

CIVIL SERVICE COMMISSION Hybrid Meeting

Agenda

Thursday, December 8, 2022, at 3:30 p.m.
Evelyn Mount Northeast Community Center
1301 Valley Road, Reno, NV 89512

Members

Tray Abney, Chair
YeVonne Allen, Vice-Chair
Ricardo Duarte
Charla Honey

Jay Kenny
Nichole Paul
Christopher Svendsen

Public Notice

This agenda has been physically posted in compliance with NRS 241.020(3) (notice of meetings) at Reno City Hall – 1 East First Street. In addition, this agenda has been electronically posted in compliance with NRS 241.020(3) at www.reno.gov, and NRS 232.2175 at www.notice.nv.gov. To obtain further documentation regarding posting, please contact Rossmery Diaz, Civil Service Commission, City Hall, 1 East First Street, 5th Floor, Reno, NV 89501; civilservice@reno.gov or (775) 334-2303.

Members of the Commission may participate in this meeting using the zoom video conference platform.

Members of the public may participate in the meeting by registering through the below zoom link which will provide the meeting ID number and call-in phone number.

Virtual registration link: https://us06web.zoom.us/webinar/register/WN_JGBAPCi3SRGqGMBscbYkTA

In Person: 1301 Valley Road, Reno, NV 89512

Accommodations

Reasonable efforts will be made to assist and accommodate individuals with disabilities attending the meeting. Please contact Rossmery Diaz, Civil Service Commission, City Hall, 1 East First Street, 5th Floor, Reno, NV 89501; civilservice@reno.gov or (775) 334-2303, at least 48 hours in advance so that arrangements can be made.

Supporting Materials

Staff reports and supporting material for the meeting are available by contacting Rossmery Diaz, Civil Service Commission, City Hall, 1 East First Street, 5th Floor, Reno, NV 89501; civilservice@reno.gov or (775) 334-2303, and on the City's website at www.reno.gov. Pursuant to NRS 241.020(9), supporting material is made available to the general public at the same time it is provided to the public body.

Order of Business

The presiding officer shall determine the order of the agenda and all questions of parliamentary procedure at the meeting. Items on the agenda may be taken out of order. The public body may combine two or more agenda items for consideration; remove an item from the agenda; or delay discussion relating to an item on the agenda at any time. See, NRS 241.020(3)(d)(6). Items scheduled to be heard at a specific time will be heard no earlier than the stated time but may be heard later.

Public Comment

In-Person

A person wishing to address the public body shall submit a "Request to Speak" form to the presiding officer. Public comment, whether on items listed on the agenda or general public comment, is limited to three (3) minutes per person. Unused time may not be reserved by the speaker, nor allocated to another speaker. No action may be taken on a matter raised under general public comment until the matter is included on an agenda as an item on which action may be taken.

Virtual

No action may be taken on a matter raised under general public comment until the matter is included on a subsequent agenda as an action item.

Pursuant to NRS 241.023, those wishing to submit public comment may do so through the online public comment form found at [Reno.Gov/PublicComment](https://reno.gov/PublicComment), by sending an email to ackermannb@reno.gov, by leaving a voicemail at (775) 334-2303 or at the meeting during virtual public comment. Public comment is limited to three (3) minutes per person. Comments received prior to 4:00 p.m. on the day preceding the meeting will be transcribed, provided to the Commission for review, and entered into the record. Comments received after 4:00 pm on the day preceding the meeting will be provided to the Commission for review prior to adjournment, and entered into the record.

A. Introductory Items

A.1 Call To Order/Roll Call

A.2 Public Comment – This item is for either public comment on any action item or any general public comment and is limited to no more than three (3) minutes for each commentator.

A.3 Approval of the Agenda (For Possible Action) – December 8, 2022.

A.4 Approval of the Minutes (For Possible Action) – November 10, 2022.

A.5 Council Liaison Report – Item for general announcements and informational items only. No action may be taken on this item.

A.6 Chief Examiner Report – Item for general announcements and informational items only. No action may be taken on this item.

