider. CWSD's medical insurance policy may provide for payment of some or all of the treatment costs.
5. It is the responsibility and obligation of employees in safety-sensitive positions to determine, by consulting a health care provider, if necessary, whether or not a legal drug s/he is taking may/or will affect his/her ability to ~~safely and efficiently perform his/her job duties~~perform his/her job duties safely and efficiently. An employee in a safety-sensitive position whose medication may affect their ability to safely perform their job must contact the human resources director or department director who will attempt to find an appropriate alternative assignment. If none is available, the employee may take sick leave or be placed on a medical leave of absence (if available and the employee otherwise qualifies) or take other steps consistent with the advice of a health care provider. If an employee reports to work under the influence of prescription medication and, as a result, endangers him/herself or others, the employee will be disciplined, up to and including termination.
6. Each employee must report the facts and circumstances of any criminal drug or alcohol conviction that occurred while on duty or which may impact the employee's ability to perform the duties of his/her job. If duties involve driving a vehicle, the employee must report to his/her supervisor/manager a conviction for driving under the influence (DUI), and/or revocation or suspension of the driver's license pending adjudication. Notification to CWSD must occur before resuming work duties or immediately after the conviction or revocation/suspension. Failure to notify CWSD will result in disciplinary action, up to and including possible termination.
7. CWSD Employees must act as responsible representatives of CWSD and as law-abiding citizens. It is every employee's responsibility to report violations of this policy to his/her immediate supervisor/manager. Such reporting is critical in preventing serious injuries or damage to CWSD's property.
8. Employees who are required to submit to a drug and/or alcohol test must complete and sign the consent form.

2.6.3. Employee Assistance and Voluntary Referral

1. CWSD strongly encourages employees who suspect they have substance abuse problems to voluntarily refer themselves to a treatment program. A voluntary referral is defined as being one that occurs prior to any positive test for illegal drugs or alcohol under this policy and prior to any other violation of this policy, including a criminal conviction of that individual for a drug- or alcohol-related offense. A decision to participate in the employee assistance or other treatment program will not be a protection or defense from discipline.
2. Any employee who voluntarily requests assistance in dealing with a personal drug and/or alcohol problem may do so through a private treatment program for drug and alcohol problems.
3. If applicable, the cost of the drug or alcohol rehabilitation or treatment program shall be borne by the employee and/or the employee's insurance provider. All information regarding an employee's participation in treatment will be held in strict confidence. Only information that is necessary for the performance of business will be shared by CWSD's management.

2.6.4. Reasonable Suspicion Testing

1. When any supervisor/manager has reasonable suspicion that an employee may be under the influence of alcohol or drugs, the employee in question will be directed by the supervisor/manager to submit to drug and/or alcohol testing.
2. The supervisor/manager shall be responsible to determine if reasonable suspicion exists to warrant drug and/or alcohol testing and shall be required to document, in writing, the specific facts, symptoms, or observations which form the basis for such reasonable suspicion. When possible, the documentation will be forwarded to the supervisor/manager or designee to authorize the drug and/or alcohol test of an employee.
3. The supervisor/manager shall direct an employee to undergo drug and/or alcohol testing if there is reasonable suspicion that the employee is in violation of this policy. The employee will be suspended with pay pending results of the test.
4. Circumstances which constitute a basis for determining reasonable suspicion may include, but are not limited to:
 - a) Information provided either by reliable and credible sources or independently corroborated.
 - b) The first line supervisor or another supervisor/manager receives information from a reliable and credible source as determined by the supervisor/manager that an employee is violating CWSD's policy.

- c) Direct observation of drug or alcohol use while on duty.
 - d) The first line supervisor or another supervisor/manager directly observes an employee using drugs or alcohol while an employee is on duty.
 - e) Employee admits using drugs or alcohol prior to reporting to work or while at work.
 - f) Drug or alcohol paraphernalia possibly used in connection with illicit drugs or alcohol found on the employee's person or at or near the employee's work area.
 - g) Evidence that the employee has tampered with a previous drug and/or alcohol test.
5. The following behaviors will also contribute toward reasonable suspicion and, collectively or independently, on a case-by-case basis may provide a sufficient reason for requesting a drug and/or alcohol test:
- a) A pattern of abnormal or erratic behavior. This includes, but is not limited to a single, unexplainable incident of serious abnormal behavior or a pattern of behavior which is radically different from what is normally displayed by the employee or grossly differing from acceptable behavior in the workplace.
 - h) Presence of physical symptoms of drug and/or alcohol use. The supervisor/manager observes physical symptoms that could include, but are not limited to, glassy or bloodshot eyes, slurred speech, poor motor coordination, or slow or poor reflex responses different from what is usually displayed by the employee or generally associated with common ailments such as colds, sinus problems, hay fever, and diabetes.
 - c) Violent or threatening behavior.

 First Incident: If an employee engages in unprovoked, unexplained, aggressive, violent, and/or threatening behavior against any person, the supervisor/manager may request that the employee submit to drug and/or alcohol testing.

 Second Incident: Whether or not an employee has previously received formal counseling or disciplinary action for unprovoked, unexplained, aggressive, violent, or threatening behavior, upon a second or subsequent episode of similar behavior/conduct, the supervisor/manager will request that the employee undergo drug and/or alcohol testing.

- d) Absenteeism and/or tardiness.

If an employee has previously received disciplinary action for absenteeism and/or tardiness, a continued poor record that warrants a second or subsequent disciplinary action may, in combination with other relevant behaviors, result in drug and/or alcohol testing.

An employee who is required to submit to reasonable suspicion testing will be immediately provided transportation by CWSD to the location of the test. The employee will be advised to refrain from eating or drinking before being tested. After the employee submits to the test or if the employee refuses to be tested, CWSD will provide transportation for the employee to his/her home.

2.6.5. Post-Accident Testing

1. Each employee involved in an accident will be tested for drugs and/or alcohol as soon as possible after the accident, but after any necessary emergency medical attention has been provided. The employee will be provided transportation to the testing lab and transportation home. Accidents that trigger testing are those that result in:

- a) Death.
- b) Medical treatment other than ~~first aid~~first aid.
- c) Loss of consciousness; or
- d) Property damage estimated to be valued at or in excess of two thousand five hundred dollars (\$2,500.00).

The employee will be advised to refrain from eating or drinking before being tested. After the employee submits to the test or if the employee refuses to be tested, CWSD will provide transportation for the employee to his/her home.

An employee may be placed on administrative leave with pay pending the results of this test. If the test comes back positive and CWSD needs to conduct further investigation, the employee will be placed on administrative leave with pay.

In the event an employee is so seriously injured that s/he cannot provide a blood, breath, or urine specimen at the time of the accident, the employee must provide necessary authorization, as soon as the employee's physical condition allows, to enable CWSD to obtain hospital records or other documents that indicate whether there were drugs or alcohol in the employee's system when the accident occurred.

2. In the event federal, state, or local officials conducted drug and/or alcohol testing following an accident, the employee will be required to sign a release allowing CWSD to obtain the test results from such officials.
3. An employee who is subject to a post-accident test must remain readily available for testing. An employee who leaves the scene before the test is administered or who does not make him/herself readily available may be deemed to have refused to be tested, and such refusal shall be treated as a positive test. Further, the employee, subject to a post-accident test, must refrain from consuming alcohol for eight hours following the accident or until the employee submits to an alcohol test, whichever comes first.

2.6.6. Safety-Sensitive Positions

1. CWSD shall conduct pre-employment testing for drugs and alcohol for positions identified as safety sensitive by CWSD. Successfully passing these tests is a condition of future or continued employment.
2. Safety-sensitive positions means positions which may, in the normal course of business:
 - a) Require the employee to operate their private vehicle on company business on a regular and recurring basis.

2.6.7. Return-to-Work Testing/Follow-Up Testing

1. If CWSD agrees to continue employment, an employee who violates this policy and undergoes rehabilitation for drugs or alcohol will, as a condition of returning to work, be required to agree to follow-up testing as established by CWSD. The extent and duration of the follow-up testing will depend upon the safety and security nature of the employee's position and the nature and extent of the employee's substance abuse problem. CWSD will review the conditions of continued employment with the employee prior to the employee's returning to work. Any such condition for continued employment shall be given to the employee in writing. CWSD may consider the employee's rehabilitation program in determining an appropriate follow-up testing program.
2. Any employee subject to return-to-work testing that has a confirmed positive drug or alcohol test will be in violation of this policy and subject to termination.

2.6.8. Consequence of Refusal to Submit to Testing/Adulterated Specimen

1. An employee who refuses to submit to testing for drugs and/or alcohol, or who consents to a drug or alcohol test but fails to appear timely at the collection site, or who fails to give his/her sample after reasonable opportunity to do so, will be treated as a refusal to submit to a drug or alcohol test. Such refusal shall be

treated as a positive test and may result in disciplinary action up to and including termination.

2. Submission of an invalid, substituted, or adulterated specimen will be considered a refusal to test, and such refusal shall be treated as a positive test and may result in disciplinary action up to and including termination.
3. A diluted positive test result shall be treated as a positive test and may result in disciplinary action up to and including termination.

2.6.9. Testing Guidelines

1. CWSD may test for alcohol and illegal substances including but not limited to:
 - Marijuana (THC)
 - Cocaine, including crack
 - Opiates, including heroin, codeine, and morphine
 - Amphetamines, including methamphetamines
 - Phencyclidine (PCP)
2. Where applicable, CWSD will follow federal testing procedures for drugs and alcohol set forth by the Federal Department of Transportation (DOT) 49 CFR Part 40 and the Federal Motor Carrier Safety Regulations (FMCSR). These regulations may be amended from time to time.

2.6.10. Option for Drug Retest

1. No later than 72 hours after receipt of a positive drug test, an employee may request a confirmatory retest of the same sample at his/her expense at a certified laboratory of his/her choice.
2. Upon request, the medical review officer will authorize the laboratory holding the employee's sample to release to a second laboratory, approved by the Department of Health and Human Services, a sufficient quantity of the sample to conduct a second testing analysis.
3. The employee will be required to authorize the laboratory to provide CWSD with a copy of its test results. The accuracy of the test results will be verified by the laboratory conducting the analysis.

2.6.11. Requirement for Drug Retest

An employee who tests negative dilute will be required to immediately retest. The employee will:

1. Be given the minimum possible advance notice of retest,
2. Will be accompanied by a supervisor to the collection site, and
3. Will not be allowed to eat or drink between the period of being noticed of the retest and the actual test.

The retest will not be under direct observation unless directed to do so by the Medical Review Officer. If the retest is also negative dilute, the test will be considered negative and CWSD will not conduct a third test unless directed to do so by the Medical Review Officer.

2.6.12. Searches

1. If CWSD suspects that an employee is in possession of illegal drugs, alcohol, or contraband in violation of this policy, CWSD may search CWSD vehicles, lockers, desks, and work areas. By entering into or being present at a job site while on CWSD time or representing CWSD in any way, an individual is deemed to have consented to such searches. If an individual is asked to submit to a search and refuses, that individual will be considered insubordinate and will be escorted off the job site and disciplined, as appropriate. CWSD may take whatever legal means are necessary to determine whether alcohol or illegal drugs are located or being used on CWSD property. CWSD may call upon law enforcement authorities to conduct an investigation if deemed necessary.
2. Searches will be conducted by management personnel or law enforcement authorities and may or may not be conducted in the presence of the person whose work area is searched. Any suspected contraband will be confiscated and may be turned over to law enforcement as appropriate. Any person whose property is confiscated will be given a receipt for that property by CWSD's representative conducting the search.

2.6.13. Discipline Related to Abuse

1. Employees in violation of the provisions of this policy will be subject to disciplinary action, up to and including termination.
2. An employee may be found to have violated this policy on the basis of any appropriate evidence including, but not limited to:
 - a) Direct observation of illegal use of drugs, prohibited use of alcohol, or possession of illegal drugs or alcohol or related contraband.
 - b) Evidence obtained from a motor vehicle citation or a criminal conviction for use or possession of illegal drugs or for the use, or being under the influence, of alcohol on the job.
 - c) A verified positive test result; or
 - d) An employee's voluntary admission.
3. Prior to determining its course of action, CWSD may direct an employee who has tested positive to submit to an evaluation by a substance abuse professional. The evaluation will attempt to determine the extent of the employee's use of or dependence on

the abused substance(s) and, if necessary, recommend an appropriate program of treatment.

4. If an evaluation is conducted which results in a recommendation for treatment, continued employment may, but is not required, to be allowed if the recommended treatment is immediately begun and successfully completed. The treatment program may include, but is not limited to, rehabilitation, counseling, and after-care to prevent future substance use/abuse problems. The treatment program will **not** be at CWSD's expense; however, employees may use benefits provided by applicable insurance coverage. Failure by the employee to enroll in the recommended treatment program, to consistently comply with the program's requirements, to complete it successfully, and/or to complete any continuing care program shall be grounds for immediate termination from employment. Employees are limited to substance abuse treatment one time only under this policy.
5. When an employee is required to undergo treatment under this policy, the employee may be required to comply with the following as a condition of continued employment:
 - a) Monitoring of the treatment program and the employee's participation by CWSD.
 - b) Submission to return-to-work testing as required under this policy and continuing follow-up testing as provided in the Return-to-Work Testing/Follow-Up Testing, section 2.7.7.; and
 - c) Any other reasonable condition that CWSD deems necessary to maintain a safe and healthy workplace for all employees.

Failure by the employee to enroll in a required treatment program, to consistently comply with the program requirements, to successfully complete the program, and/or to complete any continuing care program will be grounds for immediate termination of employment.

6. Disciplinary action will also be taken for any job performance or behavior that would otherwise be cause for disciplinary action.

2.6.14. Confidentiality

Positive test results may only be disclosed to the employee; the appropriate medical and substance abuse treatment providers; CWSD's attorney; an CWSD representative necessary to respond to an alleged violation of this policy; individuals within CWSD who have a need-to-know of drug and/or alcohol testing results; and a court of law or administrative tribunal in any adverse personnel action.

2.6.14.1. Exceptions

CWSD may authorize consumption of alcoholic beverages in moderation at certain events related to the duties and

responsibilities as listed in an employee's job description. In these events, employees may consume alcohol without violating this policy provided that the employee meets standards for work performance and safe on-the-job conduct.

2.7. Prohibition of Workplace Violence

2.7.1. Policy

CWSD is committed to providing for the safety and security of all employees, volunteers, customers, visitors, and property.

2.7.2. Scope

This policy applies to all employees, including regular, part-time temporary, casual, provisional, and elected officials, volunteers, contract/temporary/seasonal workers and anyone else on CWSD's property.

2.7.3. Implementation of Policy

1. CWSD will not tolerate any form of workplace violence including acts or threats of physical violence, intimidation, harassment, and/or coercion, which involve or affect CWSD, or which occur on property owned or controlled by CWSD or during the course of CWSD's business. Examples of workplace violence include, but are not limited to, the following:
 - a) All threats (including direct, conditional, or veiled) or acts of violence occurring on premises owned or controlled by CWSD, regardless of the relationship between CWSD and the parties involved in the incident.
 - b) All threats of any type or acts of violence occurring off CWSD's premises involving someone who is acting in the capacity of a representative of CWSD.
 - c) All threats of any type or acts of violence occurring off CWSD's premises involving an employee of CWSD, if the threats or acts affect the legitimate interests of CWSD.
 - d) Any acts or threats resulting in a criminal conviction of an employee or agent of CWSD or of an individual, performing services for CWSD on a contract or temporary basis which adversely affect the legitimate interests and goals of CWSD.
2. Specific examples of conduct which may be considered threats or acts of violence include, but are not limited to, the following:
 - a) Hitting, shoving, or otherwise assaulting an individual.
 - b) Direct, conditional, or veiled threats of harm directed to an individual or his/her family, friends, associates, or property.
 - c) The intentional or malicious destruction or threat of

destruction of CWSD's property, or property of another ~~employee;employee.~~

- d) Harassing or threatening phone calls, text messages, notes, letters, computer messages, or other forms of ~~communication;communication.~~
 - e) Harassing surveillance or ~~stalking;stalking.~~
 - f) Unauthorized possession or inappropriate use of firearms, weapons, hazardous biological or chemical substances, or explosives while on CWSD business.
3. CWSD desires to detect and deter real, potential, or threatened violence. Every employee is required to report immediately any acts of violence or any threat of violence against any coworker, supervisor, manager, elected official, volunteer, visitor, or other individual. Supervisory and managerial personnel who witness or become aware of any acts or threats of violence must notify their superior immediately. Every other person on CWSD property is encouraged to report incidents of threats or acts of violence of which s/he is aware. Threats or acts of violence may include:
- a) Discussing weapons or bringing them to the workplace.
 - b) Displaying overt signs of extreme stress, resentment, hostility, or anger.
 - c) Making intimidating, abusive, or threatening remarks.
 - d) Sudden or significant deterioration of performance.
 - e) Displaying irrational or inappropriate behavior.
4. Reports of violence or threatening behavior should be made to the General Manager. CWSD is committed to ensuring that employees reporting real or perceived threats in good faith will not be subject to harassment or retaliation. Nothing in this policy alters any other reporting obligation established in CWSD's policies or in state, federal, or other applicable law.

2.7.4. Violations

- 1. Violations of this policy by any employee will lead to disciplinary action, up to and including termination and/or appropriate legal action. CWSD may also take appropriate disciplinary action against any employee who intentionally makes a false or malicious statement about coworkers or others.
- 2. Actions of law enforcement personnel which are necessary in the performance of their duties and are consistent with policies or sound law enforcement procedures shall not be considered to violate this policy. In addition, actions necessary for bona fide self-defense or protection of employees of CWSD or of CWSD property shall not be considered to violate this policy.

2.7.5. Temporary Restraining Orders

1. CWSD may apply for an order for protection against harassment in the workplace under the terms of NRS 33.200 – 33.360 when it has reason to believe that:
 - a) A person knowingly threatens to cause or commits an act that causes:
 - Bodily injury to him/herself or to another ~~person;~~person.
 - Damage to the property of another person; or
 - Substantial harm to the physical or mental health or safety of a person.
 - b) The threat is ~~made~~made, or an act committed against CWSD, any employee of CWSD while performing employment duties, or against a person present at CWSD's workplace; and
 - c) The threat would cause a reasonable person to fear that the threat will be carried out, or the act would cause a reasonable person to feel terrorized, frightened, intimidated, or harassed.
2. Such order of protection against harassment in the workplace may:
 - a) Enjoin the alleged harasser from contacting CWSD, an employee of CWSD while performing his/her duties, and any person while the person is present at CWSD's ~~workplace;~~workplace.
 - b) Order the alleged harasser to stay away from the workplace; and
 - c) Order such other relief as the court deems necessary to protect CWSD, the workplace of CWSD, CWSD's employees while performing their employment duties, and any other persons who are present at the workplace.

2.8 Employee Bullying

Definition

CWSD defines bullying as repeated inappropriate behavior, either direct or indirect, whether verbal, physical or otherwise, conducted by one or more persons against another or others, at the place of work and/or in the course of employment.

Purpose

The purpose of this policy is to communicate to all employees, including supervisors and managers, that CWSD will not tolerate bullying behavior. Employees found in violation of this policy may be subject to disciplinary action.

Prohibited Conduct

CWSD considers the following types of behavior examples of bullying:

- a. Verbal Bullying: Slandering, ridiculing, or maligning an employee or his/her family; persistent name calling which is hurtful, insulting, or humiliating.
- b. Physical Bullying: Pushing, shoving, kicking, poking, tripping, assault or threat of physical assault, damage to an employee's work area or property.
- c. Gesture Bullying: Non-verbal threatening gestures or glances which convey threatening messages.
- d. Cyber Bullying: Repeatedly tormenting, threatening, harassing, humiliating, embarrassing, or otherwise targeting an employee using email, instant messaging, text messaging, or any other type of digital technology.
- e. Workplace Interference: Sabotaging which prevents work from getting done; deliberately tampering with a person's work area or property; assigning menial tasks outside of a person's normal job duties.

Dealing with Allegations of Bullying

Process

Employees or applicants who believe they are being bullied by another (e.g.e.g., employee, customer, vendor, contractor, etc.), as well as those who believe they have witnessed another employee, client or member of the public being subjected to bullying behavior, have an affirmative duty to bring the situation to the attention of CWSD.

Investigation

Upon being made aware of allegations or complaints of bullying, CWSD will ensure that such allegations or complaints are investigated where deemed necessary.

CWSD will make efforts to ensure that all investigations are kept as confidential as reasonably possible. CWSD will release information obtained only to those individuals necessarily involved in the investigation and the administration of the complaint, or as required by law.

The individual who made the initial complaint, as well as the individual against whom the complaint was made, will be made aware of the final determination by CWSD.

If it is determined that bullying has occurred, CWSD will take appropriate action.

Prohibition Against Retaliation

CWSD will not tolerate any retaliation by management or by any other employee against an employee who exercises his/her rights under this policy. Any employee who believes s/he has been retaliated or discriminated against in any manner whatsoever as a result of having filed a complaint, assisted another

employee in filing a ~~complaint, or~~ complaint or participated in an investigative process should immediately notify the General Manager. CWSD will promptly investigate and deal appropriately with any allegation of retaliation.

2.9. Employment of Relatives

Pursuant to the provisions of NRS 281.210, no officer or appointing authority of CWSD may employ in any capacity on behalf of CWSD any relative of such person who is within the third degree of consanguinity or affinity. Existing employees may continue in their current position following the election of their relative to an appointing authority position.

In addition, no person shall be employed in a position if such employment would require supervision by a relative who is within the third degree of consanguinity or affinity.

2.10. Political Activity

Employees shall not engage in political activity of any kind during working hours. This ~~includes, but~~ includes but is not limited ~~to~~ to soliciting money, influence, service, or any other valuable thing to aid, promote, or defeat any political committee or the nomination or election of any person to public office. Wearing or displaying of apparel, buttons, insignia, or other items which advocate for or against a political candidate or a political cause during work hours is prohibited.

Furthermore, no person shall attempt to coerce, command, or require a person holding or applying for any position, office, or employment, including a citizen requesting service supplied by CWSD, to influence or to give money, service, or other valuable thing to aid, promote, or defeat any political committee, or to aid, promote, or defeat the nomination or election of any person to public office.

Employees may not participate in any of the above-mentioned activities off duty while wearing a uniform, name tag, or any other item identifying them as a representative of CWSD.

Employees are expressly forbidden to use any CWSD resources, including but not limited ~~to~~ to interoffice mail, email, telephone, fax machines, the Internet, or copy machines to engage in any political activity outside the approved scope of the employees' official duties.

2.10.1. Running for or Holding Political Office

While employees are encouraged to participate in the political process, they must understand CWSD also has an obligation to provide service to the public.

Employees who are seeking, or who have been elected or appointed to public office, shall not conduct any business related to these activities while on duty.

If there is a conflict with, or the activities hinder the performance of the duties with CWSD, the employee will comply with one of the following: (final approval is at CWSD's sole discretion)

The employee will be expected to resign their ~~position~~ position.

The employee may apply and seek approval for use of accrued leave time, or the employee may request unpaid leave.

The maximum duration of unpaid leave time approved will be ten days. CWSD's leave policies addressing continuation of health insurance, retirement benefits, accrual of additional leave time, and job and seniority status will be applied in this situation.

2.11 Social Media Networking Policy

2.11.1 Policy

CWSD takes no position on an employee's decision to start or maintain a blog or participate in other social networking activities. However,

employees' use of social media can pose risks to CWSD's confidential and proprietary information and reputation, can expose CWSD to discrimination and harassment claims, and can jeopardize CWSD's compliance with business rules and laws. To minimize these business and legal risks, to avoid loss of productivity and distraction from employees' job performance, and to ensure that CWSD's resources and communications systems are used appropriately as explained below, CWSD expects its employees to adhere to the following guidelines and rules regarding social media use. CWSD's social networking policy includes rules, guidelines, and best practices for CWSD-authorized social networking and personal social networking.

2.11.2 General Provisions

Social media includes all means of communicating or posting information or content of any sort on the Internet, including but not limited to, employee's own or CWSD's video or wiki posting, social networking sites such as Facebook, LinkedIn, and Twitter, personal blogs, personal websites, or other similar forms of online communication journals, diaries, or personal newsletters not affiliated with CWSD.

Unless specifically instructed, employees are not authorized and, therefore, restricted to speak on behalf of CWSD. Employees are expected to protect the privacy and well-being of CWSD and its employees. Employees are prohibited from disclosing confidential employee and non-employee information and any other non-public information to which employees have access to the extent such discussion or disclosures are not protected under state or federal law.

All CWSD policies apply in all social media forums. Policies include, but are not limited to, code of ethical standards, equal employment opportunity, anti-harassment, bullying, and workplace violence.

2.11.3 CWSD Monitoring

Employees are cautioned there is no expectation of privacy while using CWSD's Internet, equipment, or facilities for any purpose, including authorized posting or editing to social networking sites. Employee's posting can be viewed by anyone, including CWSD. CWSD reserves the right to monitor its Internet, equipment, and facilities that are used to

post comments or discussions about CWSD or its employees on social networking sites. CWSD may use search tools and software to monitor use of its Internet, equipment, and facilities for posting to social networking sites.

CWSD reserves the right to use content management tools to monitor, review, or block content on CWSD's social networking sites that violate this policy.

2.11.4 Reporting Violations

CWSD requests and strongly urges employees to report any actual or perceived violations of this policy to his/her immediate supervisor.

2.11.5 Discipline for Violations

CWSD will investigate promptly and respond to all reports of violations of the social networking policy and other-related policies. Violation of CWSD's social networking policy may result in disciplinary action, up to and including termination. CWSD reserves the right to take legal action where necessary against employees who engage in prohibited or unlawful conduct.

2.11.6 Authorized Social Networking

The goal of authorized social networking is to become a part of the community conversation and promote web-based sharing and exchange of CWSD information and feedback from members of the public. Authorized social networking is used to convey information about CWSD operations and services; promote and raise awareness of the organizational culture; search for potential new equipment and training tools; communicate with other employees, members of the public, and interested parties; issue or respond to breaking news or other matters of public interest; and discuss organization-specific activities and events.

When social networking, CWSD must ensure that use of these communication paths maintain honesty, integrity, courteousness, and reputation while minimizing actual or potential legal risks, whether used inside or outside the workplace.

2.11.7 Rules and Guidelines

The following rules and guidelines apply to entries made on all CWSD-related social networking sites.

Only authorized employees can prepare and modify content for CWSD's social networking sites. If an employee is required to use social media as part of his/her job duties, for CWSD's marketing, public relations, recruitment, communications, or other business purposes, the content must be relevant, and add value. If uncertain about any information, material, or conversation, employee will contact his/her supervisor to discuss the content.

Note that CWSD owns all social media accounts used on behalf of CWSD or otherwise for business purposes, including any and all log-in

information, passwords, and content. CWSD owns all such information and content regardless of the employee that opens the account or uses it; ~~and it~~ and will retain all such information and content regardless of separation of any employee from employment with CWSD. If an employee's job duties require him/her to speak on behalf of CWSD in a social media environment, the employee must still seek approval for such communication from his/her supervisor.

All employees must identify themselves as employees of CWSD when posting comments or responses on CWSD's social networking sites. If an employee is contacted to comment about CWSD for publication, including any social media outlet, the request should be directed to General Manager who will then determine the response to be provided on behalf of CWSD.

Any copyrighted information where written reprint information has not been obtained in advance cannot be posted.

All employees of CWSD are responsible for ensuring all social networking information complies with CWSD's written policies. Management is authorized to remove any content posted on an CWSD social media site that does not meet the rules and guidelines of this policy, any other CWSD policy, or that may be illegal, prohibited, or offensive. Removal of such content will be done at the discretion of CWSD without permission or advance warning.

CWSD expects all CWSD-authorized guests to social networking sites to abide by all rules and guidelines of this policy. CWSD reserves the right to remove, without advance notice or permission, all guest content considered malicious, defaming, obscene, threatening, or intimidating. CWSD also reserves the right to take legal action against guests who engage in prohibited or unlawful conduct.

Employees must not expose themselves or CWSD to legal risk by using a social media site in violation of its terms of use. Review the terms of use of all social media sites visited to ensure compliance with those terms of service.

2.11.8 Personal Blogs and Social Networking Sites

CWSD respects the right of employees to use social networking sites and does not want to discourage employees from self-publishing and self-expression. However, employees are expected to follow the rules and guidelines as set forth in this policy to provide a clear line between the employee as the individual and/or as an employee of CWSD. In accordance with provision of NRS 613.135, CWSD will not request usernames and passwords for personal social media accounts. This policy applies to all board members, management, employees, and volunteers.

CWSD does not discriminate against employees who use these sites for personal interests and affiliations or other lawful purposes.

Commenters are personally responsible for his/her commentary on social networking sites and can be held personally liable for commentary that is

considered malicious, defamatory, obscene, threatening, intimidating, or libelous by any offended party, not just CWSD. Remember that what is published might be available to be read by the masses (including CWSD, future CWSDs, and social acquaintances) for a long time. Employees should keep this in mind before posting content.

Employees shall not use social networking sites to harass, threaten, discriminate, or disparage against employees or anyone associated with or doing business with CWSD. Social media should never be used in a way that violates any other CWSD policies or employee obligations. If an employee's social media activity would violate any of CWSD's policies in another forum, it will also violate them in an online forum.

If employee chooses to identify him/herself as an employee of CWSD, note that some readers may view him/her as a spokesperson for CWSD. Because of this possibility, employee is required to state his/her views expressed on the social networking site belongs to the employee alone and is not reflective of CWSD or of any person or organization affiliated or doing business with CWSD.

Employees should use good judgment about what is posted on social media and remember that anything posted can reflect on CWSD, even if a disclaimer is used. Employees should always strive to be accurate in their communications about CWSD and remember that posted statements and materials have the potential to result in liability for the employee and CWSD. CWSD encourages professionalism and honesty in social media and other communications.

Employees cannot post the name, trademark, or logo of CWSD or any business with a connection to CWSD. Employees cannot post CWSD-privileged information, including copyrighted information or CWSD-issued documents.

Authorized employees posting to CWSD-owned social media accounts may not post photographs of other employees, volunteers, members of the public, vendors, and suppliers on CWSD premises, nor can employees post photographs of persons engaged in CWSD business without prior authorization by immediate supervisor.

Employees cannot post any advertisements or photographs of CWSD products and services, nor use CWSD in advertisements without disclosing the employee's connection to CWSD.

Employees cannot link from a personal social networking site to CWSD's internal or external websites.

This policy is not intended to restrict communications or actions protected or required by federal or state law.

2.11.9 Media Contacts

If contacted by the media, press, or any other public news source about employees' post that relates to **CWSD** business, employees are required to obtain approval from the immediate supervisor prior to responding on behalf of CWSD.

2.11.10 Prohibition Against Retaliation

CWSD will not tolerate any retaliation by management or by any other employee against an employee who reported a violation of this policy or cooperating with an investigation. Any employee who believes s/he has been retaliated against in any manner whatsoever should immediately notify the General Manager. CWSD will promptly investigate and deal appropriately with any allegation of retaliation.

2.12 Use of CWSD Property and Premises

Employees will use CWSD's property and equipment including, but not limited to, monies and funds, communication equipment, vehicles, tools, and facilities only for work-related purposes as directed or approved by management. When using CWSD property and equipment, employees are expected to exercise care, perform required maintenance, and follow all operating instructions as well as comply with safety standards and guidelines. Employees will not misuse, destroy, or otherwise use in an improper or unsafe manner any property of CWSD. Employees are prohibited from making unauthorized copies, any other unauthorized use of, or allowing or facilitating the unauthorized possession by others of CWSD keys or other access devices. Employees are prohibited from transporting family members in CWSD's vehicles unless specifically authorized to do so by their supervisor/manager.

CWSD may authorize the examination of lockers, desks, vehicles, and all other property and spaces owned or controlled by CWSD to check for the presence of any unauthorized material, weapons of any type, or controlled substances including, but not limited to, alcohol and illegal drugs. Prior notice to employees that CWSD-owned property or space is to be searched is not required, entrance onto or use of CWSD property is deemed consent. A search may be conducted either in or outside the employee's presence.

2.13 Information Technology

2.13.1 Policy

CWSD requires employees to use information technology (computer systems, telecommunication and other devices, and electronic information/communication) responsibly and in a manner which is not detrimental to the mission and purpose of CWSD. To maintain a level of professionalism, any publication through any means (electronic or otherwise) which is potentially ~~adverse~~adverse to the operation, morale, or efficiency of CWSD will be deemed a violation of this policy.

2.13.2 Privacy

Employees should not expect privacy with respect to any of their activities when using CWSD's computer and/or electronic and telecommunication property, systems, or services. Use of passwords or account numbers by employees does not create a reasonable expectation of privacy and confidentiality of information being maintained or transmitted. CWSD reserves the right to review, retrieve, read, and disclose any files, messages, or communications that are created, sent, received, or stored on CWSD's computer systems and/or equipment.

CWSD's right to review, also called monitoring, is for the purpose of ensuring the security and protection of business records, preventing unlawful and/or inappropriate conduct, and creating and maintaining a productive work environment.

CWSD will not request ~~user names~~usernames and passwords for personal social media accounts and will not take any type of employment action against an employee who refuses to provide the ~~user name~~username and password for their personal social media account. This provision does not prevent CWSD from requiring an employee to disclose their ~~user name~~username and password for access to CWSD's computer or information system.

2.13.3 Use

1. The computers, electronic equipment, associated hardware and software, including, but not limited to, electronic mail (email or instant messaging "IM") and access to online services, as well as voice mail, pagers, smart phones (e.g., BlackBerry, I-phones) and faxes, belong to CWSD and, as such, are provided for business use. Very limited or incidental use by employees for personal, non-business purposes is acceptable as long as it is:
 - a) Conducted on personal time (i.e., during designated breaks or meal periods~~);~~.
 - c) Does not consume system resources or storage ~~capacity;~~capacity.
 - d) Does not involve any prohibited uses; or
 - e) Does not reference CWSD or themselves as an employee without prior approval. This includes, but is not limited to:
 - Text which identifies CWSD.
 - Photos which display CWSD logos, patches, badges, or other identifying symbols of CWSD.
 - Information of events which occurs involving CWSD without prior approval.
 - Any other material, text, audio, video, photograph, or image which would identify CWSD.
2. Employees loading, importing, or downloading files from sources outside CWSD's system, including files from the Internet, World Wide Web, social media sites, and any computer disk, must ensure the files and disks are scanned with CWSD's current virus detection software before installation and execution. Compliance to copyright or trademark laws prior to downloading files or software must be adhered to explicitly.
3. Employees may use information technology, including the Internet, ~~World Wide Web,~~ and social media sites during work hours on job-related matters to gather and disseminate information, maintain their currency in a field of knowledge,

participate in professional associations, and communicate with colleagues in other organizations regarding business issues.

4. An employee's use of CWSD's computers~~s-systems~~, ~~telecommunication-phones~~, ~~office equipment and systems~~, and other devices or the employee's use of personally~~-owned~~ ~~electronic~~ devices to gain access to CWSD's files or other work-related materials maintained by CWSD constitutes the employee's acceptance of this policy and its requirements.

2.13.4 Prohibited Use

Prohibited use includes, but is not limited to, the following:

1. Sending, receiving, or storing messages or images that a "reasonable person" would consider to be offensive, disruptive, harassing, threatening, derogatory, defamatory, pornographic, indicative of illegal or prohibited activity, or any that contain belittling comments, slurs, or images based on race, color, religion, age, gender, pregnancy, sexual orientation, national origin, ancestry, disability, veteran status, domestic partnership, genetic information, gender identity or expression, political affiliation, or membership in the Nevada National Guard.
2. Sending, receiving, or storing chain letters.
3. Conducting outside employment in any manner.
4. Engaging in illegal, fraudulent, defamatory, or malicious conduct.
5. Writing or participating in blogs that injure, disparage, and/or defame CWSD, members of the public, and/or its employees' reputations by name or implication.
6. Downloading, uploading, or otherwise transmitting without authorization:
 - a) Confidential or proprietary information or material
 - b) Copyrighted material
 - c) Illegal information or material
 - d) Sexually explicit material
7. Obtaining unauthorized access to other systems.
8. Using another person's password or account number without explicit authorization by CWSD.
9. Improperly accessing, reading, copying, misappropriating, altering, misusing, or intentionally destroying the information/files of CWSD and other users.
10. Loading unauthorized software or software not purchased or licensed by CWSD.

11. Breaching or attempting to breach any security systems or otherwise maliciously tampering with any of CWSD's electronic systems including, but not limited to, introducing viruses.
12. Using CWSD's information technology for personal, non-business purposes in other than a very limited or incidental way.

2.14 Reporting Convictions, Investigations, and Change of License

2.14.1 Reporting Convictions

All employees and volunteers are required to immediately report convictions, guilty or nolo contendere plea, or deferred adjudications for felony, misdemeanor (excluding juvenile adjudication) or any lesser crime other than a minor traffic infraction to their supervisor or manager. Convictions shall not automatically impact the employees' employment or the volunteer's assignment.

CWSD will make an assessment of the effect of the conviction to the essential duties of the position the employee holds or the duties the volunteer performs.

2.14.2 Reporting Investigations

All employees and volunteers are required to immediately report to their supervisor or manager if they are under investigation by a licensing board or other regulatory entity for actions related to their employment or volunteer assignment.

2.14.3 Reporting Changes of License

An employee or volunteer must immediately notify his/her supervisor or manager of any suspension, restriction, or revocation of his/her driver's license, permit, or other license or certification required for the performance of his/her assigned job or volunteer assignment.

2.15 Personal Appearance

2.15.1 Policy

Each employee is expected to dress and groom appropriately for the job, presenting a clean, safe, and neat appearance. An employee unsure about whether attire or grooming is appropriate should consult with his/her supervisor or manager.

2.16. Telecommuting ~~(Added 3-18-15)~~

2.16.1 Purpose

The purpose of this policy is to define the telecommuting program of the employer and the guidelines under which it will operate.

Telecommuting is defined as working at an alternate worksite that is away from the main or primary worksite typically used by CWSD. Telecommuting is a mutually agreed upon alternative work location between the telecommuting employee and CWSD.

Telecommunicating is not an employee benefit, but rather a work alternative based upon the job content, satisfactory work performance, and work requirements of the department and employer.

2.16.2 Scope

The policy applies to all employees, supervisors, and managers who are approved to telecommute as a work alternative. All supervisors/managers must be familiar with the contents of this policy.

An employee who wishes to request a telecommuting arrangement shall request approval from the General Manager. If the request for telecommuting is for more than two days, the employee shall submit a written request. The form shall be approved by the General Manager before employee ~~may~~ may work remotely telecommute.

2.16.3 Employee Rights and Responsibilities

Except as specified in this policy or agreed to in the individual telecommuting agreement signed by the employee, employee rights and responsibilities are not affected by participating in telecommuting. An employee's compensation, benefits, and expected total number of hours worked will not change regardless of work location.

No benefits provided by CWSD are enhanced or abridged by the implementation of a telecommuting agreement. All forms of telecommuting imply an employee-employer relationship. The employee is expected to adhere to all of the same policies, regulations, and performance expectations established for all employees of CWSD.

Telecommuting employees must keep their supervisor/manager informed of progress on assignments worked on at the alternative worksite, including any problems they may experience while telecommuting. The employee must generate a synopsis of activities and accomplishments for the workday in a prescribed format. Methods of planning and monitoring the work shall be at the discretion of the supervisor/manager and/or CWSD.

Office needs will take precedence over telecommute days. An employee must forgo telecommuting if needed in the office on the regularly scheduled telecommute day.

The employee is responsible for providing an appropriate workspace, including all necessary equipment to perform their normal job functions unless otherwise stated in the written agreement. Equipment supplied by employer is to be used for business purposes only. Any additional financial burden resulting from the telecommuting arrangement is solely the responsibility of the employee.

Telecommuting is not intended to serve as a substitute for child or adult care. If children or adults, in need of primary care, are in the alternate work location during employees' work hours, some other individual must be present to provide care.

2.16.4 Employer Rights and Responsibilities

Participation in a telecommuting agreement is at the sole discretion of the CWSD. Except as specified in this policy or agreed to in the individual telecommuting agreement, CWSD rights are not affected by an employee's participation in telecommuting.

CWSD will determine the methods of planning, monitoring, receiving, and reporting the employee's activity and accomplishment. CWSD must manage the work of employees in their area of responsibility and assure that employees receive the assistance they need to accomplish their responsibilities.

The employees will be given as much advance notice as possible if they will be needed in the office on the regularly scheduled telecommute day.

Each telecommuting agreement will be discussed and renewed at least weekly. Because telecommuting is selected as a feasible work option based on a combination of job characteristics, employee performance, and CWSD needs, a change in any one of these elements may require a review of the telecommuting agreement.

2.16.5 Termination of Telecommuting Agreement

CWSD and/or employee may terminate the telecommuting agreement for any reason, at any time. Whenever feasible, written notice will be provided, but this is not a requirement.

The opportunity to participate in a telecommuting agreement is offered only with the understanding that it is the responsibility of the employee to ensure a proper work environment is maintained, dependent care arrangements must not interfere with work, and personal disruptions such as non-business telephone calls and visitors must be kept to a minimum. Employees must notify their supervisor of any changes to their standard workweek (~~i.e.~~, sickness, health care provider visits, annual leave). Failure to maintain a proper work environment, as determined by CWSD, provides cause for discipline and the termination of the employee's telecommuting agreement.

Approval for any telecommuting request is based upon CWSD and department requirements as determined by CWSD. Employees previously participating in a telecommuting agreement are not assured a telecommuting agreement in the future.

2.17 Related Forms

[Documentation for Reasonable Suspicion Drug/Alcohol Testing](#)
[Alcohol Test Informed Consent - Applicants](#)
[Drug/Alcohol Test Informed Consent – Current Employees](#)
[Drug Test Informed Consent: Applicants](#)
[Investigation Checklist](#)
[Nevada Consanguinity/Affinity Chart](#)
[Suggested Steps for Reasonable Suspicion Drug-Alcohol Testing](#)
[Last Chance Agreement - Drug and Alcohol](#)
[Telecommuting Request Form](#)

3. EMPLOYMENT

THIS SECTION COVERS HIRING FOR REGULAR FULL AND PART-TIME POSITIONS, AND FOR CASUAL/TEMPORARY/SEASONAL POSITIONS.

3.1 Source of Candidate

Regular positions may be filled by applicants from within the organization or from the outside. Applications from present employees may be considered for open positions before non-employee applicants are considered. For open recruitments, the position vacancy announcement will be posted internally and externally.

When deciding what type of recruitment to initiate, CWSD will consider such factors as the impact of the decision on CWSD's efforts to have a workforce which is representative of:

1. The local ~~population~~; population.
2. The qualifications and level of responsibility required by the ~~position~~; position.
3. The extent to which the knowledge and skills required for the position can readily be acquired on the ~~job~~; job.
4. The qualifications of employees potentially available for ~~promotion~~; promotion.
5. The effects on retention of present employees; and
6. The likelihood of attracting well-qualified outside applicants.

After CWSD has determined how they will announce the vacancy, they will determine what types of media (e.g., internet, newspapers, trade journals) will be used to advertise, ensuring outreach efforts reach diverse applicant groups.

3.2 Job Announcements

Prior to initiating recruitment, CWSD should verify the essential job functions; identify knowledge, skills, and abilities needed, and determine what education, experience, and credentials will provide the desired knowledge, skills, and abilities.

3.2.1 Open Recruitments

CWSD will announce all vacancies for regular positions. Position vacancies will be publicized to allow potentially qualified and interested individuals to apply. The announcement will normally include:

1. Title and pay range of the class of the ~~vacancy~~; vacancy.
2. Nature of the work to be performed, including the essential job ~~functions~~; functions.
3. Minimum as well as any preferred qualifications, including education and/or experience, knowledge, skills, and abilities, or other special criteria associated with the ~~position~~; position.
4. License or certifications ~~required~~; required.
5. Manner of applying (where, how and deadlines); and

3.2.2 Promotional Recruitments

Notice of promotional recruitments will be posted in CWSD's work locations as appropriate.

3.3 General Requirements for Filing of Applications

3.3.1 Application Forms

Applications for employment must be made on prescribed forms. Applicants must complete a separate application form for each vacancy unless the job announcement indicates otherwise. Applications must be signed by the applicant. CWSD may also require resumes, completed supplemental questionnaires, and other evidence of education, training, experience, or other lawful requirements, including licenses and certifications. Applications submitted become the property of CWSD.

3.3.2 Signatures

Applications must be signed by the applicant. An electronic signature is acceptable.

3.4 Eligibility of Applicants

An applicant may be disqualified from further participation in the recruitment process by CWSD for material reasons, including, but not limited to, those listed below:

1. The application is not fully and/or truthfully completed.
2. The applicant has prior convictions that relate to the position for which s/he is being considered. Prior conviction shall not automatically disqualify an applicant from employment; however, an applicant's prior conviction of a crime may be considered in the employment decision. CWSD will take into consideration the nature and gravity of the offense, the time that has passed since the offense, and nature of the position sought.
3. The applicant has been discharged from or resigned in lieu of dismissal from any prior employment for any cause which would constitute a reason for dismissal from employment with CWSD.
4. The applicant does not appear at the time and place designated for an examination or interview.
5. The applicant does not possess required license, certificate, permit, etc.

3.5 Interviewing Applicants

Selecting the most appropriately qualified applicant for the position will reduce turnover, reduce the costs associated with training, and improve the effectiveness of the organization.

Once applications have been evaluated and a determination has been made regarding which applicants are selected for an interview vs. those who will not be interviewed based on applicants' education, experience, and other ~~job-related~~job-related qualifications, all applicants should be notified as to their status.

Prior to conducting an employment interview, managers should:

1. Review the job descriptions.
2. Create job-related questions to ask each candidate to help ensure consistency. Ask open-ended, job-related questions about past work experiences to identify skills and strengths.
3. Prepare an Applicant Interview Evaluation Form to measure strengths and weaknesses.
4. Convene an interview team of approximately three members who are representative of both genders and ethnically diverse.

Each applicant applying for the same position should be asked the same, job-related questions on the question guide and rated using the same evaluation form. Whenever necessary, ask follow-up questions to clarify the response of the applicant. Avoid asking questions which are unlawful or on inappropriate subjects.

3.6 Selection

Employment decisions must be based solely on merit. Consistent with applicable federal, state, and local laws and regulations employment decisions may not be influenced by race, color, religion, age, gender, pregnancy, sexual orientation, national origin, ancestry, disability, veteran status, domestic partnership, genetic information, gender identity or expression, political affiliation, or membership in the Nevada National Guard. CWSD will not request ~~user names~~usernames and passwords for personal social media accounts.

In compliance with NRS 281.060(2), if all other qualifications of applicants are considered equal, CWSD must give preference first, to honorably discharged military personnel who are citizens of the State of Nevada, and second to citizens of the State of Nevada.

3.7 Reference Checks

3.7.1 Acquiring References

Reference and background checks are conducted to assist CWSD in assessing an applicant's fitness for employment with CWSD. Only those employees so designated by CWSD may acquire employment references.

3.7.2 Providing References

CWSD has a neutral reference policy as well as a confidential information policy. Only the following personnel information and employment records that CWSD maintains concerning current and former employees shall be provided upon request:

1. Name
2. Class/Job Title
3. Dates of Employment
4. Salary

5. Information regarding an employee terminated for violent actions in the workplace or who may have demonstrated dangerous behavior in the workplace will be provided only after consultation with CWSD's legal counsel.
6. Employment information and documented incidents regarding the character, honesty, and potential for violence of CWSD's employees may be provided to governmental employers, including, but not limited to, any federal, state, county, municipality, or city employers, or any other private (non-governmental) CWSD where the employee's character, honesty, sexual misconduct, and potential for violence are relevant issues. Examples include, but are not limited to, jobs which involve public safety, entrustment for the care or safety of children, the elderly or health care patients, or positions having access to money and/or valuables. CWSD must provide information requested by public safety agencies in accordance with NRS 239B.
7. In accordance with NRS 239.012, a public officer or employee who acts in good faith in disclosing or refusing to disclose information and his/her CWSD are immune from liability for damages, either to the requester or to the person whom the information concerns.

3.8 Offers of Employment

3.8.1 Job Offer Letters

After an applicant has been selected for employment or promotion, CWSD will extend an official written offer of employment or if further non-medical checks (background, criminal, DMV, consumer reporting, drug test) or medical exams are required a conditional offer of employment. CWSD may contact the selected applicant by telephone to determine whether there is continued interest in employment and to indicate that a request to hire has been ~~made, but~~ made but must state that only a notification in writing can be considered as an official job offer.

The hiring supervisor/manager will notify all unsuccessful applicants that they have not been selected, either verbally or in writing. The hiring supervisor/manager will document any verbal notification.

Note: All non-medical checks must be completed before applicant is subject to medical exam.

3.8.2 Pre-Employment Drug Screening for Safety-Sensitive Positions

1. CWSD may require successful applicants for safety-sensitive positions, to consent to a pre-employment drug screen. CWSD will advise the applicant that offers of employment are contingent upon a negative drug test result. Refusal to authorize and participate in a drug screen shall eliminate the applicant from further consideration for the position.

2. CWSD may direct applicants to an appropriate collection facility. The drug test must be undertaken as soon after notification as possible.
3. CWSD will advise applicants of the opportunity to submit medical documentation to support a legitimate use for a specific drug. Such information will be reviewed only by medical consultants determining whether the applicant is lawfully using an otherwise illegal drug.
4. CWSD will not extend a final offer of employment to any applicant with a verified positive test result, and such applicant will not be considered for any vacancy of CWSD for a period of 12 months.

3.8.3 Other Conditions

1. All offers of initial and continuing employment are conditioned upon the applicant furnishing satisfactory evidence of identity and legal authority to work in the United States. Each applicant must attest to his/her identity and legal authority to work in the United States in accordance with the applicable federal statute by completing and signing INS Form I-9 (Employment Eligibility Verification).
2. Employees required to report the abuse or neglect of a child must be provided notice, in writing or electronically, of their duty as a mandatory reporter. The employee must sign acknowledgement of this notice which is to be filed in employee's personnel file (This requirement is not necessary if the employee is licensed, certified, or endorsed by a board in the state).

3.9 Orientation

The General Manager will be responsible for the orientation of each new employee. Orientation may include, but is not limited to, a review of the organization and services of CWSD, work rules, standards of performance, and personnel policies and procedures including the policies relating to fair employment practices, prohibited conduct/behavior, workplace violence, alcohol and drug abuse, and workplace safety. Additionally, the General Manager will ensure that the new employee:

1. Has completed all new hire paperwork including payroll and benefit ~~forms;~~forms.
2. Will receive or be provided access to CWSD's personnel ~~policies;~~policies.
3. Has been introduced to other employees; and
4. Has had the opportunity to have questions addressed.