B. Consent Agenda

B.1. Request to acknowledge employee confirmations in accordance with the dates listed in the Confirmation Report. (For Possible Action)

B.2. Request to accept eligible lists in accordance with the dates listed in the Eligible List Report. (For Possible Action)

B.3. Request to approve Probationary Period extension for Josue Felix, Police Officer. (For Possible Action)

B.4. Request to void eligible list. (For Possible Action)

C. Regular Agenda

C.1 Classification and Compensation Study Presentation. (Not For Action)

C.2 Presentation of updated proposed Civil Service rule amendments to Rule VII. Section 4, Rule VII. Section 12(a), Rule IX. Section 4, and Rule X. Section 1, discussion and possible direction thereon. (For Possible Action)

D. Future Agenda Items – Identification of items for future agendas. No action may be taken on this item.

E. Confirm the next meeting date – January 12, 2023, at 3:30 p.m. (For Possible Action)

F. Public Comment - This item is for either public comment on any action item or any general public comment and is limited to no more than three (3) minutes for each commentator.

G. Adjournment (For Possible Action)



CIVIL SERVICE COMMISSION
Hybrid Meeting

Draft Minutes

Thursday, November 10, 2022, at 3:30 p.m.
Evelyn Mount Northeast Community Center
1301 Valley Road, Reno, NV 89512

Members

Tray Abney, Chair
YeVonne Allen, Vice-Chair
Ricardo Duarte
Charla Honey

Jay Kenny
Nichole Paul
Christopher Svendsen

A. Introductory Items

A.1 Call To Order/Roll Call

Chairperson Abney called the meeting to order at 3:30 P.M. A quorum was established.

MEMBERS PRESENT:

Tray Abney, Chair
Charla Honey
Jay Kenny
Nichole Paul
Christopher Svendsen

MEMBERS EXCUSED:

Ricardo Duarte
YeVonne Allen, Vice-Chair

ALSO PRESENT FROM CIVIL SERVICE:

Barbara Ackermann, Chief Examiner
Rosmery Diaz, Civil Service Technician
AJ Kenneson, Management Analyst
Brenda Nguyen, Management Analyst
Sneha Sharma, Civil Service Technician

ATTORNEY PRESENT:

Karl Hall, City Attorney
Susan Rothe, Deputy City Attorney

A.2 Public Comment – This item is for either public comment on any action item or for any general public comment and is limited to no more than **three (3) minutes** for each commentator.

None.

A.3 Approval of the Agenda (For Possible Action) – November 10, 2022.

It was moved by Commissioner Kenny and seconded by Commissioner Paul, to approve the October 13, 2022 agenda. The motion passed unanimously.

A.4 Approval of the Minutes (For Possible Action) – Approval of the October 13, 2022, regular meeting minutes.

It was moved by Commissioner Kenny and seconded by Commissioner Svendsen, to approve the minutes for the October 13, 2022, Civil Service Commission Meeting. The motion passed unanimously.

A.5 Council Liaison Report – Item for general announcements and informational items only. No action may be taken on this item.

Council Member Brekhus announced to the Commission that Council performs Council Liaison appointments in December and she might not be the liaison for the Civil Service Commission next year. Council Member Brekhus mentioned she enjoyed her time with the Commission and pointed out the importance of the work performed by the Civil Service Commission.

Council Member Brekhus informed the Commission that two Councilmembers have been appointed and Council has passed the budget to the City Manager.

Council Member Brekhus welcomed Chris Svendsen, the newest member of the Civil Service Commission.

A.6 Chief Examiner Report – Item for general announcements and informational items only. No action may be taken on this item.

Chief Examiner Barbara Ackermann announced that the Children’s Cabinet recognized the City of Reno as the Best Place for Working Parents. The City of Reno is the first in Nevada to be recognized.

Chief Examiner informed the Commission that the Civil Service Technicians, Rossmery and Sneha, are going to start a Quarterly Hiring Team Get-Together series with the departments’ hiring teams. These meetings will identify upcoming vacancies and recruitments, areas to improve by Civil Service, and department hiring goals.