3.10 Introductory Period

All new and rehired regular employees, except elected officials and those identified as "at-will," will serve a ~~+2-month~~12-month introductory period beginning with the day the employee initially reports for work. Current employees who are

promoted or transferred will also be required to serve a ~~3-month~~3-month introductory period. During this “introductory period,” the employee and CWSD have the opportunity to evaluate one another and determine whether the employee is a good fit for the position. At its sole discretion, CWSD may extend this introductory period up to 3 months when CWSD has had insufficient opportunity to assess the employee’s ability to perform the job functions or such extension is determined appropriate. The employment relationship can be terminated by the employee or by CWSD at any time during the introductory period or during the extension of the introductory period, with or without cause or advance notice.

Prior to completion of the introductory period, the supervisor/manager will conduct at least one performance evaluation to ascertain the advisability of continued employment.

3.11 Failure to Appear for Work

If a selected applicant fails to report for work within the time period prescribed by CWSD, that applicant may be deemed to have declined the position.

3.12 License/Occupational Certification

3.12.1 Purpose

CWSD mandates that, if required by the current job, all employees obtain and maintain a valid driver’s license.

Employee Responsibilities

1. All employees who must possess a valid driver’s license, must adhere to the provisions of NRS 425 including those provisions relating to paternity determination and child support.
2. In the event the employee receives notice of revocation or non-renewal of a driver’s license, s/he shall immediately notify the General Manager. The employee shall not perform any task for which the driver’s license is required after the driver’s license has been non-renewed or revoked.
3. In the event the employee does not have a valid driver’s license, s/he does not meet the job requirements. Failure to meet the job requirements will result in termination.

3.13 Related Forms

Authorization to Conduct Employment Investigations

Candidate Interview Evaluation Form

New Employee Orientation Checklist

Notification of Background Check

Formal Job Offer Letter

Employment Application

Reference Check Data Collection Form

4. WAGE AND HOUR

4.1. Pay Periods and Paydays

Employees are paid biweekly on every other Friday. If a payday falls on a holiday, employees are usually paid on the previous ~~work-day~~workday.

4.2. Work Week

The work week begins at 12:01 a.m. Friday of each week and ends seven days (168 hours) later at midnight Thursday.

4.3. Work Schedule

The working hours are scheduled according to the needs of CWSD. The standard work schedule for full-time employees is typically eight (8) hours a day for five (5) days in a work week.

4.4. Attendance

Employees are expected to be available and ready to work at the beginning of their assigned shifts and at the end of their scheduled rest and meal periods. Required preparation for rest and meal periods, as well as the end of the ~~work-day~~workday, is considered work time.

4.5. Rest Periods

Employees will be granted one (1) fifteen (15) minute break or rest period during each work period of four (4) or more hours. Rest periods may not be taken at the beginning or at the end of the work period. Rest periods may not be scheduled or taken consecutively or in conjunction with meal periods.

4.6. Meal Periods

Employees who work six (6) or more hours in a workday are allowed an uninterrupted, unpaid meal period up to sixty (60) minutes at or about mid-point of their workday. Employees are entirely relieved of their job responsibilities and are free to leave the work site.

4.7. Work Assignments

Nothing herein will be construed to limit or restrict the authority of CWSD to make temporary assignments to different or additional locations, shifts, hours of work, or duties as needed to meet operational needs or to respond to an emergency.

4.8. Position Designations - Exempt or Non-Exempt

All positions are designated as “exempt” or “non-exempt” according to federal and state laws and regulations. For cost accounting and billing purposes, CWSD requires employees in certain positions, regardless of exempt or non-exempt status, to account for hours worked.

4.9. Time Reporting

Recording hours worked and/or leave time taken by employees is necessary to provide an accurate basis for preparing paychecks, to assure compliance with federal and state laws, and to maintain an effective and efficient cost accounting system. For payroll purposes, all employees must report all time spent performing work.

Non-exempt employees will be paid for all hours worked. This includes, but is not limited to:

1. Hours worked before or after the normally assigned shift, or any other irregular hours, even if the employee volunteers his/her time. Note: Periods of fifteen (15) minutes or less are not considered overtime unless they occur regularly.
2. Rest periods of fifteen (15) minutes or less.
3. Travel time that occurs during an employee's normally scheduled work hours including regular days off, holidays, etc.
4. Hours spent at lectures and training classes unless attendance is completely voluntary.
5. Hours spent serving as volunteer ambulance, fire, or law enforcement personnel for an emergency response during their normally scheduled work hours.

All employees are responsible for accurately completing their own time sheets. Employees are encouraged to keep track of their hours worked on a daily basis. All non-exempt employees will record all hours worked and all leave hours including the type of leave taken. Exempt employees will record only those hours taken as annual leave and/or sick leave in multiples of eight (8) hours. Pursuant to NRS 281.1275, exempt employees need not use paid leave time for absences of less than one (1) day.

4.10. Overtime

Employees in positions designated as "non-exempt" will be eligible for overtime compensation for hours worked in excess of eight (8) hours in ~~any one~~anyone (1) ~~work day~~workday unless the employee has signed the Request For Variable Workday Schedule, then overtime will be considered after hours worked over forty (40) hours in one (1) work week, pursuant to NRS 281.100. Consistent with the FLSA (Fair Labor Standards Act) regulations, employees in exempt positions are not eligible for overtime. Time paid but not worked, such as vacation or holidays, does not count toward hours worked for the purpose of computing overtime hours.

All overtime hours must be specifically authorized by the General Manager. Overtime will be compensated at one and one-half (1 1/2) times the employee's regular rate of pay. Paid overtime will be included in the same paycheck covering the pay period in which the overtime was earned.

4.11. Starting or Hiring Salary

Unless special circumstances warrant, the starting salary for the position will be the minimum of the salary range. The following factors may be taken into consideration when determining the starting salary under special circumstances:

1. Consideration of the salaries currently paid to other employees in the same or related ~~positions;~~positions.
2. A candidate's qualifications and ~~experience;~~experience.
3. Availability of other candidates with similar experience and qualifications; and
4. CWSD's budget availability.

Starting salaries for the position that is above Step 3 must get Board of Directors approval. The General Manager must approve the starting or hiring salary prior to the offer being extended.

4.12. LONGEVITY PAYMENT AND ELIGIBILITY

A longevity benefit is available to eligible employees. The eligibility determination date for longevity is the last complete pay period that occurs before the first payday in December and the first payday in June. Eligibility determination and longevity payment payout will occur semi-annually the first payday in December and June of each fiscal year. If, on the eligibility determination date, an employee has completed six years of continuous CWSD service, s/he will receive \$100 semi-annually payable on the first payday in December and the first payday in June. This payment is not an adjustment to an employee's base salary but a lump-sum payout that is subject to PERS contribution. For each additional year of continuous service at CWSD after the sixth year that has been achieved by the eligibility determination date, the employee will receive an additional \$50 semi-annually payable as above. Longevity payments shall be capped at a level for completion of 25 years of service and an employee with more than 25 years of service is paid the same amount as those who have completed 25 years of service. The semi-annual and total annual payments are set forth in the table listed below.

<u>Completed Years</u>	<u>Semi-Annual Longevity</u>	<u>Total</u>
<u>1-5</u>	<u>None</u>	<u>None</u>
<u>6</u>	<u>\$100</u>	<u>\$200</u>
<u>7</u>	<u>\$150</u>	<u>\$300</u>
<u>8</u>	<u>\$200</u>	<u>\$400</u>
<u>9</u>	<u>\$250</u>	<u>\$500</u>
<u>10</u>	<u>\$300</u>	<u>\$600</u>
<u>11</u>	<u>\$350</u>	<u>\$700</u>
<u>12</u>	<u>\$400</u>	<u>\$800</u>
<u>13</u>	<u>\$450</u>	<u>\$900</u>
<u>14</u>	<u>\$500</u>	<u>\$1000</u>

<u>15</u>	<u>\$550</u>	<u>\$1100</u>
<u>16</u>	<u>\$600</u>	<u>\$1200</u>
<u>17</u>	<u>\$650</u>	<u>\$1300</u>
<u>18</u>	<u>\$700</u>	<u>\$1400</u>
<u>19</u>	<u>\$750</u>	<u>\$1500</u>
<u>20</u>	<u>\$800</u>	<u>\$1600</u>
<u>21</u>	<u>\$850</u>	<u>\$1700</u>
<u>22</u>	<u>\$900</u>	<u>\$1800</u>
<u>23</u>	<u>\$950</u>	<u>\$1900</u>
<u>24</u>	<u>\$1000</u>	<u>\$2000</u>
<u>25</u>	<u>\$1050</u>	<u>\$2100</u>

OTHER REQUIREMENTS FOR LONGEVITY PAY

An employee shall be eligible for a semi-annual longevity payment if, at the last annual performance evaluation on file in the employee's official personnel folder, the employee received a summary performance rating of "meets expectation/at target" or better. Employees who lose their eligibility for semi-annual longevity payment because of a performance evaluation below "meets expectation/at target," will not become eligible for restoration of the longevity payment until (a) they receive a "meets expectation/at target" or better evaluation at the next regularly scheduled annual evaluation; and (b) the effective date of the "meets expectation/at target" evaluation occurs before the next eligibility determination date. While the employee loses a year of longevity payments for a performance evaluation below "meets expectation/at target," the time spent during that year is counted as part of the continuous service under the longevity benefit when longevity payments have been restored after the subsequent "meets expectation/at target" evaluation is achieved by the employee.

4.12.4.13. Salary Reviews and Increases

CWSD periodically reviews the salary ranges for each position. This review includes an evaluation of the ranges and, when appropriate, an adjustment of these ranges. Employees who are not paid at the maximum of the salary range for their position are eligible to be considered for a salary increase at the beginning of the new fiscal year. Salary increases are based on satisfactory performance and are not automatic. Salary increases may be granted only upon approval by the General Manager that the employee meets all the performance requirements of the position and complies with all of CWSD's rules, regulations, and policies. The General Manager's salary is set by CWSD Board of Directors every year and goes into effect at the beginning of the new fiscal year. ~~Any regular employee who has topped out for more than one year at their salary range will receive an annual longevity award of \$500 at the beginning of the new fiscal year, if the person has received a satisfactory or better performance review.~~

4.13.4.14. Classification and Compensation Plan

The purpose of a classification and compensation plan is to provide a complete and current description for each job and the salary range for each job.

The classification provisions include a current job description for each regular position. As changes occur in the organization, operational duties and responsibilities, minimum qualifications, and workplace conditions, the job descriptions may be updated. The job descriptions represent general guidelines

only and do not represent all duties which may from time to time be assigned. The job descriptions shall include:

1. A job ~~title;~~title.
2. The overall purpose and/or function of the ~~job;~~job.
3. The essential and non-essential duties of the ~~job;~~job.
4. The responsibility and authority assigned to the ~~job;~~job.
- 5 Qualifications for employment including knowledge, skills, abilities, experience and/or training necessary to perform the job; and
- 56 A description of physical conditions and working environment.

The compensation provisions of the plan assign each regular position to a salary range. Assignment to a salary range will be based on the relative complexity of the duties, responsibilities, and authority of the job. The salary ranges are determined and may be adjusted periodically by CWSD.

4.15 Reclassification

1. When General Manager believes the duties of a position have changed to the extent they no longer fit within the current class, the duties will be reviewed and, if appropriate, the position reclassified to the appropriate class. Reclassification will not be undertaken as a substitute for discipline or hiring practices, nor to effect a change in salary in the absence of a significant change in assigned duties and responsibilities.
2. Reclassification must be confirmed by Board of Directors and will become effective no earlier than the first day of the next pay period following the approval.
3. A change in a position's classification does not constitute the sole basis for determining whether the employee in a position will also be assigned to the new position.
 - a. The decision as to reclassification of a position shall be made by the General Manager with the concurrence of the Board of Directors. The decision to place the current employee in the new class shall be based upon the qualifications and job performance of the employee. The employee will be assigned to the class whenever a position is reallocated to a ~~higher-level~~higher-level class and the employee has satisfied the following requirements:
 - i. Completes the introductory period for the position as previously ~~allocated;~~allocated.
 - ii. Demonstrates acceptable or better job performance; and
 - iii. Possesses the knowledge, skills, and ability required for the higher class.
 - b. Whenever a position is reclassified to a ~~lower-level~~lower-level class, the employee will be placed in the ~~lower-level~~lower-level class effective the first day of the pay period which follows the approval of the reclassification.
 - c. At the discretion of CWSD, out-of-class pay may be paid back to the date on which a formal reclassification request was made if the reclassification is subsequently approved.

5. BENEFITS

5.1. Holidays

The following holidays are recognized by CWSD:

New Year's Day – January 1
Martin Luther King, Jr.'s Birthday – Third Monday in January
President's Day – Third Monday in February
Memorial Day – Last Monday in May
Independence Day – July 4
Labor Day – First Monday in September
Nevada Day – Last Friday in October
Veterans Day – November 11
Thanksgiving Day – Fourth Thursday in November
Family Day – Friday following the fourth Thursday in November
Christmas Day – December 25

Any day declared a legal holiday by the President of the United States and/or the Governor of the State of Nevada will be observed in accordance with the presidential or gubernatorial proclamation.

If a holiday falls on a Saturday, the Friday preceding will be observed as the holiday. If a holiday falls on a Sunday, the Monday following will be observed as the holiday. If a holiday falls during an employee's paid leave, it will not be charged as leave. In order to be paid for a holiday, an employee must be in paid status the day before and the day after the holiday. All regular employees are entitled to holiday pay. All regular part-time employees are entitled to a pro-rated holiday pay based on their budgeted time requirement for that fiscal year. For example, if an employee is budgeted to work three quarters (3/4) time for a given fiscal year, the employee would receive three-quarters (3/4) of eight (8) hours pay for any given holiday.

Designated holidays are typically non-workdays. A non-exempt employee who actually works on a designated holiday will be compensated at one and one-half (1 1/2) times his/her regular rate of pay for the hours worked on the holiday in addition to receiving holiday pay.

5.2. Annual Leave

All regular full-time employees are eligible for annual leave based on the formula described below:

For all exempt employees:

Length of service	Per Month	Per Year
0-5 years	10 hr.	120 hr.
After 5 years of continuous employment	14 hr.	168 hr.

For all regular non-exempt employees:

Length of service	Per Month	Per Year
Less than one year	6 hrs.	72 hrs.
After 1 yr. but less than 2 yrs.	8 hrs.	96 hrs.

After 2 yrs. but less than 5 yrs.	10 hrs.	120 hrs.
After 5 yrs. of continuous employment	14 hrs.	168 hrs.

An employee may use leave as it is accrued. A maximum of 320 hours of accrued vacation credit may be carried forward from year to year. Earned annual leave in excess of 320 hours must be taken prior to January 1 of each year or such excess will be forfeited.

All regular part-time employees are entitled to a pro-rated annual leave pay based on the number of hours worked in any given pay period, based on the formula shown below:

Hours Worked in Pay Period	% of Accrual
0-20	25
21-40	50
41-60	75
61-80	100

5.3 Use of Annual Leave

Annual leave is provided to employees for the purpose of rest and relaxation from their duties and for attending to personal business. Employees may not use annual leave before the end of the pay period in which the hours accrued.

Upon termination of employment, the employee will be paid for all earned and accrued vacation at the employee's current rate of pay.

5.4. Management Leave

All exempt regular employees shall receive eighty (80) hours of management leave during each fiscal year and a proportional amount for each incomplete year. All unused management leave shall be deleted from the employee's account as of June 30 of each year and no compensation shall be paid for unused management leave.

5.5. Sick Leave

All regular full-time employees are eligible for sick leave based on the formula described below.

For exempt employees:

Upon hiring, all exempt employees are entitled to 10 hours per month of sick leave pay.

For non-exempt employees:

Length of service	Per Month	Per Year
Less than one year	6 hrs.	72 hrs.
After 1-year 1-year continuous employment	10 hrs.	120 hrs.

All regular part-time employees are entitled to a pro-rated sick leave pay based on the number of hours worked in any given pay period, based on the formula shown below:

Hours Worked in Pay Period	% of Accrual
0-20	25
21-40	50
41-60	75
61-80	100

Sick leave hours are earned and credited to the employee on a biweekly basis, coinciding with pay periods. Leave may be used when accrued. Employees can accrue unlimited hours of sick leave.

Upon death, retirement, or resignation after five (5) years of satisfactory service, employees having a minimum of 200 hours of earned sick leave and the listed years of service with CWSD mentioned below, or their beneficiaries, shall receive compensation for unused hours up to 1,080 hours at the following rates:

Service Years	Rate
5-14	33.333%
15-19	50.00%
20-plus	75.00%

Sick leave is for use in those situations in which the employee must be absent from work due to:

1. Physical illness or injury to the employee.
2. Exposure to contagious diseases or whose attendance is prevented by public health requirements.
3. The need to care for a dependent child, spouse, domestic partner, or parents who reside with an employee or who are dependent upon the employee for support.
4. Medical or dental appointments for the employee provided that the employee must make a reasonable effort to schedule such appointments at times which have the least interference with the workday.
5. Disability caused or contributed to by pregnancy, miscarriage, abortion, childbirth, or any other medical condition.

No employee will be entitled to sick leave because of a disability arising from an injury purposely self-inflicted or caused by willful misconduct.

Employees who report sick will be at their place of residence, a medical facility, their doctor's office, or will notify the General Manager of their whereabouts when using sick leave.

Any employee who is ill or unable to report to work for any reason will notify his/her supervisor no later than fifteen (15) minutes following the employee's normal work reporting time. CWSD may require an employee to provide a medical doctor's statement certifying the illness/injury incapacitated the employee from performing his/her duties, was necessary for the employee to make full and timely recovery or was appropriate to avoid the spread of a contagious disease. The statement will also certify the employee's fitness for return to work.

5.5.1 Abuse of Sick Leave

Use of sick leave for purposes other than those listed in 5.5 above is evidence of abuse of sick leave. Abuse of sick leave is cause for disciplinary action, up to and including termination.

Any gainful employment, pursuit of personal business, recreation, travel for recreation or non-sick leave purposes, or such other activity when an employee is on sick leave may be evidence of abuse of sick leave.

5.6 Bereavement Leave

A regular, full-time, or part-time employee who must be absent from work to attend the funeral of a family member who is within the third degree of consanguinity or affinity may use up to a maximum of three (3) days of bereavement leave per each occurrence (reference: Nevada Consanguinity/Affinity Chart). Bereavement Leave longer than three (3) workdays may be charged to accumulated sick leave up to a maximum of two additional workdays, with the advance approval of CWSD. Casual, seasonal, or temporary employees are not eligible for bereavement leave.

5.7 Medical Insurance

All regular employees shall receive 100% CWSD paid group medical insurance (regardless of the insurance plan the employee is under). Dependents of employees, as defined under Carson City's insurance agreement, are also eligible for coverage under the insurance plan at a cost to the employee. Insurance costs for employee dependents will be consistent with Carson City's insurance agreement. Employees must authorize a payroll deduction of any share of the health coverage premium which is to be paid by the employee. If a regular employee has other medical insurance, the employee may opt to receive the cash equivalent of the lowest single insurance rate. Cash in lieu of medical insurance will be offered at a rate of three-quarters (3/4) of the lowest employee insurance costs. The cash distribution will be amortized over the entire year and paid in each pay period.

If eligible for coverage as an active employee, CWSD retirees may continue their medical, dental, and vision coverage under the plans available to active employees. However, the CWSD will not pay any portion of the premiums; the retiree is required to pay 100% of any and all premiums in order to continue this coverage. Failure to make timely payment will result in discontinuance of the coverage. Once a retiree's coverage ends for any reason (whether voluntarily or because of non-payment of premiums), he or she may not re-enroll in the plans in the future.

Retiree coverage under the CWSD's medical/prescription drug coverage plans may not be continued beyond the age when the retiree first qualifies for coverage under Medicare.

5.8 Plan Changes

CWSD will, from time to time, evaluate the health coverage plan that is offered and make adjustments, as CWSD deems appropriate, in the level of coverage and the amount of premium cost to be paid by CWSD.

5.9. Vision and Dental Insurance

All regular employees shall receive 100% CWSD paid group Vision and Dental insurance). Dependent coverage is offered, at a cost to the employee. Employees who waive medical insurance will not be eligible for group Vision and Dental insurance.

5.10. Group Life Insurance

All regular employees are eligible for basic life insurance benefits. The cost of this coverage is included in the medical insurance costs and fully paid by CWSD. Employees who waive medical insurance will not be eligible for group life insurance. CWSD will not offer any group life insurance coverage to employees once employment ends.

5.11. Family and Medical Leave Act

Public employers are covered under the Family and Medical Leave Act (FMLA), ~~and~~ and will comply with the requirements of the FMLA and advise the employees if they meet all the FMLA eligibility requirements. CWSD must provide employees Form WHD-1420 and are also required to post and keep posted the notice in a conspicuous place that can readily be seen by employees and applicants alike, even if no employees are eligible

Employees who have been employed by CWSD for at least one year, a total of 12 months and worked for CWSD at least 1,250 hours during the preceding 12-month period and are employed at a work site where 50 or more employees work for CWSD within 75 surface miles of that work site are eligible for FMLA leave.

CWSD does not employ 50 or more individuals; therefore, employees are not eligible for FMLA leave benefits.

5.12. Court Leave

Employees called to serve on jury duty or subpoenaed to appear as a witness in a court proceeding will receive their regular pay for their normal work hours spent in court or in travel to and from the court appearance.

An employee will not receive pay for that amount of work time missed if s/he is required to miss work because of court appearances in a matter to which the employee is a party or to serve as a witness for a party who has filed an action against CWSD, unless the employee chooses to use his/her annual leave.

Upon completion of jury/court witness service, the employee will forward any compensation received from the court or other party served to CWSD. Employees may keep reimbursements received for out-of-pocket expenses such as meals, mileage, and lodging.

An employee who is not required to report to court until the middle of his/her work schedule or is released from court/jury duty before the end of his/her work schedule will report to work for the hours which are not required for court duty or directly related to travel time, when reasonable. Court leave will not result in payment of overtime, nor will court leave time be considered as hours worked for purposes of determining eligibility for overtime, unless court leave is related to the employee's position with "CWSD."

5.13. Workers' Compensation

Employees are insured under the provisions of the State Workers' Compensation Act for occupational injuries and diseases that arise/arose out of and in the course of their employment—
Employees are required to report all on-the-job accidents, injuries, or illness to their immediate supervisor as soon as reasonably possible or within 24 hours of the accident, injury, or illness.

Any Board member who is not covered under their agency's Worker's Compensation while conducting CWSD business will be included in CWSD's Worker's Compensation Insurance policy coverage.

The following provisions are adopted pursuant to and are intended to implement the requirements of NRS 281.390:

1. When an employee is eligible at the same time for benefits for temporary total disability under chapters 616A to 616D, inclusive, or 617 of the NRS, and for any sick leave benefit s/he may, by giving notice to the supervisor or manager, elect to continue to receive his/her normal salary instead of the benefits under those chapters until his/her accrued sick leave time is exhausted. CWSD will notify the Workers' Compensation Administrator of the election. CWSD will continue to pay the employee his/her normal salary, but charge against the employee's accrued sick leave time as taken during the pay period an amount which represents the difference between his/her normal salary and the amount of any benefit for temporary total disability received, exclusive of reimbursement or payment of medical or hospital expenses under chapters 616A to 616D, inclusive, or 617 of the NRS for that pay period. When the employee's accrued sick leave time is exhausted, payment of his/her normal salary under subsection 1 must be discontinued and CWSD will promptly notify the Workers' Compensation Administrator so that it may begin paying the benefits to which the employee is entitled directly to the employee.
2. An employee who declines to make the election provided in subsection 1 may use all or any part of the sick leave benefit normally payable to him/her while directly receiving benefits for temporary total disability under chapters 616A to 616D, inclusive, or 617 of the NRS, but the amount of sick leave benefit paid to the employee for any pay period must not exceed the difference between his/her normal salary and the amount of any benefit received, exclusive of reimbursement or payment of medical or hospital expenses under those chapters for that pay period.
3. If the amount of the employee's sick leave benefit is reduced, pursuant to subsection 3, below the amount of normally payable, the amount of sick leave time charged against the employee as taken during that pay period must be reduced in the same proportion.
4. An employee may decline to use any part of the sick leave benefit normally payable to him/her while receiving benefits under chapters 616A to 616D, inclusive, or 617 of the NRS. During that period of time, the employee will be considered on leave of absence without pay.

5.14 Retirement

As defined in NRS 286, CWSD is considered a public agency and employees in positions considered to be half-time or more according to the full-time work schedule for at least

120 consecutive days are covered by the Public Employees Retirement System. Details are available in Chapter 286 of the NRS.

5.15. Travel Expenses

Directors and employees will be reimbursed for all reasonable and necessary travel expenses when authorized and directly related to the performance of their assigned duties. CWSD will not reimburse or otherwise pay any expense that violates commonly accepted standards of sound judgment and good taste. All claims with required receipts for travel expenses are to be submitted within five (5) working days following a trip. Employees will be reimbursed for necessary meals and related mileage costs based on the travel guidelines established by the Board of Directors. Lodging will be reimbursed based on the cost of a single room, plus tax, if available.

CWSD will not reimburse for 1) fines and avoidable parking tickets, 2) towing or impounding fees, 3) traffic violations, 4) alcoholic beverages, 5) personal entertainment, 6) tobacco, and 7) unnecessary or extravagant costs of any kind.