The first meeting was between Civil Service and Parks & Recreation. Together they identified the need for a clear path for temporary employees to transition into regular part-time or full-time positions. Civil Service will establish Informational Hiring Workshops twice a year for the current temporary/seasonal employees to learn how to apply for a City of Reno job, and how the Civil Service process works.

Chief Examiner Ackermann shared with the Commission that AJ, Management Analyst, has been working on developing a survey for Hiring Managers and SMEs to gather their feedback on the recruitment process. Civil Service will utilize the results to make any improvements to processes and communication.

Chief Examiner announced that Civil Service provided PAQs Assistance Sessions and over 600 PAQs were submitted by employees. This was a very good participation rate from City of Reno employees. She also announced that Public Sector Personnel Consultants, Inc. (PSPC) is going to provide an information session at the Civil Service Commission in December to talk about the Class & Comp Study.

Civil Service is currently working on the Fire Captain Assessment Center that will take place next week. This will be the last assessment center of the year. Civil Service is working with Jack

Clancy & Associates and the Reno Police Department to start developing the Sergeant and Lieutenant Assessment Centers that will take place early next year.

Chief Examiner informed the Commission that Civil Service had their initial meeting with Internal Auditor to start the audit process. Civil Service is currently working on providing all the requested documentation. Civil Service is also currently working on developing its BLI page.

The Civil Service Team attended the Pillars of Service Awards, the Veterans Appreciation Breakfast, and the Reno Works Graduation, where they provided Interview Coaching sessions.

B. Consent Agenda

- B.1 Request to acknowledge employee confirmations in accordance with the dates listed in the Confirmation Report. (For Possible Action)**
- B.2 Request to accept eligible lists in accordance with the dates listed in the Eligible List Report. (For Possible Action)**
- B.3 Request to approve the minimum qualifications for the new classification specification of Planning Assistant. (For Possible Action)**

It was moved by Commissioner Honey and seconded by Commissioner Kenny, to approve the Consent Agenda. The motion passed unanimously.

C. Regular Agenda

- C.1 Quarterly report from Andrena Arreygue, Human Resources Management Analyst, per Rule VII, Section 13(e), regarding temporary and part-time employees for FY 21/22 Quarter 4. (Not For Action)**

Jesse Puett, Human Resources Management Analyst, presented the Temporary and Part-Time Employee Report Fiscal Year 2021-2022 Quarter 4.

- C.2 Presentation of proposed Civil Service rule amendments, discussion, and possible direction thereon for Rule VII. Section 4, Rule VII. Section 12(a), Rule IX. Section 4, and Rule X. Section 1. (For Possible Action)**

Chief Examiner Ackermann presented the proposed Civil Service rule amendments for Rule VII. Section 4, Rule VII. Section 12(a), Rule IX. Section 4, and Rule X. Section 1.

Additional discussion and direction were given by the Commissioners.

Civil Service will hold a Stakeholders' meeting to present the proposed rule amendments to City of Reno employees.

The updates to the proposed rule amendments and results from the Stakeholders' meeting will be presented to the Commission at the December Civil Service Commission meeting.

It was moved by Commissioner Honey and seconded by Commissioner Kenny, to approve Item C.1. The motion passed unanimously.

D. Future Agenda Items - Identification of items for future agendas. No action may be taken on this item.

None.

E. Confirm next meeting date – December 8, 2022, at 3:30 p.m. with temporary location at Evelyn Mount Northeast Community Center. (For Possible Action)

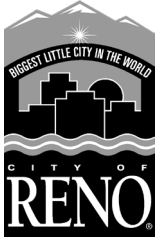
The next regular meeting of the Civil Service Commission is scheduled for December 8, 2022, at 3:30 p.m.

F. Public Comment - This item is for either public comment on any action item or for any general public comment and is limited to no more than three (3) minutes for each commentator.

None.