Reimbursement for travel expenses must be done in accordance with the guidelines established by the Board of Directors under compensation for travel.

5.16. Educational Assistance

CWSD, subject to availability of budgeted funds, may provide educational assistance for tuition and/or fees required for career-related education, with a yearly maximum of \$500.00. The following qualifications must be met:

1. Employees must be employed with CWSD for a period of two years or more to be eligible for this benefit.
2. The course must be taken from an accredited institution of higher learning or a CWSD-approved adult education class.
3. The course must be job-related or be required for a degree that is job-related.

An employee must request approval for educational assistance from the General Manager. Such approval may be conditioned upon meeting commitments for continuing employment and/or job-related conditions. Employees who do not complete the course with a notice of “satisfactory” or grade of “C” or better, will not be eligible for reimbursement for the class.

5.17 Transitional Duty

5.17.1 Policy

CWSD is committed to providing work, when possible, for employees who have been restricted by a treating physician due to a work-related injury or illness. Work provided is subject to availability and will be assigned according to the nature of the injury or illness keeping within the limitations set forth by the treating physician.

5.17.2 Salary

While on transitional duty, employees will continue to receive their regular rate of pay.

5.17.3 Duration and Conditions of Transitional Duty

An employee on transitional duty must furnish a written update of from the health care provider to the workers' compensation coordinator from the treating physician after each visit in order to remain in the reassigned job. Transitional duty assignments are limited to a period of 90 days, subject to review.

5.18. Leave of Absence Without Pay

5.18.1 Policy

CWSD may approve leaves of absence without pay. Such approval will be for exceptional circumstances and conditions, such as education or prolonged illness, when the approval of such leave is consistent with CWSD's needs, when the work of the office or department will not be impeded by the employee's absence, and when the leave will not require the appropriation of additional funds for the operation of CWSD's programs. Exceptions for leave beyond one year may be provided as required by law. CWSD will require the use of all accrued paid leave prior to granting leave without pay.

5.18.2 Procedure

1. Approval – Less Than 30 Days

Leaves of absence without pay not exceeding thirty (30) days may be granted by CWSD with substantiating documentation.

2. Approval – More Than 30 Days

CWSD may grant a leave in excess of thirty (30) days following written certification by the employee that the leave is consistent with the intent of this section and substantiating documentation as requested by CWSD is provided.

3. Purpose

Leaves of absence without pay will not be granted for the purpose of allowing an employee to seek or accept other employment, except when or if CWSD determines that the granting of such leave is in its best interest.

4. Employer Termination of Leave

CWSD may terminate any leave of absence without pay, except those granted pursuant to statute or regulation, prior to its expiration by providing written notice to the employee. The document granting the leave of absence will state the terms of the leave and any reason(s) for terminating such leave. Upon receipt of notice of termination of the leave, the employee is required to return to work within five (5) calendar days or by a later-approved alternate date. In the event CWSD terminates a leave of absence, the employee will be returned to the same class or position s/he occupied when the leave of absence was granted.

5. Failure to Return

An employee who fails to return to duty on the date specified is considered to have abandoned his/her employment unless there is a proven compelling reason beyond the control of the employee.

6. Insurance

Employees on approved leave of absence without pay may continue their medical, dental, and life insurance coverage in accordance with COBRA health benefit continuation regulations.

7. Return from Leave

Granting of a leave of absence without pay does not guarantee immediate reinstatement to paid status provided. An employee who does not return from a leave of absence without pay on the first workday following the end of a leave will be considered to have resigned.

8. Medical Reasons for Leaves

CWSD may require a physician's certification or other appropriate type of verification to substantiate a need for a medical leave of absence without pay. CWSD may also require a statement from a health care provider certifying the employee's fitness to return to work.

9. Anniversary Date

An employee's anniversary date will be reduced by the number of days off work for all unpaid leaves of absence in excess of fifteen (15) days during any 12-month period.

10. Benefit Accrual

If an employee is on unpaid leave for more than one-half (1/2) of his/her regularly scheduled work hours in any pay period, no leave benefits shall be accrued for that period, nor shall CWSD contribute toward the cost of insurance benefits.

5.19. Military Leave

5.19.1 Policy

Employees who are members of the uniformed services are entitled to military leave and to re-employment rights as provided in 38 USC, Sections 2021-2024, and 4301 et. seq. and the relevant sections of the Nevada Revised Statutes. The uniformed services covered include the Army, Navy, Marines, Air Force, Coast Guard, Public Health Service Commissioner Corps, the reserve components of these services, and any other category dispatched by the President in time of war or national emergency. The Army National Guard and Air National Guard are also covered.

5.19.2 Leave Without Pay

1. CWSD will treat the employee the same as any other employee on leave without pay.

2. The employee is entitled to fifteen (15) working days of leave with pay in one calendar year (NRS 281.145).
3. CWSD is not required to pay the employee's salary after fifteen (15) working days.
4. The employee may choose to use annual leave, if any, before going on leave without pay.

5.19.3 Health Insurance

There is no impact to the employee's insurance coverage, including life insurance inclusive of the health insurance package. CWSD and employee premium payments or obligations, if any, remain unchanged for thirty (30) days. Employee may then continue coverage similar to that required by the Consolidated Omnibus Budget Reconciliation Act (COBRA) for either twenty-four (24) months or through the day after the date on which the employee fails to apply for reemployment in a timely manner; whichever is lesser (see Reemployment). CWSD must reinstate coverage upon the employee's prompt reemployment without the imposition of exclusions or waiting periods. An employee who takes up to ninety (90) days after leaving the military before commencing his/her reemployment may stay on the military health insurance; however, it is the employee's responsibility to verify the continuation, scope, and duration of coverage.

5.19.4 Retirement

Time served will be counted as work time for purposes of retirement. CWSD must make contribution payments to the retirement plan as if the employee had not left, provided the employee returns to work. CWSD contribution will be based on the rate of pay the employee would have been paid had s/he not been called to military service (e.g., a grade-and-step pay system). An exception to this requirement is when the higher pay is based on additional knowledge, skill, or ability that can only be gained by work experience.

5.19.5 Death or Disability

If an employee does not return to work due to death or disability, the survivor or disability benefit is treated as if the employee had been working until the date of the death or disability. CWSD must make the retirement contribution up to the date of the death or disability.

5.19.6 Reemployment

1. An employee has certain report-to-work obligations following military service. Eligible returning service members must be promptly reemployed, which in most cases means within two weeks of reporting. The employee's report-to-work obligations are:
 - a. Service of one to thirty (30) days: The beginning of the next ~~regularly scheduled~~ **regularly scheduled** work period on the first full day following completion of service, and expiration of an eight-hour rest period following safe transportation home.

- b. Service of thirty-one (31) to one hundred eighty (180) days:
Application for reinstatement must be submitted not later than fourteen (14) days after completion of military duty.
 - c. Service of one hundred eighty-one (181) or more days:
Application for reinstatement must be submitted not later than ninety (90) days after completion of military duty.
- 2. The deadline for reinstatement may be extended for up to two years for persons who are convalescing due to a disability incurred or aggravated during military service, and CWSD must make reasonable accommodations for the impairment.
- 3. Reemployment rights apply to veterans whose cumulative period of uniformed service does not exceed five years while employed by CWSD. Time spent in National Guard and reservist training does not count towards the five-year period.

5.19.7 Discharge

If time served is greater than thirty (30) days, but less than one hundred eighty-one (181) days, an employee may not be discharged within one hundred eighty (180) days of reemployment, except for just cause. If time served is greater than one hundred eighty (180) days, an employee may not be discharged for one year, except for just cause.

6. PERFORMANCE MANAGEMENT

6.1. Performance Appraisals

Performance appraisals may be conducted at any time during an employee's introductory period and will be conducted prior to the employee's completion of the introductory period and at least annually thereafter. The purpose of the appraisal is to let employees know how well they are performing their assigned job duties, where they can grow or develop, and whether they have any performance problems. Performance appraisals are not considered to be discipline. Employees will be allowed to comment on the appraisal, sign the forms, and receive a copy. A copy will be placed in the employee's personnel file.

6.2. Code of Ethical Standards

In order to establish a code of ethical standards to govern the conduct of CWSD's officials and employees, CWSD will comply with the provisions of NRS 281A.400 and NRS 281.230.

6.3 Discipline

Disciplinary action, up to and including termination, may be taken against an employee for unsatisfactory performance or for misconduct including, but not limited to, the following:

1. Conduct unbecoming an employee in CWSD's service, or discourteous treatment of the public or a fellow employee, or any other act of omission or commission impacts negatively on the public's perception of the integrity or credibility of CWSD or erodes the public confidence in CWSD.
2. Falsification of or making a material omission on forms, records, or reports including applications, ~~time cards~~timecards, and CWSD's records.
3. Absence from work without permission, failure to report to a supervisor or manager when absent from ~~work, or work or~~ being habitually absent or tardy.
4. Unauthorized possession or removal or use of CWSD's property, including but not limited to monies, funds, records, keys, confidential information of any kind, or any other material.
5. Insubordination, refusing to follow directions, or other disrespectful conduct to a supervisor.
6. Sexual harassment or other illegal harassment of another employee member of the public, vendor, or anyone doing business with CWSD, or anyone present on premises owned or controlled by CWSD.
7. Actual or threatened physical violence including, but not limited to, intimidation, harassment, overt or subtle threats, harassment, stalking, or any form of coercion, except as may be required of a peace officer in the course of his/her duties.
8. Possession or inappropriate use of drugs and alcohol on CWSD's property, in CWSD's facilities, or while on duty.
9. Possession, bringing, or aiding others in bringing unauthorized firearms, weapons, hazardous biological material or chemicals, or other dangerous substances onto property owned or controlled by CWSD.

10. Violation of safety or health policies or ~~practices, or practices~~ or engaging in conduct that creates a safety or health hazard to other employees, the public, vendors, or him/herself.
11. Dishonesty, including intentionally providing false information, intentionally falsifying records, or documents, or making false statements when applying for employment.
12. Willful or intentional violation of CWSD's policies, rules, regulations, and/or procedures.
13. Unsatisfactory work performance.

6.4 Forms of Disciplinary Action

Disciplinary action includes, but is not limited to, one or more of the following:

1. Verbal warning (document time, date, and subject)
2. Written reprimand
3. Suspension
4. Pay reduction
5. Demotion
6. Termination

Employees' signed copies of the above items 1-6 must be placed in employees' master personnel file, and a copy provided to employees.

*Note: Exempt employees are subject to the following rules regarding disciplinary pay deductions and unpaid suspensions:

- a) Pay deductions may only be made in cases of violations of safety rules of major significance, including those rules related to the prevention of serious danger in the workplace or to other employees. An example would be violating a rule that prohibits smoking around flammable material. Deductions can be made in any amount.
- b) Unpaid suspensions may be imposed for infractions of workplace conduct rules, such as rules prohibiting sexual harassment, workplace violence, drug, or alcohol use, or for violating state or federal laws. The suspension must be for serious misconduct, not for performance issues. Suspensions must be in full-day increments.
- c) Suspensions for performance issues must be made in full week increments and must be imposed pursuant to a written policy applicable to all employees.

6.5 Due Process

Prior to taking disciplinary action involving suspension, reduction in pay, demotion, or termination against any regular employee, CWSD will take action intended to ensure that the employee is afforded due process. Due process in regard to employment-related disciplinary action includes, among other actions, making certain the employee is provided notice of the reason for the disciplinary action and is given the opportunity to

provide a response to the proposed disciplinary action prior to an appropriate supervisor making a final decision regarding the disciplinary action.

6.6 Written Notice

In situations where the proposed disciplinary action involves a suspension, a reduction in pay, a demotion, and/or termination, written notice of the proposed disciplinary action will be hand-delivered or sent certified mail to the employee. The notice will include the following information:

1. The nature of the disciplinary action proposed.
2. The effective date of the proposed disciplinary action.
3. A statement of the proposed disciplinary action with documentation, statements, and/or other evidence supporting the proposed disciplinary action.
4. A statement advising the employee of his/her right to file a written response, or to submit a written request for a pre-disciplinary conference with the General Manager, within five (5) workdays of receipt of the notice of proposed disciplinary action; and
5. A statement that the employee's failure to file a written response or request a pre-disciplinary conference in a timely manner, or to appear at the pre-disciplinary conference after requesting such, will constitute a forfeiture of the employee's rights to any further appeal.

6.7 Employee Review

If the employee requests, s/he will be given the opportunity, as soon as practical, to review the documents or other evidence, if any (except for confidential and privileged documents), on which the proposed disciplinary action is based. If the employee requests, CWSD will provide a copy of the documents used to support the proposed disciplinary action, including names of witnesses.

6.7.1 Conference Prior to Implementation

When the employee requests a conference after receipt of the proposed disciplinary process, but prior to any disciplinary action being imposed, the General Manager will schedule a meeting with the employee and his/her representative (if the employee requests a representative be present) in a timely manner to review the reason for and basis of the proposed disciplinary action. At this conference, CWSD will also provide the employee with an opportunity to present relevant information which may impact the nature or severity of the proposed disciplinary action.

6.7.2 Implementation of Discipline

No later than five (5) workdays from receipt of the employee's written response or conclusion of the pre-disciplinary conference, the General Manager will issue a written decision to the affected employee. The written decision will inform the employee that:

- a. The proposed disciplinary action will be implemented; or

- b. The proposed disciplinary action will be modified, with an explanation;
or
- c. The proposed disciplinary action is rescinded, with an explanation.

6.7.3 Appeal

1. The affected employee may appeal the disciplinary action to the Administrative Committee by filing a written appeal with the General Manager within five (5) workdays of the effective date of the disciplinary action. The written appeal must state the basis of the appeal and contain a specific admission or denial of each of the material statements in the decision. If an employee fails to file a written appeal conforming to these requirements within the prescribed time limit, s/he is deemed to have waived the right to appeal.
2. After an employee has submitted a timely appeal to the General Manager, the Administrative Committee will set a date for a disciplinary appeal hearing. At such hearing, the employee will have the right to be represented by an attorney or other representative retained by the employee, to present evidence and argument in response to the disciplinary action, and to question and cross-examine adverse witnesses. The hearing may be conducted informally without conforming to the formal rules of evidence and such informality of the hearing process shall not invalidate the decision rendered. The Administrative Committee will issue to the parties a decision following such hearing within five (5) workdays. The decision of the Administrative Committee is final.

6.8 Administrative Leave During Disciplinary Proceeding

CWSD may place an employee on administrative leave, with or without pay, pending an investigation prior to or during a disciplinary proceeding, or during the review of the employee's response to a proposed disciplinary action. The employee will be notified, in writing, of the decision to place him/her on administrative leave. The notice will include a statement that the leave is not a disciplinary action. The employee placed on administrative leave without pay who is later reinstated with no disciplinary action will be reimbursed for any pay lost during the leave.

6.9 Employee Concerns

CWSD is committed to maintaining a positive and productive work environment. Employees who encounter work-related problems are encouraged to discuss the problems with their immediate supervisor or manager as soon as possible. If the problems are not solved to the employee's satisfaction at that level, the employee may file a written letter of concern with the Administrative Committee. The Administrative Committee will investigate the employee's concern and provide the employee with a response as soon as reasonably possible.

Efforts will be made to provide employees an opportunity to raise their concerns or problems in confidence and without fear of reprisal. CWSD will make every effort to investigate and settle an employee's problem on a fair and equitable basis.

6.10 Employee Separation

6.10.1 Resignation

6.10.1.1 Notice

Employees are requested to provide at least two weeks' notice, in writing, of their intent to resign their employment. At the sole discretion of CWSD, an employee may withdraw a resignation at any time prior to its effective date. An employee's failure to give appropriate notice when resigning may constitute cause for denying re-employment with CWSD.

6.10.1.2 Return of CWSD Property

When resigning or being terminated, an employee must return all **CWSD** property including clothing, keys, credit cards, employee ID, tools, equipment, and other items of value prior to the last day of employment.

6.10.1.3 Job Abandonment

CWSD may consider employees who are absent from work without approved leave for a period of three consecutive workdays to have abandoned their position and, thus, to have resigned. CWSD is required to follow due process procedures for termination if the employee has completed their introductory period.

6.10.1.4 Final Paycheck

CWSD shall issue a paycheck by the next payday following the effective date of resignation if sufficient notice was given by the employee and may issue a paycheck sooner when the employee resigns in good standing. Whenever CWSD discharges an employee, the wages and compensation earned and unpaid at the time of such discharge shall become due and payable on the next regular payday.

6.10.2 Layoffs

CWSD may lay off employees because of lack of work, lack of funds, material change in duties or organization; or in the interests of economy, efficiency; or for other appropriate causes, as determined by CWSD.

An employee hired for a project of limited duration (e.g., grant funded) will not be afforded rights relative to layoff at the end of the funding period unless, at the time of hire, CWSD elected to grant layoff rights to the employee.

6.10.2.1 Alternatives to Layoff

Whenever a layoff is anticipated, CWSD will notify employees whose jobs may be affected by the situation and explain all available options to them. CWSD will make reasonable efforts to integrate affected employees into other available positions. CWSD may also utilize options in lieu of layoffs where feasible such as part-time work schedules, reduction in work hours, job sharing, or reductions in class or pay.

6.10.2.2 Order of Layoffs

In deciding which employees shall be laid off and which retained, CWSD shall consider job-related factors such as job knowledge, skill, and ability to do the required work; previous work experience, including ability to perform other jobs which the employee may be called upon to perform as a result of the layoff; attendance, safety, and disciplinary records; performance evaluations while with CWSD; and efficiency of operations. Where two employees are equally qualified based on the application of these factors, CWSD shall retain the employee with the most time served since the current hire date. (The order of layoff among employees in the same class within a department will be as follows: employees serving an introductory period will be considered first, and then all other employees will be considered.)

6.10.2.3 Designation of Employees to be Laid Off

In the event of a layoff, the General Manager shall provide the Board of Directors with a list designating the class, position, and names of employees to be laid off.

6.10.2.4 Layoff Notice

Such written notice of the layoff shall either be delivered in person or mailed to the affected employees at least fourteen days prior to the expected date of layoff.

6.10.2.5 Reinstatement

Employees who have been laid off shall be placed on a reinstatement list. When a vacancy occurs in the same job class for which a reinstatement list exists, the General Manager shall fill the vacancy using the appropriate reinstatement list.

6.10.2.6 Reinstatement Process

The most recently laid-off employee on the applicable reinstatement list who is qualified for the position and is willing to accept employment in the class and department where a vacancy exists shall be reinstated. The General Manager may select the most appropriately qualified employee based upon the same considerations described under Section 6.10.2.2., Order of Layoffs. An employee reinstated to a position in the same class and department as held prior to the layoff will not be required to serve an additional introductory period, provided the required introductory period had been served prior to layoff.

6.10.2.7 Duration of Reinstatement List

The names of employees laid off shall be maintained on a reinstatement list for one year from the date of layoff. Persons on this list who are hired in positions in the same or (should they apply for and be selected for a vacancy) higher class from which they were laid off shall, upon such hire, be removed from the reinstatement list. An employee who refuses reinstatement to the same position from which the layoff

occurred shall be removed from the reinstatement list. Persons reinstated to a position in a lower class from which they were laid off or called to work as a casual worker shall remain on the reinstatement list for the designated period of time the reinstatement list is active.

6.10.3 Related Forms

Employee Separation Checklist

6.11 Outside Employment

6.11.1 Policy

In order to maintain a work force that is fit and available to provide CWSD's services and carry out CWSD's functions, employees are prohibited from engaging in outside employment which conflicts with their employment.

6.11.2 Conflicting Employment

Outside employment is considered to conflict with CWSD's if it:

1. Interferes with the employee's ability to perform his/her assigned job duties.
2. Prevents the employee's availability for work beyond normal working hours, such as emergencies or peak work periods, when such availability is a regular part of the employee's job.
3. Is conducted during the employee's work hours.
4. Requires the services of other employees during their normally scheduled work hours.
5. Utilizes CWSD's telephones, computers, supplies, or any other resources, facilities, or equipment.
6. Is represented as an activity of CWSD or an activity endorsed / recommended by CWSD.
7. Takes advantage of the employee's employment with CWSD, except to the extent that the work with CWSD may demonstrate expertise or qualification to perform the outside work.
8. Requires the employee to schedule time off at specific times that could disrupt the operation of the department.
9. Is employment with a firm that has contracts or does business with CWSD. Exceptions have been identified in NRS 281.230.

6.11.3 Procedure

1. Each employee will determine whether s/he believes the proposed outside employment may conflict with his/her employment with CWSD.
2. An employee must notify his/her supervisor or manager of the outside employment if such outside employment may be reasonably perceived to be in conflict with his/her employment, or if the employee is unsure about a perceived conflict.

3. In order to determine if there is a conflict with the employee's duties, the supervisor or manager may request information, such as:
 - a) The outside employer's name.
 - b) Hours of proposed employment.
 - c) Job location; and
 - d) Duties to be performed. If the General Manager turns down the request, the employee may request and CWSD will grant a review by the Administrative Committee.
4. If there is a conflict with the employee's employment, the General Manager will inform the employee, in writing, that the outside employment is not allowed, and a copy placed in the employee's personnel file.
5. The General Manager will advise employee of conflicts or perceived conflicts caused by an employee's outside employment.
6. The employee must terminate the outside employment if s/he wishes to remain an employee of CWSD.
7. Employees who engage in outside employment which is prohibited by this policy are subject to discipline, up to and including termination.

7 DEFINITIONS OF TERMS

The terms used in these policies shall have the meanings defined below:

Administrative Committee: An on-going committee established by CWSD Board of Directors.

Administrative Leave: An authorized leave for administrative purposes which may be with or without pay, depending on the circumstances.

Adulterated Specimens: A specimen is considered adulterated if it contains a substance that is not a normal constituent or contains an endogenous substance at a concentration that is not a normal physiological concentration.

Alcohol: The intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohol including methyl and isopropyl alcohol.

Alcohol Use: The drinking or swallowing of any beverage, liquid mixture, or preparation (including any medication) containing alcohol.

Anniversary Date: The date the employee is hired, appointed, promoted, reclassified, or reallocated (as defined below) upward. The anniversary date may be adjusted as specifically provided elsewhere in the personnel policies. (Note special provisions regarding military leave.)

Applicant: A person, including a current employee, who is applying for any position with CWSD. May also be referred to as the candidate.

Appointment: The offer of and acceptance by a person to a position in accordance with the provisions ~~of of these personnel policies~~this manual.

At-will: Status of employment wherein the person appointed may be terminated from employment at any time with or without cause. An employee in an at-will status has no property right nor a right to continued employment with CWSD and is not covered by the provisions of the discipline, layoff, or dispute resolution sections of these personnel policies.

Board of Directors: Refers to CWSD Board of Directors.

Casual Worker/Hire: An employee hired on an as-needed basis, either as a replacement for permanent employees who are out on short- and long-term absences or to meet CWSD's additional staffing needs during peak business periods.

Class Specification: A description of the essential characteristics of a job class, and the factors and conditions that make it unique from other classes, described in terms of duties, responsibilities, and qualifications.

Concern: Unresolved work-related problems identified by an employee or group of employees pertaining to these policies. Concerns may not be related to a disciplinary action.

Contraband: Any item such as illegal drugs, drug paraphernalia, or other related items whose possession is prohibited by this policy.

Conflicting Employment: Outside employment that interferes with the employee's ability to perform his/her assigned job.

Conviction: A finding of guilt, including a plea of no contest or imposition of sentence or both, by any judicial body charged with the responsibility to determine violations of the federal or state criminal drug or alcohol statutes.

Date of Hire/Hire Date: The actual date an employee first renders paid service in a regular position.

Day: Calendar days unless workdays are specified.

Demotion: Involuntary movement of an employee from one job class to another job class having a lower maximum base rate of pay, as a result of disciplinary action.

Diluted Specimens: Diluted specimens have creatinine and specific gravity values that are lower than expected for human urine. The HHS has determined that specimens with creatinine levels greater than or equal to 2.0 mg/dL and have a specific gravity greater than 1.0010 but less than 1.0030 are dilute. Individuals with creatinine levels greater than or equal to 2.0 mg/dL but less than 5.0 mg/dL are required to be retested under direct observation.

Disability-Related Inquiry: A question (or series of questions) that is likely to elicit information about a disability.

Discharge: Termination, separation, dismissal, or removal from employment for cause.

Disciplinary Action: An action including, but not limited to, a written reprimand, a suspension, a demotion, or a discharge from employment for reasons which relate to the recipient's employment or conduct, and which has been or may be imposed on an employee by the General Manager or by the Board of Directors. Verbal warnings, counseling, written statements of performance expectations, including related notes and performance appraisals, are not considered disciplinary actions, although any of these may be considered subsequently in determining whether to take any disciplinary action and in determining the type and extent of disciplinary action to be taken.

Discrimination: Employment decisions or actions inappropriately based on such factors as the applicant's or employee's race, color, religion, age, sex, sexual orientation, national origin, disability, or union activity.

Domestic Partner: Persons who are registered as domestic partners with the State of Nevada per Senate Bill 283 of the 2009 Nevada Legislature.

Drug Test: A urinalysis (urine) test that includes specimen collection and testing by a Department of Health and Human Services (DHHS)-certified laboratory. Both a screening test and a confirmation test must be used to establish a positive test result.

Employee: A person employed in a budgeted position on a full or part-time basis.

Regular Full-time Employee: A person who has successfully completed an introductory period in a budgeted position with a normally scheduled work week of forty (40) hours.

Regular Part-time Employee: A person who has successfully completed an introductory period in a budgeted position which requires at least twenty (20) hours per week but less than full-time employment.

Part-time Hourly Employee: An employee who is a non-regular employee who normally works less than 1,000 hours in a year and is not eligible for any benefits.

Exempt Employee: An employee who is exempt from the overtime provisions of the Fair Labor Standards Act. (Such determination is made on the basis of duties and responsibilities performed and the method of pay computation.)

Non-exempt Employee: An employee who is subject to the overtime provisions of the Fair Labor Standards Act.

CWSD Premises: All CWSD property and facilities, the surrounding grounds and parking lots, leased space, offices, desks, cabinets, closets, etc.

Essential Function: A fundamental job duty of the position held or desired. A function is essential if the job exists to perform that function, a limited number of other employees are available to perform the function, or the function requires special skill or expertise. (Marginal functions associated with any job should not be considered essential functions.)

Illegal Drugs: Any controlled substance or drug which is illegal to sell, possess, cultivate, transfer, use, purchase, or distribute. Illegal drugs include prescription drugs not legally obtained and/or prescription drugs not being used in the manner, combination, or quantity prescribed, or by the individual for whom prescribed.

Introductory Period: A trial or working test period which is an integral part of the examination and selection process during which an employee serves in an at-will status and is required to demonstrate fitness for the position for which s/he was hired by actually performing the duties of the position.

Invalid Specimens: An invalid specimen is one that contains an unidentified adulterant, contains an unidentified interfering substance, has an abnormal physical characteristic, or has an endogenous substance at an abnormal concentration that prevents the laboratory from completing testing or obtaining a valid drug test result.

Layoff: A separation from CWSD's service because of a shortage of funds, lack of work, abolishment of a position, reorganization, or for other reasons not reflecting discredit on an employee and for reasons outside of the employee's control.

Leave Without Pay: Authorized leave in a non-paid status.

Legal Drugs: Prescription drugs and over-the-counter drugs that have been legally obtained and are being used in the manner, combination, and quantity for which they were prescribed or manufactured.

Medical Examination: A procedure or test usually given by a health care professional or in a medical setting that seeks information about an individual's physical or mental impairments or health. (See Section 2.6.3. of these policies for a more complete description.)

Personnel Action: Any action taken with reference to appointment, compensation, promotion, transfer, layoff, dismissal, or any other action affecting an employee's employment status.

Position: A group of duties and responsibilities requiring the ongoing services of one or more employees, which is listed in the authorized position list contained in the currently approved **CWSD** budget or established by formal action of the Board of Directors.

Positive Drug or Alcohol Test: Any detectable level of drugs or its metabolite (in excess of trace amounts attributable to secondary exposure) in an employee's urine or blood. With respect to alcohol, a blood alcohol concentration of 0.02 or higher constitutes a positive test.

Promotion: The movement of an employee from one class to another class having a higher maximum base rate of pay, usually as a result of some type of examination.

Rate of Pay: An employee's salary as shown in CWSD's compensation plan.

Reclassification: The change of a position to a different job class which results from changes in duties and responsibilities.

Reduction in Pay: Disciplinary action by CWSD moving an employee to a lower pay level in the same class and same pay grade.

Reinstatement: The restoration of a laid-off employee or an employee rejected during a promotional introductory period to a position in a class in which the employee formerly served as a regular employee.

Reinstatement List: A list of names of persons who have been laid off and are available for reinstatement (rehire without examination).

Reporting Officer: The staff member assigned the responsibility and authority to receive, investigate, and resolve complaints of alleged discrimination/harassment. This individual also has the responsibility to provide training for the CWSD and assure appropriate notices are posted.

Reprimand: A written notice to an employee which states specific improvements in behavior and/or performance which must be made and declares that further disciplinary action will follow if the required improvements are not made. (A performance review is not considered a reprimand.)

Resignation: A written notice by an employee for separation from CWSD's service.

Salary Range: The minimum and maximum salary set for each position as designated by the Classification and Compensation Plan.

Seasonal Employee: See Casual Worker.

Spouse: A husband or wife as defined or recognized under State law for purposes of marriage.

Step: A specific rate of pay within the salary range established for a class. (Also see Rate of Pay.)

Substance Abuse Professional (SAP): A licensed physician, or a licensed or certified psychologist, social worker, employee assistance professional, or addiction counselor (certified by the National Association of Alcoholism and Drug Abuse Counselors Certification Commission) with knowledge of and clinical experience in the diagnosis and treatment of drug- and alcohol-related disorders.

Substituted Specimens: Substituted specimens have creatinine and specific gravity values that are so diminished or so divergent that they are not consistent with normal human urine. The HHS has determined that specimens with creatinine levels of less than 2.0 mg/dL are substituted.

Suspension: The temporary separation from service without pay of an employee for disciplinary reasons or pending investigation of an employee's conduct.

Temporary Employee: See Casual Worker.

Transfer: A lateral change of an employee from one position to another position in the same class or to a different class in the same salary range.

Transitional Duty: A temporary assignment of an employee who is unable to perform the essential functions of their job but has been cleared by a medical provider to perform other assignments for CWSD.

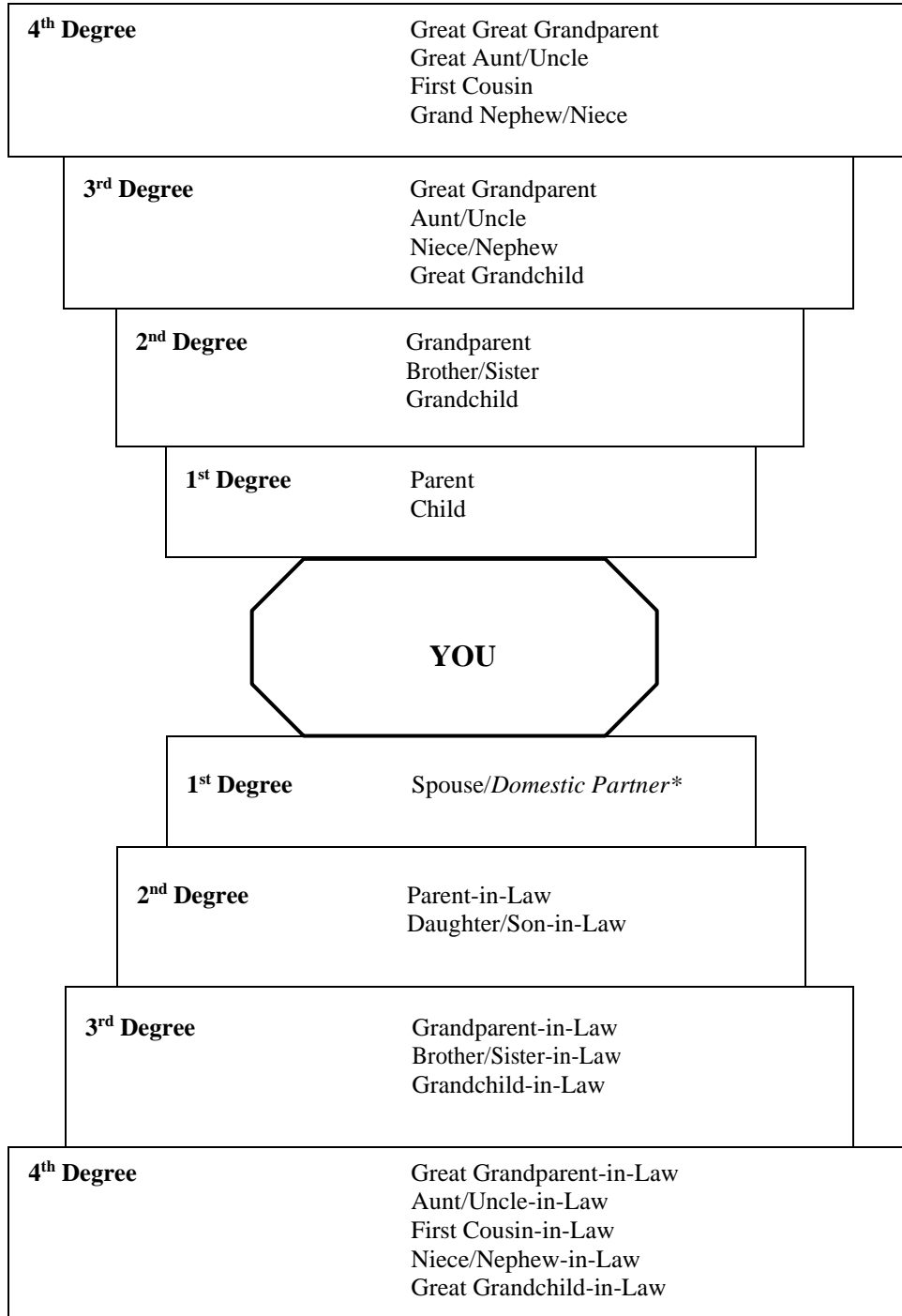
Volunteer: An individual who performs hours of service for a public agency for civic, charitable, or humanitarian reasons, without promise, expectation, or receipt of compensation for services rendered. An individual is not considered a volunteer if the individual is otherwise employed by the same public agency to perform the same type of services as those for which the individual proposes to volunteer.

Warning: Verbal notice or counseling of an employee specifying required changes in work performance or on-the-job behavior. (Notes may be made regarding a warning for the use of the supervisor. When such notes do not become a part of the employee's file, warnings are not reprimands and, therefore, are not discipline.)

APPENDIX A

CONSANGUINITY / AFFINITY CHART

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Note: Step relationships (stepbrother, step-father, etc.) are considered to be the same as blood relationships.

**Registered Domestic Partnership with the Nevada Secretary of State.*

CARSON WATER SUBCONSERVANCY DISTRICT CRITERIA FOR SELECTING BOARD OFFICERS

(Revised ~~August 2021~~ ~~October 18, 2017~~)

Policy:

This policy is designed to create criteria for the various components as to who, when, and how the officer rotation would occur for election of officers of the Carson Water Subconservancy District (CWSD) Board of Directors.

Purpose and Objective:

The purpose of the policy is to establish a rotation of the officers of CWSD among the various counties in the Carson River Watershed. The officers considered under this policy are Chair, Vice Chair, Treasurer, and Secretary.

General Procedures, Guidelines, and Responsibilities:

The criteria to serve as a Board officer are:

- No county will hold more than one officer position at a time.
- Elections will be held every odd year and officers will serve for a two-year period.
- The Chair, Vice Chair, and Treasurer will rotate every two years with the recommendation that the officers will not serve in the same position for more than one consecutive term.
- The Chair, Vice Chair, and Treasurer positions will be rotated through Nevada counties, in the order of Churchill County, Douglas County, Carson City, ~~and~~ Lyon County, and Storey County. The Vice Chair will take over the Chairmanship, if voted in.
- The Treasurer will serve on the Finance Committee.
- The Chair, Vice Chair, and Treasurer must be voting Board members.
- The Chair, Vice Chair, and Treasurer must be members of the CWSD Board for two or more years.
- The Secretary could be either a Board member or staff, and the position is not currently considered in the rotation schedule.

Before the January Board meeting the Administrative Committee will review the slate of current and/or eligible officers for the coming calendar year. If there is a proposed change to the officer slate, the Administrative Committee will make a recommendation to the Board at the January Board meeting. At the January Board Meeting, the Board will vote for the proposed officers. If a proposed officer does not receive a majority vote, the position will then be offered to the other member(s) in the same county. If the other member(s) do not wish to serve or do not meet the criteria set above, then the position will be offered to the next county in the rotation.

If an officer cannot fulfill his/her term, another Board member in that county will assume the position if he/she meets the criteria. If no one in the given county is able to meet the criteria, the position will then be filled by the next county in the rotation.

CWSD staff will update and maintain the rotation list as follows (assuming a qualified candidate is available in each of the counties involved):

Election cycle #1:

- Chair - Churchill County
- Vice Chair - Douglas County
- Treasurer - Carson City

Election cycle #2:

- Chair - Douglas County
- Vice Chair - Carson City
- Treasurer - Lyon County

Election cycle #3:

- Chair - Carson City
- Vice Chair - Lyon County
- Treasurer - ~~Storey~~Churchill County

Election cycle #4:

- Chair - Lyon County
- Vice Chair - ~~Storey~~Churchill County
- Treasurer - Douglas County

Election cycle #5:

- Chair -Storey County
- Vice Chair – Douglas County
- Treasurer – Churchill County

Repeat election cycles #1-~~5~~4.

Douglas County follows Churchill County

Carson City follows Douglas County

Lyon County follows Carson City

StoreyChurchill County follows Lyon County

Churchill County follows Storey County

CARSON WATER SUBCONSERVANCY (CWSD) CRITERIA FOR BUDGET EXPENDITURES

(As of 8/20/14)
(Revised August 2021-8/16/17)

Policy:

This policy is designed to create criteria for the General Manager's authorization to approve expenditures during a given fiscal year based on the approved budget by the CWSD Board of Directors.

Purpose and Objective:

The purpose of this policy is to establish a common understanding of the authority of the General Manager to approve expenditures during a given fiscal year based on the approved budget established by the CWSD Board of Directors and to clarify what expenditures require additional authorization by the CWSD Board of Directors.

General Procedures, Guidelines, and Responsibilities:

The criteria below set guidelines on the General Manager's authorizations to approve CWSD expenditures:

- Each year the CWSD Board of Directors reviews and approves expenditures for a given fiscal year.
- Based on the approved budget, the General Manager is authorized to approve expenditures for the given accounts.
- If the expenditure exceeds the approved budget amount by \$10,000 in any given account, the General Manager must receive approval from CWSD Board of Directors to pay the expenditure.
- Any proposed expenditure not included in the authorized budget requires approval by the CWSD Board of Directors.
- Any expenditure, except any routine cost to CWSD, that is associated with the Outside Professional Services account requires approval by the CWSD Board of Directors.
- All transactions and financials must be presented to the Board every month for their review and approval.

Exception to the policy -

- The General Manager is authorized to approve expenditures greater than the approved budget amount if the account is associated with a pass-through grant as long as the total expenditures do not exceed the total grant amount.
- The Board reserves the right to remove any expenditure from this guideline and deal with the same as it deems appropriate under the circumstances.

CARSON WATER SUBCONSERVANCY DISTRICT POLICY FOR SELECTING COMMITTEE MEMBERS

(Revised August 2021-10/18-17)

Policy Purpose and Objective:

The purpose of this policy is to establish a process of selecting individuals to serve on Carson Water Subconservancy District Committees. The objective of the committees is to review information and make recommendations to the full CWSD Board.

General Procedures and Guidelines:

Currently, CWSD has four committees:

1. **Administrative Committee** - This committee deals with personnel issues, contracts, policies, and other administrative issues.
2. **Finance Committee** - This committee reviews proposed budget and budget augmentations, funding requests, and requests for potential water rights purchases. The Treasurer serves on this committee.
3. **Legislative Committee** - This committee reviews proposed legislation. (NOTE: This committee does not have an Alpine County representative because it is primarily dealing with Nevada legislation. However, Alpine County representatives are encouraged to bring any California or federal issues to the attention of the General Manager/Board.)
4. **Regional Water System & Flood Committee** - This committee focuses on the regional programs, recharge projects, future construction, water quality, and flood projects and studies.

The committees will be set every odd calendar year at the January CWSD Board meeting ~~each year~~. To ensure a broad perspective, CWSD will include a representative from each county on each committee. If a committee member is not available to attend a committee meeting, the General Manager or his designee may select an alternate Board member to attend the meeting in their place. Staff will strive to set up meetings based on the availability of the majority of the committee members.

Committee Selection:

In November or December of the even calendar year, CWSD staff will contact each county representative to ask on which committees they would like to serve. A list of committee preferences will be brought forward to the Administrative Committee who will review the list and make recommendations to the full board. If two representatives from one county wish to serve on the same committee, the Administrative Committee will weigh the assets each brings to their committee of choice and their availability to attend the meetings and chose one representative to recommend serving on that committee. The recommendation will be brought to the full board at the January Board meeting.

CARSON WATER SUBCONSERVANCY DISTRICT
COST OF LIVING ADJUSTMENT

(Effective 2021)

Policy:

This policy of Carson Water Subconservancy District (CWSD) establishes the cost-of-living adjustments for CWSD staff.

Purpose and Objective:

To establish uniform policy guidelines for calculating the cost-of-living adjustments for CWSD staff in the budgeting process.

General Procedures, Guidelines, and Responsibilities:

In the development of the upcoming budget the CWSD Finance Committee will establish a cost-of-living adjustment based on the prior calendar year annual CPI for the West Region Urban.

(CUURO4005AD)

The CWSD Finance Committee may modify the rate by plus or minus 0.5 percent. Any changes greater than this change must be approved by CWSD Board.

DRAFT

CARSON WATER SUBCONSERVANCY DISTRICT
DEBT MANAGEMENT POLICY
COMPLIANCE WITH NRS 350.013
(Revised August 2021)

Debt Management Policy

The Carson Water Subconservancy District (CWSD) Debt Management Policy related to the debt management policies and practices in accordance with NRS 350.013.

Except as otherwise provided by law, on or before August 1 of each year, CWSD shall submit to the Department of Taxation if there is a proposal to submit any general or special obligation debt. If CWSD anticipates any debt, CWSD will follow the specific requirements as listed below:

1. Discuss the ability to afford existing general obligation debt, authorize future general obligation debt and proposed future general obligation debt. CWSD has the ability to levy an ad valorem debt tax rate. The actual ad valorem rate levied will be .03 per \$100.00 of assessed value, which is the current maximum allowed ad valorem rate.
2. Discuss the capacity to incur authorized and proposed future general obligation debt without exceeding the applicable debt limit.
3. Discuss the general obligation debt that is payable from property taxes per capita as compared with the average for such debt of municipalities in this state.
4. Discuss the general obligation debt that is payable from property taxes as a percentage of assessed value of all taxable property within the boundaries of the municipality.
5. Discuss the policy statement regarding the manner in which the district expects to sell its debt, authorized future general obligation debt, and proposed future general obligation debt.
6. Discuss the sources of money projected to be available to pay existing general obligation debt, authorized future general obligation debt, and proposed future general obligation debt.
7. Discuss the operational costs and revenue sources, for the ensuing five fiscal years, associated with each project included in its plan for capital improvement submitted pursuant to paragraph (d) if those costs and revenues are expected to affect the property tax rate.

CARSON WATER SUBCONSERVANCY DISTRICT
DIRECTOR MEETING COMPENSATION
POLICY AND PROCEDURE
(Revised August 2021-4-21-21)

Policy:

This policy of Carson Water Subconservancy District (CWSD) allows Directors to be compensated for meetings and workshops when it is anticipated that the organization will derive a benefit from the Director participation or official representation of CWSD and as allowed under NRS.541.110.

Purpose and Objective:

1. To establish uniform policy guidelines for Director compensation for attendance at meetings and workshops.
2. To establish procedures and responsibilities regarding the compensation of Directors for attendance at meetings, etc., through this policy and procedure. This document will be updated on a periodic basis.
3. To maintain accountability while allowing for compensated participation of the Directors in Board approved meetings, etc.

Definitions:

“Director” means all members appointed by the member counties to Carson Water Subconservancy District Board of Directors.

“Meeting” means any meeting or workshop which the Director ~~attends~~ physically or virtually to conduct official business of the Board or officially represent the District which has been pre-approved by the Board of Directors or Chairman of the Board. Board members will not be compensated for attending a meeting via telephone.

Board members will not be compensated for attending conferences or seminars; however, Board members will be reimbursed actual costs (see Travel Guidelines).

General Procedures, Guidelines, and Responsibilities:

CWSD recognizes that it is of benefit to the CWSD for Directors to attend meetings on behalf of the CWSD. CWSD will compensate the Director for their attendance at a meeting when it qualifies as one of the following:

1. Official meeting of CWSD Board of Directors;
2. Official Committees meeting of CWSD Board
3. Meeting at which the Board has requested the Director to represent the CWSD; or
4. Meeting which the Chairman of CWSD Board has requested the Director to attend.

This policy is to ensure that attendance of a Director at a meeting is in the interest of the CWSD within established guidelines, allow Directors to receive compensation for conducting CWSD business, and provide documentation of attendance by the Director.

It is primary to remember that taxpayers are paying for the Director’s participation in meeting and representing the CWSD and it is the CWSD’s obligation to be cost conscious. Director fees must comply with budgetary guidelines.

Transportation Costs:

All Directors can request reimbursement for actual travel expenses for attending a qualifying meeting as mentioned above. The reimbursement rate will be the amount per mile allowed by the IRS. Mileage to Board and Committee Meetings will be calculated based on the distance from the Director’s domicile to the meeting place. For other qualifying meetings, the Director must submit a “Request for Travel Reimbursement” form. Elected Officials who receive reimbursement for travel from their appointing county or travel in county vehicle will notify CWSD staff and will not be reimbursed from CWSD.

AGENDA ITEM #10

CARSON WATER SUBCONSERVANCY DISTRICT ADMINISTRATIVE COMMITTEE

TO: Committee Members

FROM: Edwin James

DATE: August 30, 2021

SUBJECT: Agenda Item #6 – For Possible Action: Review salary comparisons for the various CWSD positions

DISCUSSION: CWSD staff was asked to conduct a salary comparison for the various CWSD positions. Staff was directed to compare the salaries with Douglas County, Carson City, Lyon County, and Washoe County. Not having a good knowledge of the jobs and responsibilities of the employees in Washoe County, staff had a hard time doing a comparison and did not feel comfortable including the job descriptions and salary ranges from Washoe County.

Attached are some job descriptions and salary ranges for possible comparison.

Staff is still reviewing other possible job descriptions and salary comparisons, and will bring the information to the meeting.

STAFF RECOMMENDATION: Provide direction on how to proceed.

Job comparisons**Pay Scale Comparison****General Manager – Current Pay Scale: \$ 105,844 to \$ 149,304****Carson City:**

Public Works Director – All Directors are at the same pay scale \$104,520 – \$167,232

Deputy Public Work Director \$ 95,018 – \$152,030

Administrative Assistant - Current Pay Scale: \$ 48,281 to \$ 68,105**Douglas County:**

Admin Assistant to the BD \$44,450 – \$66,685

Carson City:

Office Manager \$49,591 – \$74,387

Lyon County:

Admin Assistant (A3) \$41,740 – \$66,798

Water Resource Specialist 2 & Watershed Program Specialist - Current Pay Scale: \$ 54,897 to \$ 77,438**Douglas County:**

Planner Senior \$67,038 – \$100,588

Weed Control Program Supervisor \$57,033 – \$ 85,571

Carson City:

Grant Admin \$59,416 – \$89,124

Senior Natural Res Specialist \$54,014 – \$81,021

Associate Planner \$59,416 – \$89,124

Lyon County:

Planner \$46,648 – \$72,973

Watershed Program Manager - Current Pay Scale: \$ 67,882 to \$ 95,755**Douglas County:**

Stormwater Program Manager – M1 \$72,051 – \$108,097

Carson City:

Senior Project Mgr \$71,893 – \$107,839

Senior Project Mgr (Stormwater) \$71,893 – \$107,839

Lyon County:

Senior Planner (P3) \$75,000 – \$110,000

Washoe County: Could not do a comparison.

AGENDA ITEM #6B
Administrative Assistant
Job Description Comparisons



Administrative Assistant to the Board

Class Code:
1095

Bargaining Unit: Non-Contract Employees

DOUGLAS COUNTY (NV)

Established Date: Jan 24, 2019

Revision Date: Feb 6, 2020

SALARY RANGE

\$21.37 - \$32.06 Hourly

\$44,449.60 - \$66,684.80 Annually

FLSA:

Non-Exempt

SUMMARY:

Performs paraprofessional level administrative support and specialized functions in the County Manager's office to support the Board of Commissioners and various advisory boards, committees and commissions. This is a confidential position.

ESSENTIAL FUNCTIONS:

- Provides oversight and support to the Board of Commissioners and other publicly-noticed meetings as required by Nevada Revised Statutes (NRS), Nevada Open Meeting Law, and procedures adopted by the County.
- Works closely with the Clerk/Treasurer's office, Technology Services and various other departments to prepare agendas and agenda packets; distribute and post meeting materials; oversee the written and digitally-recorded record of the proceedings; prepare the minutes of meetings and proceedings; and acts as the secretary/clerk to assigned advisory commissions and advisory boards in accordance with law. Assures the accuracy and integrity of the agenda packets and departmental documentation.
- Coordinates the execution and distribution of the legal documents, such as ordinances, resolutions, agreements, contracts, and leases to include long term storage.
- Oversees maintenance of the public record for advisory boards; compiles information and prepares special and periodic reports related to the work performed.
- Attends to a variety of administrative office details, to include making travel arrangements, coordinating materials and supply orders, arranging for equipment purchase and maintenance and attending meetings or serving on various task forces and committees.

- Assists with and performs specific administrative support activities such as reviewing and tracking proposed legislation, assisting with the implementation of departmental automated systems and representing the department head and others as specified.
- 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 team.
- Maintains accurate records and files related to the areas of assignment. Prepares a variety of technical, statistical and narrative reports, letters, memos and other written materials.
- Provides information to the public or to County staff that requires the use of judgment and the interpretation of policies, rules or procedures.
- Enters and retrieves data and prepares reports using a variety of software programs; reviews such reports for accuracy and makes corrections as required; operates standard office equipment.
- Represents the County with dignity, integrity, and a spirit of cooperation in all relationships with staff and the public.

QUALIFICATIONS:

Education and Experience:

High School diploma/GED; AND four (4) years of administrative support experience in the public sector; OR an equivalent combination of education, training and experience.