G. Adjournment (For Possible Action)

It was moved by Commissioner Kenny and seconded by Commissioner Paul, to adjourn the meeting at 4:31 P.M. The motion passed unanimously.



Civil Service Commission

Confirmation Report

Date: November 18, 2022

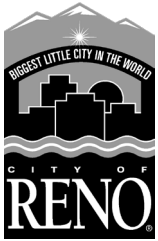
To: City of Reno Civil Service Commission

From: Barbara Ackermann, Chief Examiner

Subject: Item B.1. Request to acknowledge employee confirmations in accordance with the dates listed in this Confirmation Report. (For Possible Action)

Having successfully completed the Probation Period, pursuant to Rule VII, Section 12(e), I recommend that the Civil Service Commission acknowledge the confirmation dates for the employees listed below:

EMPLOYEE NAME	JOB TITLE	PROBATIONARY PERIOD	CONFIRMATION DATE
<u>Business License Division</u>			
Ingrid Giesler	Program Assistant	6 months	October 18, 2022
<u>Civil Service Department</u>			
Sneha Sharma	Civil Service Technician	6 months	November 9, 2022
<u>Parks & Recreation Department</u>			
Alexis Anguiano-Melendrez	Parks Maintenance Worker I	6 months	November 30, 2022
Grey Martin	Parks Maintenance Worker II	6 months	November 16, 2022
Gabriella Villanueva	Recreation Leader	6 months	November 16, 2022
<u>Reno Police Department</u>			
Benjamin Lancaster	Police Sergeant	12 months	October 8, 2022
<u>Utility Services Department</u>			
Norman Nash	Senior Engineering Technician I	6 months	October 11, 2022



Civil Service Commission

Eligible List Report

Date: November 18, 2022

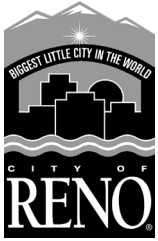
To: City of Reno Civil Service Commission

From: Barbara Ackermann, Chief Examiner

Subject: Item B.2. Request to accept eligible lists in accordance with the dates listed in this Eligible List Report. (For Possible Action)

Pursuant to Rule VII, I recommend that the Civil Service Commission accept the eligible lists in accordance with the dates listed below:

CLASSIFICATION	LIST TYPE	DESCRIPTION
Building Inspector II	Promotional	There is one (1) candidate on this list established on November 7, 2022.
Fire Equipment Mechanic	Promotional	There is one (1) candidate on this list established on October 31, 2022.
Fire Equipment Mechanic	Open Competitive	There are ten (10) candidates on this list established on October 31, 2022, with racial and ethnic diversity.
Police Services Specialist	Open Competitive	There are thirty-eight (38) candidates on this list established on October 31, 2022, with racial, ethnic, and gender diversity.
Secretary	Open Competitive	There are thirty-eight (38) candidates on this list established on October 31, 2022, with ethnic and gender diversity.
Senior Recreation Leader	Open Competitive	There is one (1) candidate on this list established on November 18, 2022.



Civil Service Commission

MEMORANDUM

Date: November 21, 2022

To: City of Reno Civil Service Commission

From: Barbara Ackermann, Chief Examiner

Subject: Item B.3. Request to approve Probationary Period extension for Josue Felix, Police Officer. (For Possible Action)

It is requested that the Civil Service Commission approve a Probationary Period extension of 139 days for Police Officer Josue Felix, pursuant to Civil Service Commission (CSC) Rule VII, Section 12 (b), which states:

In the event a six (6) or twelve (12) month probationary employee suffers injury, illness, other disability, or for other reasons has been in approved leave status in excess of thirty (30) consecutive days and is unable to perform all of the essential functions of the job, the Commission may, at the request of the appointing authority, extend the probationary period. The extension may not exceed the period of injury, illness, other disability, or absence which prevented the employee from performing all of the essential functions of the position and will be approved only in cases where the employer requires the full six (6) or twelve (12) month period to properly evaluate the employee's job performance.