Required Knowledge and Skills

Knowledge of:

- County policies and procedures.
- Applicable laws, codes and regulations, including personnel policies and open meeting laws.
- Functions and activities of an elected board of commissioners, and their advisory boards, commissions, and committees.
- Organizational structure of local government relative to programs and functions of assigned area(s).
- Use of specified computer applications involving word processing, data entry and/or standard report generation.
- Use of specified computer applications involving the design and management of databases or spreadsheet files and the development of special report formats.
- Business arithmetic.
- Office administrative practices and procedures.
- Business writing and the standard format for typed materials.
- Record keeping principles and practices.
- Correct business English, including spelling, grammar and punctuation.
- Techniques for dealing with the public, in person and over the telephone.

Skill in:

- Coordinating and integrating division functions with other departments, as necessary and appropriate.
- Evaluation of functions and operations, including work procedures, processes, and administrative policies to determine effectiveness and efficiency; develop, recommend, and implement operational alternatives.
- Performing detailed and complex office support work.
- Performing paraprofessional level analytical and programmatic work in a variety of areas/disciplines.
- Reading and explaining rules, policies and procedures.
- Analyzing and resolving varied office administrative problems.
- Organizing, maintaining and researching office files.

- Compiling and summarizing information and preparing periodic or special reports.
- Using initiative and independent judgment within established procedural guidelines.
- Organizing own work, setting priorities and meeting critical deadlines.
- Contributing effectively to the accomplishment of team or work unit goals, objectives and activities.
- Establishing and maintaining effective work relationships with Board of Commissioners, management and staff, coworkers, and the public, in person and over the phone.
- Transcription skills, speed writing or shorthand is desirable.

REQUIRED CERTIFICATES, LICENSES, AND REGISTRATIONS:

None

PHYSICAL DEMANDS & WORKING ENVIRONMENT:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Mobility to work in a typical office 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.

Due to scheduling, this position may occasionally work late and/or extended hours for various meetings and events.

CONDITIONS OF EMPLOYMENT:

- *Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.*
- *Employment is contingent upon successful completion of background/screening.*
- *Douglas County participates in E-Verify and will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each applicant's Form I-9 to confirm work authorization. All candidates who are offered employment must complete Section 1 of the Form I-9 along with the required proof of their right to work in the United States and proof of their identity prior to starting employment. Please be prepared to provide required documentation as soon as possible after the job offer is made.*

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.

SUPPLEMENTAL INFORMATION:

I have read and understand the contents of this Job Description, and I have received a copy of this Job Description for my records.

PRINT NAME: _____

SIGNATURE: _____ DATE: _____



Office Manager

Class Code:
00726

Bargaining Unit: UNCLASSIFIED EMPLOYEES

CONSOLIDATED MUNICIPALITY OF CARSON CITY
Established Date: May 11, 2015
Revision Date: Mar 5, 2018

SALARY RANGE

\$23.84 - \$35.76 Hourly
\$49,591.36 - \$74,387.87 Annually

DESCRIPTION:

Under general supervision, supervises and administers office support staff and diverse activities for functional areas or units; performs varied project and administrative support work.

EXAMPLE OF DUTIES:

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.

- Plans, organizes, manages and reviews diverse office and general administrative support activities through subordinate supervisors and/or lead staff.
- Coordinates activities and services with those of other divisions, City departments to meet the needs, goals and objectives of the unit; assists in setting such goals and objectives.
- Develops and implements procedures for and directs administrative activities such as staff selection, coordinated records management and storage, word processing, clerical processing and related activities.
- Researches operational, budgetary and administrative problems, evaluates alternatives, recommends solutions, and implements adopted changes.
- Performs significant administrative support and/or coordinate work for the department head or designated manager, often with department-wide implications.
- Supervises and reviews the work of subordinate supervisory and office support staff; trains staff in specific departmental and unit policies and procedures.
- Evaluates employee performance and effectively recommends employee selection, initial disciplinary action and other personnel activities.
- Provides for the training and development of assigned staff.
- Answers inquiries, provides information and resolves complaints from the public or employees regarding assigned functions and activities, which often requires the use of judgment and the interpretation of policies, rules and procedures.

- Compiles operational, budget and other statistical data and information, maintains various records, and prepares special and periodic reports.
- Contributes to the overall quality of the unit's service provision by developing and coordinating work teams and by reviewing, recommending and implementing improved policies and procedures.
- Demonstrates courteous and cooperative behavior when interacting with the public and City staff; acts in a manner that promotes a harmonious and effective workplace environment.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Education and Experience:

Equivalent to a High School Diploma or GED; AND four (4) years of administrative experience; OR an equivalent combination of education, training and experience as determined by Human Resources.

REQUIRED CERTIFICATES, LICENSES, AND REGISTRATIONS:

- None

Required Knowledge and Skills

Knowledge of:

- Principles and practices of employee supervision, including selection, work planning, organization, performance review and evaluation, and employee training and discipline.
- Principles and practices of developing teams, motivating employees and managing in a team environment.
- Office management practices and procedures, including records management and the operation of standard office equipment.
- Principles and practices of public administration.
- Applicable laws, codes and regulations.
- Use of specified computer applications involving the design and management of databases or spreadsheet files and the development of special report formats.
- Correct business English, including spelling, grammar and punctuation.
- Techniques for dealing with a variety of individuals from various socio-economic, 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.
- Developing and implementing goals, objectives, policies, procedures and work standards.
- Developing effective work teams and motivating individuals to meet goals and objectives and provide customer services in the most cost effective and efficient manner.
- Understanding, applying and explaining office and administrative processes and procedures.
- Preparing clear and concise reports, correspondence and other written materials.
- Analyzing and resolving varied office administrative problems.
- Using initiative and independent judgment within established procedural guidelines.
- Organizing, prioritizing and coordinating work activities, coordinating multiple activities and meeting critical deadlines.

- Contributing effectively to the accomplishment of team or work unit goals, objectives and activities.
- Dealing successfully with the public, in person and over the telephone, often where relations may be confrontational or strained.

SUPERVISION RECEIVED AND EXERCISED:

Under General Supervision - Incumbents at this level are given assignments and objectives that are governed by specifically outlined work methods and a sequence of steps, which are explained in general terms. The responsibility for achieving the work objectives, however, rests with a superior. Immediate supervision is not consistent, but checks are integrated into work processes and/or reviews are frequent enough to ensure compliance with instructions.

PHYSICAL DEMANDS & WORKING ENVIRONMENT:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Mobility to work in a typical office setting, use standard office equipment and stamina to sit for extended periods of time; strength to lift and carry up to 20 pounds; vision to read printed materials; and hearing and speech to communicate in person or over the telephone; exposure to traffic conditions and external environment when traveling from one office to another.

SUPPLEMENTAL INFORMATION:

CONDITIONS OF EMPLOYMENT:

1. *This classification is considered "at will" and as such, the employee may be terminated at any time for any reason, or no reason.*
2. *Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.*
3. *Any City employee may be required to stay at or return to work during emergencies to perform duties specific to this classification or to perform other duties as requested in an assigned response position. This may require working a non-traditional work schedule or working outside normal assigned duties during the incident and/or emergency.*
4. *Employees may be required to complete Incident Command System training as a condition of continuing employment.*
5. *New employees are required to submit to a fingerprint based background investigation which cost the new employee \$56.25 and a drug screen which costs \$36.50. Employment is contingent upon passing the background and the drug screen.*
6. *Carson City participates in E-Verify and will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each applicant's Form I-9 to confirm work authorization. All candidates who are offered employment with Carson City must complete Section 1 of the Form I-9 along with the required proof of their right to work in the United States and proof of their identity prior to starting employment. Please be prepared to provide required documentation as soon as possible after the job offer is made. For additional information regarding acceptable documents for this purpose, please contact Human Resources at 775.887.2103 or go to the U.S. Citizenship and Immigration Services web page at www.ucis.gov.*
7. *Carson City is an Equal Opportunity Employer.*



JOB DESCRIPTION

JOB TITLE:	Administrative Assistant	FLSA:	Non-Exempt
DEPARTMENT:	Clerk/Treasurer	GRADE:	A3
REPORTS TO:	Clerk/Treasurer	DATE:	10/06/2016

SUMMARY OF JOB PURPOSE:

Responsible for providing varied secretarial and office administrative assistance to a division manager or department head and related supervisory and professional staff.

ESSENTIAL FUNCTIONS:

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.

- Receives and screens visitors and telephone calls, providing factual information which may require the interpretation of policies and procedures; takes messages or refers the caller to the proper person.
- Researches and compiles a variety of informational materials from sources both inside and outside the office; summarizes such information as directed.
- Opens and sorts mail and attaches pertinent backup materials; processes outgoing mail as required.
- Composes drafts and a wide variety of finished documents.
- Conducts administrative, operational, budgetary, accounting or other informational and research projects related to the activities or operational area to which assigned; may prepare standard legal documents such as contracts.
- May attend meetings and prepare minutes as required; initiates specified correspondence independently for signature by appropriate management, supervisory or professional staff; reviews finished materials for completeness, accuracy, format, compliance with policies and procedures, and appropriate English usage.
- Organizes and maintains various office files, including personnel and tickler files; purges files as required.
- Assists with the development and administration of the budget; may prepare or maintain statistical, fiscal or payroll information.
- Follows up on projects, transmits information, and keeps informed of activities.
- Schedules and arranges for meetings; organizes own work, sets priorities and meets critical deadlines.
- May provide lead direction to office support staff; may instruct staff in work procedures and/or review work for format, accuracy and consistency.
- May act as liaison to all Lyon County Citizen Advisory Boards and conduct trainings and update to CAB manual.
- 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.



ADMINISTRATIVE ASSISTANT

ESSENTIAL FUNCTIONS: (continued)

- Enters, maintains, validates and produces reports on records within various databases.
- Represents the County with dignity, integrity, and a spirit of cooperation in all relationships with staff and the public.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Education and Experience:

High School diploma/GED; AND four (4) years of administrative support experience; OR an equivalent combination of education, training and experience.

Required Knowledge and Skills

Knowledge of:

- Policies and procedures related to the department.
- Office terminology, forms, documents and procedures.
- Use of specified computer applications involving the design and management of databases or spreadsheet files and the development of special report formats.
- Business arithmetic.
- Applicable regulations, policies and statutes; office administrative practices and procedures.
- Business letter writing and the standard format for typed materials.
- Record keeping principles and practices.
- Correct business English, including spelling, grammar and punctuation.
- Techniques for dealing with the public, in person and over the telephone.

Skill in:

- Performing technical, specialized, complex, or basic office support duties.
- Reading, understanding and processing documents and extracting relevant information.
- Understanding, applying and explaining department processes and procedures.
- Using applicable office terminology, forms, documents and procedures in the course of the work.
- Organizing, maintaining and researching office files.
- Composing correspondence independently or from brief instructions.
- Compiling and summarizing information and preparing periodic or special reports.
- Using initiative and independent judgment within established procedural guidelines.
- Organizing own work, setting priorities and meeting critical deadlines.
- Contributing effectively to the accomplishment of team or work unit goals, objectives and activities.



ADMINISTRATIVE ASSISTANT

Skill in: (continued)

- Establishing and maintaining effective working relationships with those contacted in the course of the work.

REQUIRED CERTIFICATES, LICENSES, AND REGISTRATIONS:

Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.

- May require Notary Public certification
- May require CNC/NCIC/NCJIS certification and biannual re-certification

PHYSICAL DEMANDS & WORKING ENVIRONMENT:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Mobility to work in a typical office setting and use standard office equipment; stamina to remain seated for extended periods of time; strength to lift and carry up to 20 pounds; vision to read printed materials and a computer screen, and hearing and speech to communicate in person or over the telephone.

AGENDA ITEM #6C
Water Resource Specialist 2
& Watershed Program Specialist
Job Description Comparisons



Planner Senior

Class Code:
2990

Bargaining Unit: Non-Contract Employees

DOUGLAS COUNTY (NV)

Established Date: Jul 1, 2015

Revision Date: Jul 8, 2015

SALARY RANGE

\$32.23 - \$48.36 Hourly
\$67,038.40 - \$100,588.80 Annually

FLSA:

Exempt

SUMMARY:

Responsible for performing complex professional planning duties related to the administration of the County's development regulations; acts as lead on projects/teams.

ESSENTIAL FUNCTIONS:

- Provides direction, training and work review to professional and/or technical staff on a project or day to day basis; organizes and assigns work, sets priorities, and follows-up to ensure coordination and completion of assigned work.
- Receives and processes applications for variances, rezoning, specific plan amendments, subdivision maps, annexations, use permits, and related zoning/planning and regulation items.
- Interprets, explains and enforces provisions of County codes, applicable laws and regulations, and other policies and standards to potential applicants and the public.
- Reviews construction plans for conformity to codes and regulations; processes routine plans and applications, variances, and use permits.
- Monitors status of development applications from acceptance to issuance of final permit.
- Conducts research studies and prepares reports and recommendations regarding planning and zoning related issues.
- Researches and reviews plans for ordinance regulations; provides specific information to engineers, architects, contractors, developers, property owners, etc. regarding codes, regulations and procedures.
- Prepares a variety of written communications, including analytical reports, correspondence; directs the preparation of graphic materials.
- Develops and provides oral and graphic presentations or prepares materials for presentation to Boards and commissions and community groups.

- May provide work direction and instruction to technical or office support staff; may assist in instructing less experienced professional staff.
- Coordinates efforts with County Planning Office, regional government agencies, community groups, State and federal agencies; attends public meetings and presents information on planning related issues.
- Researches and interprets laws, regulations, and pertinent information related to planning activities.
- 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.
- Represents the County with dignity, integrity, and a spirit of cooperation in all relationships with staff and the public.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Education and Experience:

Bachelor's degree in planning, or a closely related field; AND four (4) years of professional planning related experience; OR an equivalent combination of education, training and experience.

Required Knowledge and Skills

Knowledge of:

- Objectives, principles, procedures, standards, practices, information sources and trends of planning and zoning.
- Statistical analysis and mathematical concepts related to the planning process.
- Terminology, symbols, methods, techniques and instruments used in planning graphics and map drafting.
- Standard office practices and procedures.
- Computer applications related to the work.
- Record keeping principles and practices.
- Correct business English, including spelling, grammar and punctuation.
- Techniques for dealing with the public, in person and over the telephone.

Skill in:

- Planning, organizing, directing, training and reviewing the work of others.
- Researching, analyzing, and summarizing planning data.
- Interpreting maps, site and building plans and specifications, graphs and statistical data.
- Preparing clear, concise and complete technical documents, reports, correspondence and other written materials.
- Reading, analyzing and interpreting plans, blueprints and other related documents.
- Exercising sound independent judgment within established procedural guidelines.

- Working without close supervision in standard work situations.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.
- Representing the County in contacts with county officials, community and other agencies and the public and making effective presentations.
- Maintaining accurate records and files.
- Contributing effectively to the accomplishment of team or work unit goals, objectives and activities.

REQUIRED CERTIFICATES, LICENSES, AND REGISTRATIONS:

- Nevada Driver's License.

PHYSICAL DEMANDS & WORKING ENVIRONMENT:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Mobility to work in typical office and field settings and use standard office equipment; stamina to sit for extended periods of time; strength to lift and carry up to 50 pounds; agility to traverse terrain and construction sites; vision to read printed materials and a computer screen, and hearing and speech to communicate in over the telephone and radio systems.

Work is subject to performance under exposure to adverse environmental conditions, fumes, gasses, noxious odors, hazardous chemicals and noise.

CONDITIONS OF EMPLOYMENT:

- *Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.*
- *Employment is contingent upon successful completion of background/screening.*
- *Douglas County participates in E-Verify and will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS, with information from each applicant's Form I-9 to confirm work authorization. All candidates who are offered employment must complete Section 1 of the Form I-9 along with the required proof of their right to work in the United States and proof of their identity prior to starting employment. Please be prepared to provide required documentation as soon as possible after the job offer is made.*

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.

SUPPLEMENTAL INFORMATION:

I have read and understand the contents of this Job Description, and I have received a copy of this Job Description for my records.

PRINT NAME: _____

SIGNATURE: _____ **DATE:** _____



Weed Control Program Supervisor

Class Code:
3500

Bargaining Unit: Non-Contract Employees

DOUGLAS COUNTY (NV)

Established Date: Jul 1, 2015

Revision Date: Apr 22, 2016

SALARY RANGE

\$27.42 - \$41.14 Hourly
\$57,033.60 - \$85,571.20 Annually

FLSA:

Exempt

SUMMARY:

Responsible for coordinating assignment, direction, and completion of the work of unskilled and semi-skilled maintenance workers related to the County's weed control programs and activities.

ESSENTIAL FUNCTIONS:

- Composes daily work assignments for assigned staff; provides direction in regard to scope of work, equipment, materials, etc.; sets priorities for the team to ensure task completion.
- Participates in the recruitment and selection of staff; provides supervision and training; coaches assigned staff on performance; instructs assigned staff in work and safety procedures.
- Reviews the work of staff; identifies problem areas and directs corrective action; counsels employees and initiates discipline as necessary; completes performance evaluations as required.
- Responds to citizen inquiries regarding problem noxious, invasive, or common weeds, aids in the identification, and explains control options. Responsible for client accounts and relationships, scheduling of all client/customer services based on individual circumstances.
- Develops work schedules to perform the weed control service; identifies better methods through feedback from the user to streamline and improve methods of delivering the

service; coordinates with other groups/agencies for maximum effectiveness in control and prevention efforts.

- Ensures work tasks are performed in a safe manner; monitors safety procedures, conducts safety meetings, checks for safe working practices and effectively communicates these to employees.
- Prepares estimates and makes bills for labor and chemicals provided; assures delivery of optimum service within budget constraints; purchases chemicals and associated hardware to perform weed control service; inputs data from spray orders or chemical sales into computer; generates invoices and mails out for payment; ensures appropriate inventory of materials.
- Performs routine maintenance and care of spray and other equipment associated with weed control; maintains records of chemicals used and distributed; keeps records detailing financial aspects of the operation.
- Works closely with bi-state, state, regional, and adjacent weed groups to monitor weed movement, coordinate prevention and control measures, and learn new control strategies.
- Works with State of Nevada agencies to implement and enforce NRS 555.
- Maintains records of work performed and materials used.
- 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 team.
- Represents the County with dignity, integrity, and a spirit of cooperation in all relationships with staff and the public.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Education and Experience:

High School diploma/GED; AND two (2) years pesticide application experience; OR six (6) months pesticide application experience with 16 college credit hours in biological science or related field; OR an equivalent combination of education, training and experience.

Required Knowledge and Skills

Knowledge of:

- Administrative and supervisory principles and practices
- Use and minor maintenance of commonly used hand and power equipment/tools.
- Safe work methods and safety regulations pertaining to the work.
- Shop mathematics.
- Basic record keeping practices.
- Methods and materials used in weed control.
- Operation and capability of various trucks and light construction equipment.
- Techniques of chemical handling, storage and application.
- Communicating effectively in oral and written forms.

Skill in:

- Assigning, directing and instructing the work of staff.
- Training others in work materials, equipment and procedures.
- Safely using and maintaining hand and power tools related to the work.

- Performing general maintenance work, individually or as a member of a crew, in various areas.
- Safely using chemicals.
- Making accurate arithmetic calculations.
- Reading and interpreting plans, maps and instructions.
- Understanding and following oral and written directions.
- Preparing basic records and reports of work performed.
- Contributing effectively to the accomplishment of team or work unit goals, objectives and activities.

REQUIRED CERTIFICATES, LICENSES, AND REGISTRATIONS:

- Nevada Class C Driver's License.
- Nevada Restricted Use Pesticide certification.
- Nevada Pest Control Certificate – Primary Principal License within thirty (30) days of date of employment. Includes passage of required exams and completion of annual Continuing Education requirements to maintain license.

PHYSICAL DEMANDS & WORKING ENVIRONMENT:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Strength and mobility to work in a typical field setting, including operating hand and power tools; agility and stamina to perform sustained physical labor, including standing, walking, climbing and working in rough terrain; strength to lift and maneuver materials and equipment weighing up to 100 pounds with proper equipment; vision to read printed materials; and hearing and speech to communicate in person or over a radio or telephone.

Work is subject to exposure to extreme weather conditions, hazardous chemicals, electrical currents, gases, dust and noxious odors.

CONDITIONS OF EMPLOYMENT:

- *Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.*
- *Employment contingent upon successful completion of background/screening.*
- *Douglas County participates in E-Verify and will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each applicant's Form I-9 to confirm work authorization. All candidates who are offered employment must complete Section 1 of the Form I-9 along with the required proof of their right to work in the United States and proof of their identity prior to starting employment. Please be prepared to provide required documentation as soon as possible after the job offer is made.*

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.

SUPPLEMENTAL INFORMATION:

I have read and understand the contents of this Job Description, and I have received a copy of this Job Description for my records.

PRINT NAME: _____

SIGNATURE: _____ **DATE:** _____



Grants Administrator

Class Code:
00769

Bargaining Unit: CARSON CITY EMPLOYEES
ASSOCIATION

CONSOLIDATED MUNICIPALITY OF CARSON CITY
Established Date: Jul 1, 2015
Revision Date: Aug 13, 2018

SALARY RANGE

\$28.57 - \$42.85 Hourly
\$59,416.66 - \$89,124.46 Annually

DESCRIPTION:

Under general supervision, perform a variety of professional and technical duties involved in grant oversight, administration and procurement of services for funding granted to City Departments/Offices.

EXAMPLE OF DUTIES:

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.

- Administer procedures for the receipt of program funds from various funding sources; creates reports as required.
- Plan for and coordinate grant reporting processes and prepare and submit required grant performance reports to granting agencies.
- Research, monitor and coordinate fiscal compliance activities; maintain respective compliance requirements; provide current information to the Departments/Offices to work towards the goal of zero single audit findings.
- Utilize a community support network and encourage by meeting with representatives of government bodies, local businesses, other groups or organizations to develop best practices, promote program objectives, develop new programs and solicit participation, efficiently utilizing available expertise.
- Review funding requests and coordinate the review process, as needed.
- Develop, monitor and maintain grant project tracking systems to ensure timely preparation of grant reimbursement remittances and compliance with grant requirements.
- Maintain a variety of files and records related to grant/program activities; prepare financial, statistical and operational reports for compliance with grant requirements.

- Prepare and recommend the program budget, make recommendations for space utilization and purchase equipment and supplies; approve expenditures and monitor budget accounts.
- Provide administrative support to the Department/Office or program to include coordinating meetings logistics, preparing agendas and meeting minutes, etc.; provide fiscal guidance, technical assistance and training to the Departments/Offices in the preparation of grant applications and in the development and implementation of proper procedures to ensure grant compliance and accountability systems; monitor the implementation of grant funded projects located throughout the City.
- Prepare and complete the City's Equal Employment Opportunity Plan.
- Perform grant and general fund reconciliation and projections.
- Ensure compliance with grant conditions for the City and the Department/Office, and ensure that all grant conditions are in compliance.
- Assists in all audit requirements for the City and sub-grantees.
- Conducts grant contract monitoring for City and sub-grantees.
- Answers any inquiries relating to proposed grants, contracts, budgets and program activities.
- Contributes to the overall quality of the Department's service provision by developing and coordinating work teams and by reviewing, recommending and implementing improved policies and procedures.
- Uses standard office equipment, including a computer, in the course of the work.
- Demonstrates courteous and cooperative behavior when interacting with all personnel in the course of duties; acts in a manner that promotes a harmonious and effective workplace environment.
- Identify grant funding needs and research and maintain information on available federal, state, local and private grant funding sources to maximize funding opportunities available to the City; coordinate with federal, state, local and private agency officials to ensure the City's awareness of possible grant funding sources for new and on-going projects.
- Prepare grant applications and recommendations for new funding sources in conjunction with needs assessments and program evaluations, to better achieve Department/Office program goals and objectives.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Education and Experience:

Bachelor's degree in accounting, finance, business administration, public administration or a related field; AND two (2) years of professional experience in finance, grants administration or compliance management; OR an equivalent combination of education, training and experience as determined by Human Resources.

REQUIRED CERTIFICATES, LICENSES, AND REGISTRATIONS:

- A valid driver's license

Required Knowledge and Skills

Knowledge of:

- Principles and practices of statistical data analysis.
- Principles and practices of project budgeting.
- Principles and practices of budget preparation and fiscal analysis.
- Principles and practices of public administration and management.

- Principles and practices of program evaluation.
- Computer applications that relate to the job including but not exclusive to Microsoft Windows, Word, Office, Excel, Internet and E-Mail applications.
- Techniques for dealing with a variety of individuals, at all levels of responsibility, in person and over the telephone.
- Communicating effectively in oral and written forms.

Skill in:

- Reviewing financial documents for completeness and accuracy.
- Compiling and reviewing budget figures.
- Interpreting, applying and explaining applicable laws, codes and regulations.
- Maintaining accurate financial records and preparing accurate and timely reports.
- Making accurate arithmetic calculations.
- Working without close supervision in standard work situations.
- Contributing effectively to the accomplishment of team or work unit goals, objectives and activities.
- Instructing others in work procedures; interpreting, explaining and applying requirements, rules and regulations related to various funding sources; interpreting, explaining and applying principles and practices of grant administration.
- Using initiative and independent judgment within established procedural guidelines.
- Applying computer applications related to the job including but not exclusive to Microsoft Word, Office, Excel; Internet and E-Mail applications.
- Communicating clearly and concisely, both orally and in writing.
- Using initiative and independent judgment within established procedural guidelines.
- Demonstrating courteous and cooperative behavior when interacting with personnel in the course of duties; acts in a manner that promotes a harmonious and effective workplace environment.

SUPERVISION RECEIVED AND EXERCISED:

Under General Supervision - Incumbents at this level are given assignments and objectives that are governed by specifically outlined work methods and a sequence of steps, which are explained in general terms. The responsibility for achieving the work objectives, however, rests with a superior. Immediate supervision is not consistent, but checks are integrated into work processes and/or reviews are frequent enough to ensure compliance with instructions.

PHYSICAL DEMANDS & WORKING ENVIRONMENT:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Mobility to work in a typical office setting, use standard office equipment and stamina to sit for extended periods of time; strength to lift and carry up to 20 pounds; vision to read printed materials; and hearing and speech to communicate in person or over the telephone.

SUPPLEMENTAL INFORMATION:

CONDITIONS OF EMPLOYMENT:

1. *All new employees will serve a probationary period of twelve (12) months. Such employees are not subject to the collective bargaining agreement and may be laid off or discharged during this period for any reason.*
2. *Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.*

3. Any City employee may be required to stay at or return to work during emergencies to perform duties specific to this classification or to perform other duties as requested in an assigned response position. This may require working a non-traditional work schedule or working outside normal assigned duties during the incident and/or emergency.
4. Employees may be required to complete Incident Command System training as a condition of continued employment.
5. New employees are required to submit to a fingerprint based background investigation which cost the new employee \$56.25 and a drug screen which costs \$36.50. Employment is contingent upon passing the background and the drug screen.
6. Carson City participates in E-Verify and will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each applicant's Form I-9 to confirm work authorization. All candidates who are offered employment with Carson City must complete Section 1 of the Form I-9 along with the required proof of their right to work in the United States and proof of their identity prior to starting employment. Please be prepared to provide required documentation as soon as possible after the job offer is made. For additional information regarding acceptable documents for this purpose, please contact Human Resources at 775.887.2103 or go to the U.S. Citizenship and Immigration Services web page at www.ucis.gov.
7. Carson City is an Equal Opportunity Employer.



Senior Natural Resource Specialist

Class Code:
00844

Bargaining Unit: UNCLASSIFIED EMPLOYEES

CONSOLIDATED MUNICIPALITY OF CARSON CITY
Established Date: Nov 21, 2014
Revision Date: Dec 16, 2020

SALARY RANGE

\$25.97 - \$38.95 Hourly
\$4,501.21 - \$6,751.77 Monthly
\$54,014.48 - \$81,021.20 Annually

DESCRIPTION:

Under general supervision, provides technical support for the management of natural resources and recreational use of City's open space real property. Additionally, this position is responsible for coordinating weed control efforts and funding across public and private lands, including governmental agencies, golf courses, prison lands, non-profit organizations, and private properties.

EXAMPLE OF DUTIES:

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.

- Monitors, evaluates and provides recommendations for appropriate vegetation resource protection and use.
- Recruits, hires, evaluates, schedules, coaches, counsels and provides progressive discipline as appropriate for part-time and seasonal staff, interns and volunteers.
- Develops and administers contracts for natural resource projects with consultants and contractors; inspects work performed for compliance; approves completed work.
- Educates and enforces local and state weed laws.
- Performs a variety of projects including weed abatement, re-vegetation, river restoration, data collection, monitoring and other activities related to the conservation of natural resources within our City boundaries.
- Plans and manages operations for targeted grazing projects and/or grazing leases to improve desired plant communities; collects vegetation data; analyzes results; composes reports; coordinates efforts with other agencies.
- Researches, applies for, and administers grants for the management of open space areas, including treatment of noxious and invasive weeds.
- Prepares and reviews environmental documents and project planning.

- Prescribes seed mixes/application methods and implements revegetation projects based upon specific ecological site conditions.
- Plans and/or participates in community outreach and education events.
- Participates in public information meetings; responds to written and telephone inquiries from the public on issues and questions associated with assigned duties.
- Provides information to property owners, their representatives, the public and others regarding City projects and initiatives.
- Organizes own work, sets priorities and meets critical deadlines.
- Represents the City in various advisory boards, committees and commissions.
- 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 team.
- Demonstrates courteous and cooperative behavior when interacting with elected officials, public and City staff; acts in a manner that promotes a harmonious and effective workplace environment.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Education and Experience:

Bachelor's degree in botany, biology, environmental science/education, forestry, natural resources/rangeland management, or a related field; AND two (2) years of professional experience in natural resource management; OR an equivalent combination of education, training and experience as determined by Human Resources.

REQUIRED CERTIFICATES, LICENSES, AND REGISTRATIONS:

- Valid Driver's License
- Nevada Pest Control Government License (within one year of employment)
- OSHA-30 (within one year of employment)
- Mandated Reporting for Child Abuse and Neglect (within six months of employment)

Required Knowledge and Skills

Knowledge of:

- Biology and ecology of local plants and noxious and invasive weed species.
- Local natural resources issues and concerns.
- Principles and practices of natural resource management.
- Applicable laws, codes, regulations and practices.
- Rangeland management tools and techniques.
- Usage of GPS and reading maps; basic understanding of GIS systems and map development.
- Plant identification, monitoring and mapping.
- Herbicide application.
- Grant writing and administration.
- Planning education, outreach and public presentations.
- Computer applications related to the work, including Microsoft Word, Google Earth, PowerPoint, and Excel software programs.
- Business letter writing and the standard format for typed materials.
- Record keeping principles and practices.
- Correct business English, including spelling, grammar and punctuation.
- Techniques for dealing with a variety of individuals from various socio-economic, ethnic and cultural backgrounds, in person and over the telephone.

Skill in:

- Use of standard monitoring methods.

- Research, collection, compilation, analysis, interpretation and reporting of technical field data.
- Interpreting, applying and explaining applicable laws, codes and regulations.
- Using initiative and independent judgment within established procedural guidelines.
- Conducting effective presentations to individuals and groups.
- Interpreting maps, site and building plans and specifications, graphs and statistical data.
- Preparing clear, concise and complete technical documents, reports, correspondence and other written materials.
- Using tact, discretion, initiative and independent judgment within established guidelines.
- Organizing work, setting priorities, meeting critical deadlines, and following up assignments with a minimum of direction.
- Contributing effectively to the accomplishment of team or work unit goals, objectives and activities.
- Managing volunteers, including directing work and ensuring safety protocols.
- Dealing successfully with advisory boards, agencies, elected officials, city staff at various levels, the public, in person and over the telephone.
- Establishing and maintaining effective work relationships with staff, coworkers, contractors and the public.

SUPERVISION RECEIVED AND EXERCISED:

Under General Supervision - Incumbents at this level are given assignments and objectives that are governed by specifically outlined work methods and a sequence of steps, which are explained in general terms. The responsibility for achieving the work objectives, however, rests with a superior. Immediate supervision is not consistent, but checks are integrated into work processes and/or reviews are frequent enough to ensure compliance with instructions.

PHYSICAL DEMANDS & WORKING ENVIRONMENT:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Mobility to work in a typical office setting, use standard office equipment and stamina to sit for extended periods of time; agility to traverse rough and uneven terrain in all weather conditions for property and project inspections for an extended period of time; stepping up and down from vehicles and stairs; safely operating vehicles; strength to lift and carry up to 50 pounds; vision to read printed materials; and hearing and speech to communicate in person or over the telephone; exposure to traffic conditions and external environment in execution of field duties and traveling to project and office locations.

SUPPLEMENTAL INFORMATION:

CONDITIONS OF EMPLOYMENT:

1. *Unclassified employees are "At Will" and as such, may be terminated at any time for any reason, or no reason.*
2. *Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.*
3. *Any City employee may be required to stay at or return to work during emergencies to perform duties specific to this classification or to perform other duties as requested in an assigned response position. This may require working a non-traditional work schedule or working outside normal assigned duties during the incident and/or emergency.*

4. *Employees may be required to complete Incident Command System training as a condition of continuing employment.*
5. *New employees are required to submit to a fingerprint-based background investigation which cost the new employee \$56.25 and a drug screen which costs \$36.50. Employment is contingent upon passing the background and the drug screen.*
6. *Carson City participates in E-Verify and will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each applicant's Form I-9 to confirm work authorization. All candidates who are offered employment with Carson City must complete Section 1 of the Form I-9 along with the required proof of their right to work in the United States and proof of their identity prior to starting employment. Please be prepared to provide required documentation as soon as possible after the job offer is made. For additional information regarding acceptable documents for this purpose, please contact Human Resources at 775.887.2103 or go to the U.S. Citizenship and Immigration Services web page at www.ucis.gov.*
7. *Carson City is an Equal Opportunity Employer.*



Associate Planner

Class Code:
00044

Bargaining Unit: CARSON CITY EMPLOYEES
ASSOCIATION

CONSOLIDATED MUNICIPALITY OF CARSON CITY
Established Date: May 1, 2018
Revision Date: May 9, 2018

SALARY RANGE

\$28.57 - \$42.85 Hourly
\$59,416.66 - \$89,124.46 Annually

DESCRIPTION:

This is a full-time, non-exempt position with the Community Development Department. Under general supervision, performs research, administrative and technical activities necessary to achieve planning project or program objectives.

EXAMPLE OF DUTIES:

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.

- Investigates and reports on applications for special use permits, variances, rezoning, specific plan amendments, annexations, subdivision maps, and related zoning/planning and regulation items.
- Contributes to development of master plan updates and zoning code amendments; coordinates with other jurisdictions, agencies, special interest groups, State and federal government as required.
- Cooperates and coordinates efforts with planning departments, transit agencies, special interest groups, State and federal agencies.
- Assists in the preparation of agendas and presents information to the Planning Commission and other advisory boards and commissions.
- Represents the City and/or the Planning Division on working groups, committees and task forces.
- Researches technical data to prepare maps, charts, models, sketches and other graphic presentations; prepares reports, presentations, correspondence and other written materials.
- Organizes own work, sets priorities and meets critical deadlines.
- 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 team.
- Demonstrates courteous and cooperative behavior when interacting with elected officials, public and City staff; acts in a manner that promotes a harmonious and

effective workplace environment.

- Explains provisions of City codes, applicable laws and regulations, and other policies and standards to potential applicants and the public; assists in answering telephone calls and counter inquiries regarding City and local governmental ordinances and requirements.
- Monitors status of development applications from acceptance to issuance of final permit.
- Uses standard office equipment, including a computer, in the course of the work; may drive a motor vehicle to attend meetings and inspect property sites.
- Monitors and interprets changes in laws, codes, ordinances and regulations; evaluates their effect upon division activities; prepares and implements policy and procedure changes as required.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Education and Experience:

Bachelor's Degree with major course work in city, regional, environmental, transportation or urban planning, public or business administration, or related field; AND two (2) years of professional planning experience; OR an equivalent combination of education, training and experience as determined by Human Resources.

REQUIRED CERTIFICATES, LICENSES, AND REGISTRATIONS:

- Valid driver's license
- American Institute of Certified Planners (AICP) certification preferred

Required Knowledge and Skills

Knowledge of:

- Objectives, principles, procedures, standards, practices, information services and trends in the field of professional planning.
- Land use, physical design, demographic, environmental and social/economic concepts as applied to the planning process.
- Statistical analysis techniques and mathematical concepts.
- Application, modification, and interrelationships between ordinances, policies, standards, procedure and practices associated with the planning function.
- Applicable federal, state and local laws and regulations.
- Terminology, symbols, methods and techniques used in planning and mapping.
- Local government organization and the functions and practices of urban planning.
- Computer applications related to the work.
- Business letter writing and the standard format for typed materials.
- Record keeping principles and practices.
- Correct use of English language, including spelling, grammar and punctuation.
- Techniques for dealing with the public, in person and over the telephone, often where relations may be confrontational or strained.

Skill in:

- Conducting complex planning studies and activities.
- Performing and coordinating activities, such as the collection and analysis of data and the preparation of reports and recommendations.
- Exercising sound independent judgment within established procedural guidelines.

- Contributing effectively to the accomplishment of team or work unit goals, objectives and activities.
- Using tact, discretion and prudence in dealing with those contacted in the course of the work.
- Dealing successfully with advisory boards, agencies, elected officials, city staff at various levels, the public, in person and over the telephone.
- Establishing and maintaining effective work relationships with staff, coworkers, contractors and the public.
- Preparing clear and concise reports, correspondence and other written materials.

SUPERVISION RECEIVED AND EXERCISED:

Under General Supervision - Incumbents at this level are given assignments and objectives that are governed by specifically outlined work methods and a sequence of steps, which are explained in general terms. The responsibility for achieving the work objectives, however, rests with a superior. Immediate supervision is not consistent, but checks are integrated into work processes and/or reviews are frequent enough to ensure compliance with instructions.

PHYSICAL DEMANDS & WORKING ENVIRONMENT:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Mobility to work in a typical office setting, use standard office equipment and stamina to sit for extended periods of time; agility to traverse rough terrain; strength to lift and carry up to 20 pounds; vision to read printed materials; and hearing and speech to communicate in person or over the telephone; exposure to traffic conditions and weather conditions in execution of field duties.

SUPPLEMENTAL INFORMATION:

CONDITIONS OF EMPLOYMENT:

1. *All new employees will serve a probationary period of twelve (12) months. Such employees are not subject to the collective bargaining agreement and may be laid off or discharged during this period for any reason, or no reason.*
2. *Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.*
3. *Any City employee may be required to stay at or return to work during emergencies to perform duties specific to this classification or to perform other duties as requested in an assigned response position. This may require working a non-traditional work schedule or working outside normal assigned duties during the incident and/or emergency.*
4. *Employees may be required to complete Incident Command System training as a condition of continuing employment.*
5. *New employees are required to submit to a fingerprint based background investigation which cost the new employee \$56.25 and a drug screen which costs \$36.50. Employment is contingent upon passing the background and the drug screen.*
6. *Carson City participates in E-Verify and will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each applicant's Form I-9 to confirm work authorization. All candidates who are offered employment with Carson City must complete Section 1 of the Form I-9 along with the required proof of their right to work in the United States and proof of their identity prior to starting employment. Please be prepared to provide required documentation as soon as possible after the job offer is made. For additional information regarding acceptable documents for this purpose, please contact Human*

Resources at 775.887.2103 or go to the U.S. Citizenship and Immigration Services web page at www.iris.gov.

7. Carson City is an Equal Opportunity Employer.



JOB DESCRIPTION

JOB TITLE:	Planner	FLSA:	Exempt
DEPARTMENT:	Community Development	GRADE:	P2
REPORTS TO:	Community Development Director	DATE:	07/10/2021

SUMMARY OF JOB PURPOSE:

Responsible for performing professional planning duties, including conducting planning studies, research and analyses; collects and presents data and prepares reports; provides information and advice to the public.

ESSENTIAL FUNCTIONS:

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.

- Researches, drafts, and revises comprehensive land use and development code to implement goals and policies of county comprehensive master plan.
- Develops and administers land use regulatory system within the limitations of staffing, budgets, and community acceptability.
- Designs, updates, and implements current and long range plans, amendments, and studies in areas such as natural resources, land use and transportation, public services and facilities, community design, land and subdivision development, zoning regulation and ordinances, and strategic planning.
- Researches, compiles, and analyzes data in solution of problems relating to applications, land use proposals, and county facilities and services planning.
- Develops models in support of strategic plan activities, using various analytical techniques such as economic modeling, spatial analysis and dynamic modeling.
- Collects population and demographic information from a variety of sources to produce estimates, forecasts, and other analyses.
- Updates and maintains data in support of the County's Geographic Information system database including changes in land use, zoning, master plans, parcel records, new construction and subdivision development.
- Prepares maps and other graphic materials for distribution to the general public and presentations to the Board of County Commissioners and other governing or advisory boards and agencies.
- Negotiates changes to development proposals, applications and reports; reviews tentative and final maps for subdivisions, development applications, site plans, building permits, and other planning proposals.
- Answers inquiries and mediates concerns raised by the public, developers, and interested agencies on planning issues and function; resolves issues in an efficient and timely manner; consults with developers, agencies, special interest groups and other professionals regarding planning related issues.



PLANNER

ESSENTIAL FUNCTIONS: (continued)

- Assists public in preparation and filing of applications for zone changes, variances, tentative maps, parcel maps, site plans and design review, special use permits and other requests for service.
- Participates and collaborates with other departments and agencies in development of master plans for multi-jurisdictional areas and functions.
- Makes presentations and recommendations before the Lyon County Planning Commission, Board of Commissioners, and other governing and advisory boards and agencies.
- Plans and facilitates workshops with other departments, committees and related entities to identify and act upon trends and issues facing the county.
- Represent the county at local, regional, state and federal committees, working groups and other community group meetings to respond to identified concerns and relay information to county officials and staff.
- 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 team.
- Represents the County with dignity, integrity, and a spirit of cooperation in all relationships with staff and the public.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Education and Experience:

Bachelor's degree in engineering, planning, or a related field; AND two (2) years of professional planning experience; OR an equivalent combination of education, training and experience.

Required Knowledge and Skills

Knowledge of:

- Land use, economic, and social implications of all aspects of land use regulation: areas of research include transfer of development rights, mining, concentrated animal feeding operations, renewable energy generation and distribution.
- County, state, and federal laws, statutes, ordinances related to community development and emergency management activities.
- Performance standards applicable to a variety of land uses, develop appropriate standards based on location, use intensity, compatibility, and community values.
- Principles and practices of urban planning and development.
- Principles and practices of cartography and population forecasting.
- Graphical information systems, AutoCAD and/or ArcView.
- Statistical analysis and mathematical concepts.
- Computer applications related to the work.
- Communicating effectively in oral and written forms.



PLANNER

- Techniques for techniques for dealing with a variety of individuals from various socio-economic, ethnic and cultural backgrounds, in person and over the telephone.

Skill in:

- Interpreting, applying and explaining complex federal, state and local laws related to the areas of responsibility.
- Design and implementing long range plans and studies concerning areas such as natural resources, land use and transportation, public services and facilities and strategic planning.
- Producing drawings, charts, graphs, and site maps.
- Performing difficult and complex review and analysis of a variety of planning and land use applications.
- Managing projects and programs.
- Preparing clear, concise and complete technical documents, reports, correspondence and other written materials.
- Exercising sound independent judgment within established procedural guidelines.
- Working without close supervision in standard work situations.
- Interpretation and application of laws, ordinances, and regulations governing planning and land use activities.
- Using tact, discretion and prudence in dealing with those contacted in the course of the work.
- Making effective oral presentations to large and small groups.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.
- Contributing effectively to the accomplishment of team or work unit goals, objectives and activities.

REQUIRED CERTIFICATES, LICENSES, AND REGISTRATIONS:

Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.

- Nevada Driver's License.

PHYSICAL DEMANDS & WORKING ENVIRONMENT:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Mobility to work in typical office setting and use standard office equipment; stamina to sit for extended periods of time; strength to lift and carry up to 20 pounds; vision to read printed materials and a computer screen, and hearing and speech to communicate in over the telephone.

AGENDA ITEM #6D
Watershed Program Manager
Job Description Comparisons



Stormwater Program Manager

Class Code:
1940

Bargaining Unit: Non-Contract Employees

DOUGLAS COUNTY (NV)

Established Date: Jul 1, 2015

Revision Date: Aug 23, 2018

SALARY RANGE

\$34.64 - \$51.97 Hourly
\$72,051.20 - \$108,097.60 Annually

FLSA:

Exempt

SUMMARY:

Responsible for management of all programs and functions of the Douglas County Stormwater Program. Perform a variety of skilled duties and activities including training and guidance of stormwater personnel.

ESSENTIAL FUNCTIONS:

- Manages department staff; coordinates, prioritizes, and assigns tasks and projects; tracks and reviews work progress and activities; directs the recruitment and selection of staff, undertakes disciplinary action as required; conducts performance evaluations; ensures scheduling of staff to ensure proper operational coverage.
- Evaluates and analyzes operational issues, implements solutions, prioritizes and assigns tasks and projects, reviews projects for quality and timely accomplishment of tasks and responsibilities; listens, responds to, and addresses staff problems, concerns, and complaints.
- Develops, implements, and manages work rules and performance standards for department; develop short and long term plans for achieving department objectives and operational goals; develops, implements, and tracks project management systems.
- Directs and/or participates in the training of staff to ensure optimal performance of department operations.
- Communicates and initiates discussions with the public regarding maintenance and operational activities; responds to and addresses concerns expressed by the public;

communicates with government agencies, vendors, contractors, and others in order to coordinate operations and maintenance of facilities.

- Oversee the preparation and justification of departmental budget(s) based on staffing, resource requirements and plans, goals and objectives; controls expenditures within delegated authority and ensures adherence within approved budget allocations.
- Develops, coordinates, and administers the Lake Tahoe Total Maximum Daily Load (TMDL) under an inter-local agreement (ILA) with the Nevada Division of Environmental Protection (NDEP). Responsibilities include maintaining the Stormwater Load Reduction Program (SLRP) Model, registering catchments according to NDEP protocol, and overseeing the County's interest in a stormwater monitoring program and attending regular meetings.
- Develops, coordinates, and administers municipal stormwater programs as required for compliance with the County's Municipal Separate Storm Sewer System (MS4) Permit.
- Reviews proposed single family residential development under an ILA with the Tahoe Regional Planning Agency (TRPA). Perform Best Management Practice (BMP) review for conformance to TRPA requirements.
- Assists with the preparation of preliminary and final designs for drainage and erosion control projects; manages stormwater quality improvement projects from scope through final construction.
- Under the direction of a registered professional engineer, prepares construction drawings, specifications, contract documents, and construction cost estimates for stormwater-related infrastructure.
- Represents the County in various stormwater advisory groups and committees.
- Prepares visual presentations and reports. Acts as Douglas County's stormwater expert and may give presentations to management, various advisory boards and elected officials.
- Interprets and applies provisions of stormwater run-off regulations, federal, state, and local codes, laws, standards, policies, and procedures.
- Prepares, administers, enforces, evaluates, and monitors grant applications and professional service contracts for stormwater quality, flood control, and drainage improvement projects for Douglas County.
- Assists county staff in review of drainage reports developed in support of development or FEMA floodplain delineation.
- Assists general public, contractors, developers, and engineers in search of general information pertaining to stormwater runoff in Douglas County and development requirements.
- Serves as Douglas County's expert on Low Impact Design (LID). Stays informed on current LID principles and practices. Reviews proposed LID for private development.
- Manages Douglas County's Federal Emergency Management (FEMA) Community Rating System (CRS) audits. Specifically be familiar with Activities 510 and 540 of the CRS Manual and insure Douglas County is compliant with the activities outlined within. Represents the County with dignity, integrity, and a spirit of cooperation in all relationships with staff and the public.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Education and Experience:

Bachelor's degree in Environmental Sciences, Earth Sciences, Hydrology, or a closely related field; AND four (4) years of professional level experience performing hydrological and environmental engineering services; OR an equivalent combination of education, training

and experience.

Required Knowledge and Skills

Knowledge of:

- Principles and practices of employee supervision, including selection, work planning, organization, performance review and evaluation, and employee training and discipline.
- Principles and practices of hydrology and hydrographic studies and evaluations.
- Geology and flood control aspects of Douglas County and the surrounding areas.
- Data collections systems and equipment, as well as computer applications.
- Applicable laws, codes, and regulations.
- Computer applications related to the work.
- Government budget development and administration.
- Materials and techniques of construction for capital projects.
- Correct business English, including spelling, grammar and punctuation.
- Principles and practices of contract negotiation and administration.
- Techniques for dealing with a variety of individuals from various socioeconomic, ethnic and cultural backgrounds.

Skill in:

- Planning, organizing, supervising, reviewing and evaluating the work of staff.
- Training staff in policies and procedures related to the work.
- Conducting research and data collection for environmental and related studies.
- Preparing clear and concise reports, correspondence, and other written materials.
- Communicating clearly, orally and in writing.
- Organizing own work, setting priorities and meeting critical deadlines.
- Performing technical and specialized hydrologic and environmental geological studies and related project development.
- Preparing, analyzing a variety of documents, including contract specifications, sketches, diagrams, and written reports and correspondence.
- Using initiative and independent judgment within general policy guidelines.
- Interpreting, applying and explaining complex policies, codes, and regulations.
- Setting priorities, coordinating multiple activities, and meeting critical deadlines; reading and analyzing plans, specifications, and contracts.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.

REQUIRED CERTIFICATES, LICENSES, AND REGISTRATIONS:

- Valid Driver's License.

PHYSICAL DEMANDS & WORKING ENVIRONMENT:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Mobility to work in an indoor office and outdoor field construction settings and use standard office equipment; stamina to sit for extended periods of time; strength to lift and carry up to 20 pounds; agility and stamina to traverse terrain and construction sites, including uneven surfaces, slopes, and inclines; vision to read printed materials and computer screen, and hearing and speech to communicate in over the telephone and radio systems.

CONDITIONS OF EMPLOYMENT:

- Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.
- Employment is contingent upon successful completion of background/screening.
- Douglas County participates in E-Verify and will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each applicant's Form I-9 to confirm work authorization. All candidates who are offered employment must complete Section 1 of the Form I-9 along with the required proof of their right to work in the United States and proof of their identity prior to starting employment. Please be prepared to provide required documentation as soon as possible after the job offer is made.

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.

SUPPLEMENTAL INFORMATION:

I have read and understand the contents of this Job Description, and I have received a copy of this Job Description for my records.

PRINT NAME: _____

SIGNATURE: _____ **DATE:** _____



Senior Project Manager - Stormwater

Class Code:
00101

Bargaining Unit: UNCLASSIFIED EMPLOYEES

CONSOLIDATED MUNICIPALITY OF CARSON CITY
Established Date: Jul 2, 2014
Revision Date: Aug 1, 2016

SALARY RANGE

\$34.56 - \$51.85 Hourly
\$71,893.33 - \$107,838.85 Annually

DESCRIPTION:

Under general supervision, plans, organizes and manages provision of professional construction management oversight for City projects; provides leadership and consultative expert assistance to City in the areas of floodplain management, stormwater conveyance/quality and flood insurance programs.

EXAMPLE OF DUTIES:

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.

- Plans, schedules, assigns and directs the work of assigned staff.
- Provides construction project coordination and management of construction/development and renovation projects of varying degrees of complexity.
- Performs duties of City's Floodplain Manager/Administrator as designee of City Engineer; administers City's comprehensive flood plain management program; Interprets and applies Uniform Regulations for Control of Drainage and FEMA's National Flood Insurance Program for municipal and county flood plain administrators and engineering consultants in promoting sound development policies in flood-prone areas; serves as CRS coordinator for the Community Rating System; Reviews private development drainage studies and proposed designs for compliance with City regulations; provides technical support for flood plain mapping program in which flood hazard areas are restudied to update FEMA flood insurance rate maps to account for completed flood control facilities.
- Performs duties of City's NPDES Manager and Chief Stormwater Engineer; administers stormwater management program, provides system inspections; provides maintenance program and pollution control recommendations; supervises storm drain facilities design; provides recommendations to Public Works Operations; maintains stormwater website and duties related to the Small Municipal Separate Storm Sewer General Permit.

- Coordinates and performs project inspections in support of construction of storm water drainage facilities and improvements.
- Serves as the field representative on the project by conducting inspections of all aspects of the construction process; interpreting, explaining and enforcing regulations, ordinances, and policies to contractors' construction superintendent; approving minor change orders and discussing major change orders with the City Engineer.
- Provides cost estimates; bids out the job; selects, negotiates contracts and works with the design consultants and contractors; serves as the primary contact with the Contractor.
- Reviews plans, maps, job specifications, material testing lab reports, contracts and other documents to ensure conformance with federal, state, County and industry codes and regulations.
- Interprets, explains and enforces regulations, ordinances and policies to developers, contractors, representatives of other agencies and the public; confers with engineers and building inspection staff regarding possible changes to plans and problem resolution.
- Prepares progress reports on each project. Identifies needed changes to construction plans and details; evaluates alternatives and makes effective recommendations.
- Reviews proposals for changes to contracts; negotiates rates with contractor for changes; recommends acceptance/rejection based on value negotiation.
- Drives a motor vehicle to attend meetings and visit various work sites.
- Demonstrates courteous and cooperative behavior when interacting with elected officials, public, contractors, and staff; acts in a manner that promotes a harmonious and effective workplace environment

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Education and Experience:

Bachelor's Degree in engineering or a closely related field; AND four (4) years of professional civil engineering experience; OR an equivalent combination of education, training and experience as determined by Human Resources.

REQUIRED CERTIFICATES, LICENSES, AND REGISTRATIONS:

- Valid Driver's license.
- Nevada Registration as a Professional Engineer (PE).

Required Knowledge and Skills

Knowledge of:

- Engineering objectives, principles, procedures, standards, and practices.
- Statistical analysis and mathematical concepts related to the engineering process.
- Methods and strategies of flood plain and stormwater management.
- Principles and practices of hydrology, hydraulics and storm water engineering.
- Engineering mathematics.
- Business letter writing and the standard format for typed materials.
- Record keeping principles and practices.
- Safety principles and practices related to the work.
- Correct business English, including spelling, grammar and punctuation.
- Applicable laws, codes and regulations.
- Project design and management principles and techniques.
- Techniques for dealing with a variety of individuals, at all levels of responsibility, in person and over the telephone, where relations may be confrontational or strained.

Skill in:

- Researching, analyzing, and summarizing engineering data both manually and with computer applications.
- Interpreting maps, plans and specifications, graphs and statistical data.
- Making complex engineering calculations quickly and accurately.
- Preparing clear, concise and complete technical documents, reports, correspondence and other written materials.
- Exercising sound independent judgment within established procedural guidelines.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.
- Understanding and applying federal, state and local laws, regulations, policies, procedures and standards pertaining to engineering and construction.
- Representing the City effectively in meetings with developers, contractors, representatives of business, community and professional groups and the public.

SUPERVISION RECEIVED AND EXERCISED:

Under General Supervision - Incumbents at this level are given assignments and objectives that are governed by specifically outlined work methods and a sequence of steps, which are explained in general terms. The responsibility for achieving the work objectives, however, rests with a superior. Immediate supervision is not consistent, but checks are integrated into work processes and/or reviews are frequent enough to ensure compliance with instructions.

PHYSICAL DEMANDS & WORKING ENVIRONMENT:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Mobility to work in a typical office setting, use standard office equipment and stamina to sit for extended periods of time and/or negotiate construction sites and rough terrain; strength to lift and carry up to 50 pounds; vision to read printed materials; and hearing and speech to communicate in person or over the telephone; exposure to traffic conditions and external environment when traveling from one office to another.

SUPPLEMENTAL INFORMATION:

CONDITIONS OF EMPLOYMENT:

1. *Unclassified employees are "At Will" and as such, may be terminated at any time for any reason, or no reason.*
2. *Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.*
3. *Any City employee may be required to stay at or return to work during emergencies to perform duties specific to this classification or to perform other duties as requested in an assigned response position. This may require working a non-traditional work schedule or working outside normal assigned duties during the incident and/or emergency.*
4. *Employees may be required to complete Incident Command System training as a condition of continuing employment.*
5. *New employees are required to submit to a fingerprint based background investigation which cost the new employee \$56.25 and a drug screen which costs \$36.50. Employment is contingent upon passing the background and the drug screen.*
6. *Carson City participates in E-Verify and will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each applicant's Form I-9 to confirm work authorization. All candidates who are offered employment with Carson City must complete Section 1 of the Form I-9 along*

with the required proof of their right to work in the United States and proof of their identity prior to starting employment. Please be prepared to provide required documentation as soon as possible after the job offer is made. For additional information regarding acceptable documents for this purpose, please contact Human Resources at 775.887.2103 or go to the U.S. Citizenship and Immigration Services web page at www.ucis.gov.

7. Carson City is an Equal Opportunity Employer.



Open Space Manager

Class Code:
00431

Bargaining Unit: UNCLASSIFIED EMPLOYEES

CONSOLIDATED MUNICIPALITY OF CARSON CITY
Established Date: Jul 1, 2013
Revision Date: May 11, 2020

SALARY RANGE

\$29.95 - \$44.92 Hourly
\$62,288.51 - \$93,432.56 Annually

DESCRIPTION:

Under general supervision, oversees the Open Space Division of the Parks, Recreation and Open Space Department; responsible for operation, maintenance and management of more than 7,000-acres of the City's open space, trails and natural areas .

EXAMPLE OF DUTIES:

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.

- Collaborates on acquisition, sale, transfer and lease of real property for open space and trails in accordance with City master plans; coordinates with other City departments, the City's Real Property Manager, as well as non-profit organizations, Federal and State agencies.
- Manages City open space properties for fuels, passive recreation, designated off highway vehicle areas, scenic and natural resources, noxious and invasive weeds, cultural resources and capital improvements.
- Manages, monitors, evaluates, collects and reports field data for a variety of natural resource projects including, but not limited to: vegetation growth and protection; targeted grazing; wildlife habitat; fire and fuels management etc.
- Coordinates cultural and environmental review and permit process functions.
- Actively seeks, applies for and monitors grants and projects that relate to the acquisition, management, maintenance, improvement and infrastructure preservation of City open space properties.
- Represents the City in various advisory board, committee and commission meetings.
- Develops meeting agendas, as well as researches, composes and presents reports and studies, including environmental documents and project planning related to open space properties.

- Organizes public information meetings and timely responds to written and telephone inquiries from the public on issues and questions associated with assigned duties.
- Assists and provides guidance in efforts to recruit, train and manage a volunteer workforce to support the Department's mission.
- Responsible for conducting presentations before governing bodies, neighborhood groups and community stakeholders to provide project information, responds to inquiries, collects comments and addresses concerns related to proposed projects.
- Recruits and manages professional consultant resources.
- Monitors changes in laws and procedures and evaluates their effect upon City services and recommends and implements recommended changes.
- Provides information to property owners, their representatives and the public regarding City plans, policies and procedures and resolves disputes/ problems.
- Organizes own work, sets priorities and meets critical deadlines.
- Contributes to the efficiency and effectiveness of the Department's service to its customers by offering suggestions and directing or participating as an active member of a team.
- Demonstrates courteous and cooperative behavior when interacting with elected officials, public and City staff; acts in a manner that promotes a harmonious and effective workplace environment.
- Recruits, hires, evaluates, schedules, coaches, counsels and provides progressive discipline as appropriate for full-time, part-time, seasonal staff, and volunteers.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Education and Experience:

Bachelor's degree in public administration, parks and recreation management, planning, natural resources/rangeland management, forestry, biology, environmental science/education or a related field; AND three (3) years of professional experience in natural resource management, park operations or maintenance and outdoor recreation programs; AND two (2) years of experience in a supervisory capacity in these disciplines OR an equivalent combination of education, training and experience as determined by Human Resources.

- Certified Parks and Recreation Professionals are preferred.

REQUIRED CERTIFICATES, LICENSES, AND REGISTRATIONS:

The following licenses/certificates must be possessed at time of hire/promotion unless otherwise stated and must remain valid and in good standing during employment:

- Valid driver's license
- OSHA-30 (within one year of employment)

Required Knowledge and Skills

Knowledge of:

- Administrative principles and practices, including goal setting, program development, implementation and evaluation, and budget development and administration.
- Principles and practices of real property acquisition, appraisal and disposal.
- Methods of title search and property clearance.
- Applicable laws, codes, regulations and practices.
- Principles of property development, project design and construction.

- Standard safety programs including training, personal protective equipment, incident reporting, and emergency action plans.
- Principles and practices of real estate, property/lease management, planning, and zoning.
- Principles and practices of project and natural resource management, operations and maintenance.
- Project cost estimating and developing scopes of work.
- Computer applications related to the work.
- Business letter and grant writing including standard formats for typed materials.
- Record keeping principles and practices.
- Correct business English, including spelling, grammar and punctuation.
- Techniques for dealing with a variety of individuals from various socio-economic, ethnic and cultural backgrounds, in person and over the telephone.
- Contributing effectively to the accomplishment of team or work unit goals, objectives and activities.

Skill in:

- Preparing and reviewing legal descriptions of property, appraisals, cooperative maintenance and use agreements, professional service contracts and other documents.
- Negotiating favorable contract terms and conditions, identifying and resolving conflicts involving participating interests.
- Interpreting, applying and explaining applicable laws, codes and regulations.
- Using initiative and independent judgment within established procedural guidelines.
- Conducting effective presentations to individuals and groups.
- Preparing, monitoring and managing budgets.
- Interpreting maps, site and building plans and specifications, graphs and statistical data.
- Preparing clear, concise and complete technical documents, reports, correspondence and other written materials.
- Using tact, discretion, initiative and independent judgment within established guidelines.
- Organizing work, setting priorities, meeting critical deadlines, and following up assignments with a minimum of direction.
- Preparing maps and diagrams.
- Dealing successfully and collaboratively with advisory boards, agencies, elected officials, city staff at various levels, the public, in person, in writing and over the telephone.
- Establishing and maintaining effective work relationships with staff, coworkers, contractors and the public.

SUPERVISION RECEIVED AND EXERCISED:

Under General Supervision - Incumbents at this level are given assignments and objectives that are governed by specifically outlined work methods and a sequence of steps, which are explained in general terms. The responsibility for achieving the work objectives, however, rests with a superior. Immediate supervision is not consistent, but checks are integrated into work processes and/or reviews are frequent enough to ensure compliance with instructions.

PHYSICAL DEMANDS & WORKING ENVIRONMENT:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Mobility to work in a typical office setting, use standard office equipment and stamina to sit for extended periods of time; strength to lift and carry up to 20 pounds; agility to traverse difficult and uneven terrain in all weather conditions for property and project inspections for an extended period of time; occasional stepping up and/or down from vehicles and stairs; safely operating vehicles; vision to read printed materials; and hearing and speech to communicate

in person or over the telephone; exposure to traffic conditions and external environment when traveling from one office to another.

SUPPLEMENTAL INFORMATION:

CONDITIONS OF EMPLOYMENT:

1. *Unclassified employees are "At Will" and as such, may be terminated at any time for any reason, or no reason.*
2. *Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.*
3. *Any City employee may be required to stay at or return to work during emergencies to perform duties specific to this classification or to perform other duties as requested in an assigned response position. This may require working a non-traditional work schedule or working outside normal assigned duties during the incident and/or emergency.*
4. *Employees may be required to complete Incident Command System training as a condition of continuing employment.*
5. *New employees are required to submit to a fingerprint based background investigation which cost the new employee \$56.25 and a drug screen which costs \$36.50. Employment is contingent upon passing the background and the drug screen.*
6. *Carson City participates in E-Verify and will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each applicant's Form I-9 to confirm work authorization. All candidates who are offered employment with Carson City must complete Section 1 of the Form I-9 along with the required proof of their right to work in the United States and proof of their identity prior to starting employment. Please be prepared to provide required documentation as soon as possible after the job offer is made. For additional information regarding acceptable documents for this purpose, please contact Human Resources at 775.887.2103 or go to the U.S. Citizenship and Immigration Services web page at www.uscis.gov.*
7. *Carson City is an Equal Opportunity Employer.*



Senior Project Manager

Class Code:
00525

Bargaining Unit: UNCLASSIFIED EMPLOYEES

CONSOLIDATED MUNICIPALITY OF CARSON CITY
Established Date: Feb 12, 2010
Revision Date: Mar 12, 2018

SALARY RANGE

\$34.56 - \$51.85 Hourly
\$71,893.33 - \$107,838.85 Annually

DESCRIPTION:

Under general supervision, plans, supervises, reviews and evaluates and performs the work of providing professional construction management oversight for City projects; provides leadership and consultative expert assistance to staff in the areas of building plan review, quality assurance, construction inspection, construction materials, etc.

EXAMPLE OF DUTIES:

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.

- Plans, schedules, assigns, and directs the work of project management staff.
- Provides construction project coordination and management of construction/development and renovation projects of varying degrees of complexity.
- Visits construction/renovation sites as required; conducts site inspections. Confers with developers, engineers, architects, contractors, property owners and others to explain codes, regulations and procedures.
- Conducts feasibility and cost studies; develops engineering solutions to complex problems related to such areas as bridges, storm or sanitary sewers, roadways, water systems, flood control systems, and office or plant facility design and retrofitting; recommends alternative approaches, including the use of contract services and the incorporation of new methods and materials.
- Prepares project designs, cost estimates, specifications and project schedules.
- Composes requests for proposal and contract specifications for design and construction services; participates in the selection of contractors and administers professional service contracts.
- Serves as the field representative on the project by conducting inspections as required of all aspects of the construction process; interpreting, explaining and enforcing regulations, ordinances, and policies to contractors' construction superintendent; approving minor change orders and discussing major change orders with the City Engineer.

- Provides cost estimates; bids out the job; selects, negotiates contracts and works with the design consultants and contractors; serves as the primary contact with the Contractor.
- Reviews plans, maps, job specifications, material testing lab reports, contracts and other documents to ensure conformance with federal, state, City and industry codes and regulations.
- Drives a motor vehicle to attend meetings and visit various work sites.
- Interprets, explains and enforces regulations, ordinances and policies to developers, contractors, representatives of other agencies and the public; confers with engineers and building inspection staff regarding possible changes to plans and problem resolution.
- Prepares daily progress notes on each project. Identifies needed changes to construction plans and details; evaluates alternatives and makes effective recommendations.
- Reviews proposals for changes to contracts; negotiates rates with contractor for changes; recommends acceptance/rejection based on value negotiation.
- Demonstrates courteous and cooperative behavior when interacting with elected officials, public, contractors, and staff; acts in a manner that promotes a harmonious and effective workplace environment

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Education and Experience:

Bachelor's Degree in engineering or a closely related field; AND four (4) years of professional civil engineering experience; OR an equivalent combination of education, training and experience as determined by Human Resources.

REQUIRED CERTIFICATES, LICENSES, AND REGISTRATIONS:

- Valid Driver's license.
- Nevada Registration as a Professional Engineer (PE).

Required Knowledge and Skills

Knowledge of:

- Engineering objectives, principles, procedures, standards, and practices.
- Statistical analysis and mathematical concepts related to the engineering process.
- Terminology, symbols, methods, techniques and instruments used in engineering graphics and drafting.
- Principles and practices of materials and soils analysis and grading.
- Computer applications related to the work.
- Engineering mathematics.
- Business letter writing and the standard format for typed materials.
- Record keeping principles and practices.
- Safety principles and practices related to the work.
- Correct business English, including spelling, grammar and punctuation.
- Applicable laws, codes and regulations.
- Project design and management principles and techniques.
- Techniques for dealing with a variety of individuals, at all levels of responsibility, in person and over the telephone, where relations may be confrontational or strained.

Skill in:

- Researching, analyzing, and summarizing engineering data both manually and with computer applications.
- Interpreting maps, plans and specifications, graphs and statistical data.
- Making complex engineering calculations quickly and accurately.
- Preparing clear, concise and complete technical documents, reports, correspondence and other written materials.
- Exercising sound independent judgment within established procedural guidelines.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.
- Understanding and applying federal, state and local laws, regulations, policies, procedures and standards pertaining to engineering and construction.
- Representing the City effectively in meetings with developers, contractors, representatives of business, community and professional groups and the public.
- Communicating effectively in oral and written forms.

SUPERVISION RECEIVED AND EXERCISED:

Under General Supervision - Incumbents at this level are given assignments and objectives that are governed by specifically outlined work methods and a sequence of steps, which are explained in general terms. The responsibility for achieving the work objectives, however, rests with a superior. Immediate supervision is not consistent, but checks are integrated into work processes and/or reviews are frequent enough to ensure compliance with instructions.

PHYSICAL DEMANDS & WORKING ENVIRONMENT:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Mobility to work in a typical office setting, use standard office equipment and stamina to sit for extended periods of time and/or negotiate construction sites and rough terrain; strength to lift and carry up to 50 pounds; vision to read printed materials; and hearing and speech to communicate in person or over the telephone; exposure to traffic conditions and external environment when traveling from one office to another.

SUPPLEMENTAL INFORMATION:

CONDITIONS OF EMPLOYMENT:

1. *Unclassified employees are "At Will" and as such, may be terminated at any time for any reason, or no reason.*
2. *Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.*
3. *Any City employee may be required to stay at or return to work during emergencies to perform duties specific to this classification or to perform other duties as requested in an assigned response position. This may require working a non-traditional work schedule or working outside normal assigned duties during the incident and/or emergency.*
4. *Employees may be required to complete Incident Command System training as a condition of continuing employment.*
5. *New employees are required to submit to a fingerprint based background investigation which cost the new employee \$56.25 and a drug screen which costs \$36.50. Employment is contingent upon passing the background and the drug screen.*

6. Carson City participates in E-Verify and will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each applicant's Form I-9 to confirm work authorization. All candidates who are offered employment with Carson City must complete Section 1 of the Form I-9 along with the required proof of their right to work in the United States and proof of their identity prior to starting employment. Please be prepared to provide required documentation as soon as possible after the job offer is made. For additional information regarding acceptable documents for this purpose, please contact Human Resources at 775.887.2103 or go to the U.S. Citizenship and Immigration Services web page at www.ucis.gov.

7. Carson City is an Equal Opportunity Employer.



JOB DESCRIPTION

JOB TITLE:	Senior Planner	FLSA:	Exempt
DEPARTMENT:	Community Development	GRADE:	P3
REPORTS TO:	Community Development Director	DATE:	07/10/2021

SUMMARY OF JOB PURPOSE:

Responsible for performing advanced professional planning duties, including conducting advanced planning studies, research and analyses; oversees the most complex development projects, master plan and development code amendments, policy/ordinance development and project administration.

ESSENTIAL FUNCTIONS:

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.

- Researches, drafts, and revises comprehensive land use and development code to implement goals and policies of county comprehensive master plan.
- Develops and administers land use regulatory system within the limitations of staffing, budgets, and community acceptability.
- Designs, updates, and implements current and long range plans, amendments, and studies in areas such as natural resources, land use and transportation, public services and facilities, community design, land and subdivision development, zoning regulation and ordinances, and strategic planning.
- Researches, compiles, and analyzes data in solution of problems relating to applications, land use proposals, and county facilities and services planning.
- Develops models in support of strategic plan activities, using various analytical techniques such as economic modeling, spatial analysis and dynamic modeling.
- Collects population and demographic information from a variety of sources to produce estimates, forecasts, and other analyses.
- Updates and maintains data in support of the County's Geographic Information system database including changes in land use, zoning, master plans, parcel records, new construction and subdivision development.
- Prepares maps and other graphic materials for distribution to the general public and presentations to the Board of County Commissioners and other governing or advisory boards and agencies.
- Negotiates changes to development proposals, applications and reports; reviews tentative and final maps for subdivisions, development applications, site plans, building permits, and other planning proposals.
- Answers inquiries and mediates concerns raised by the public, developers, and interested agencies on planning issues and function; resolves issues in an efficient and timely manner; consults with developers, agencies, special interest groups and other professionals regarding planning related issues

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.



SENIOR PLANNER

ESSENTIAL FUNCTIONS: (continued)

- Assists public in preparation and filing of applications for zone changes, variances, tentative maps, parcel maps, site plans and design review, special use permits and other requests for service.
- Participates and collaborates with other departments and agencies in development of master plans for multi-jurisdictional areas and functions.
- Makes presentations and recommendations before the Lyon County Planning Commission, Board of Commissioners, and other governing and advisory boards and agencies.
- Plans and facilitates workshops with other departments, committees and related entities to identify and act upon trends and issues facing the county.
- Represent the county at local, regional, state and federal committees, working groups and other community group meetings to respond to identified concerns and relay information to county officials and staff.
- May provide lead direction to planning staff; coordinate work activities, projects and programs; monitor work flow; review and evaluate work products, methods, and procedures; instruct staff in work procedures.
- 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 team.
- Represents the County with dignity, integrity, and a spirit of cooperation in all relationships with staff and the public.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Education and Experience:

Bachelor's degree in planning, or a related field; AND four (4) years of professional planning experience; OR an equivalent combination of education, training and experience.

Required Knowledge and Skills

Knowledge of:

- Land use, economic, and social implications of all aspects of land use regulation: areas of research include transfer of development rights, mining, concentrated animal feeding operations, renewable energy generation and distribution.
- County, state, and federal laws, statutes, ordinances related to community development and emergency management activities.
- Performance standards applicable to a variety of land uses, develop appropriate standards based on location, use intensity, compatibility, and community values.
- Principles and practices of urban planning and development.
- Principles and practices of cartography and population forecasting.
- Graphical information systems, AutoCAD and/or ArcView.



SENIOR PLANNER

Knowledge of: (continued)

- Statistical analysis and mathematical concepts.
- Computer applications related to the work.
- Communicating effectively in oral and written forms.
- Techniques for dealing with a variety of individuals from various socio-economic, ethnic and cultural backgrounds, in person and over the telephone.

Skill in:

- Interpreting, applying and explaining complex federal, state and local laws related to the areas of responsibility.
- Design and implementing long range plans and studies concerning areas such as natural resources, land use and transportation, public services and facilities and strategic planning.
- Producing drawings, charts, graphs, and site maps.
- Performing difficult and complex review and analysis of a variety of planning and land use applications.
- Managing projects and programs.
- Preparing clear, concise and complete technical documents, reports, correspondence and other written materials.
- Exercising sound independent judgment within established procedural guidelines.
- Working without close supervision in standard work situations.
- Interpretation and application of laws, ordinances, and regulations governing planning and land use activities.
- Using tact, discretion and prudence in dealing with those contacted in the course of the work.
- Making effective oral presentations to large and small groups.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.
- Contributing effectively to the accomplishment of team or work unit goals, objectives and activities.

REQUIRED CERTIFICATES, LICENSES, AND REGISTRATIONS:

Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.

- Nevada Driver's License.



SENIOR PLANNER

PHYSICAL DEMANDS & WORKING ENVIRONMENT:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Mobility to work in typical office setting and use standard office equipment; stamina to sit for extended periods of time; strength to lift and carry up to 20 pounds; vision to read printed materials and a computer screen, and hearing and speech to communicate in over the telephone.

AGENDA ITEM #7

CARSON WATER SUBCONSERVANCY DISTRICT ADMINISTRATIVE COMMITTEE

TO: Committee Members

FROM: Edwin James

DATE: August 30, 2021

SUBJECT: Agenda Item #7 – For Possible Action: Discuss the need to hire a Part-Time Clerk for FEMA Data Entry

DISCUSSION: Over the years, the reporting requirements for the FEMA Cooperative Technical Partners (CTP) grants have increased tremendously. It is becoming harder for Debbie Neddenriep to keep up on the workload. Staff would like to hire a part-time employee who could help with the CTP grant reporting requirements. We are looking at a possible 10 hours a week position with no benefits. Costs for this position would be covered by the FEMA grant.

STAFF RECOMMENDATION: Authorize staff to hire a part-time employee to assist with FEMA grant reporting.