Background:

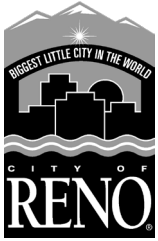
Officer Josue Felix was placed on light duty by his physician on June 15, 2022. He remained on light duty until he was released with no restrictions on October 25, 2022.

After review by the department, it was determined that Police Officer Josue Felix be given the opportunity to demonstrate the required proficiency in performing the essential functions of the job of a Police Officer. This Probationary Period extension would allow the department to properly evaluate the job performance of Josue Felix while still in probationary status consistent with Civil Service rules.

The department requested a Probationary Period extension of one hundred and thirty-nine (139) days for Police Officer Josue Felix.

Recommendation:

Civil Service staff would like you to consider the department's requests to extend the Probationary Period by one hundred and thirty-nine (139) days for Police Officer Josue Felix pursuant to CSC Rule VII, Section 12 (b).



Civil Service Commission

MEMORANDUM

Date: November 18, 2022

To: City of Reno Civil Service Commission

From: Barbara Ackermann, Chief Examiner

Subject: Item B.4. Request to void the Senior Planner Eligible List pursuant to Civil Service Commission Rule VII, Section 9. (For Possible Action)

It is requested that the Civil Service Commission void the Senior Planner Eligible List, pursuant to Civil Service Commission (CSC) Rule VII, Section 9, which states:

Eligible lists shall be effective from the date of their approval by the Commission and shall continue in force for a period of one (1) year unless extended by the Commission for a period not to exceed one (1) additional year. The Commission may in a noticed public meeting, declare any list void at any time for good cause, in the sole discretion of the Commission. No rights are provided to applicants to require a list by maintained by the Commission.

Background:

On May 4, 2022, the Civil Service Commission Office opened a continuous recruitment for the position of Senior Planner.

Six (6) candidates successfully completed the examination process and were placed on the eligible list established on June 7, 2022.

Four (4) candidates successfully completed the examination process and were added to the eligible list on August 11, 2022.

Two (2) candidates successfully completed the examination process and were added to the eligible list on October 11, 2022.

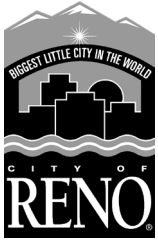
All twelve candidates were referred to the department and no hires were made.

After review by the department, a request has been made to void the continuous eligible list due to the remaining active candidates not appearing to meet the department's specific needs at this time.

The department requested a new recruitment be open and a new eligible list created.

Recommendation:

Civil Service staff would like you to consider the department's requests to void this continuous list so that they may continue their efforts to fill the existing vacancy pursuant to CSC Rule VII, Section 9.



Civil Service Commission

MEMORANDUM

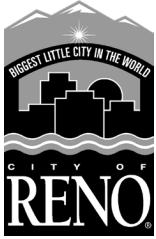
Date: November 17, 2022

To: City of Reno Civil Service Commission

From: Barbara Ackermann, Chief Examiner

Subject: Item C.1. Presentation by Bob Longmire from Public Sector Personnel Consultants. (Not for Action)

Presentation by Bob Longmire to the Civil Service Commission regarding the classification and compensation Study currently being conducted by the City of Reno.



Civil Service Commission

MEMORANDUM

Date: November 21, 2022

To: City of Reno Civil Service Commission

From: Barbara Ackermann, Chief Examiner

Subject: Item C.2. Presentation of updated proposed Civil Service rule amendments to Rule VII. Section 4, Rule VII. Section 12(a), Rule IX. Section 4, and Rule X. Section 1, discussion and possible direction thereon. (For Possible Action)

The attached redline document presents an updated proposed amendment to the Civil Service Commission Rules. This report includes the suggestions made by the Commission at the November 10, 2022 meeting. This will allow for further discussion, collaboration, and direction by the Commission before a final report is brought for review and action at a future Civil Service Commission Meeting.

Background:

The current Civil Service Rules pertaining to the promotion, transfer, and voluntary demotion of current classified employees present limitations that stifle internal movement within the organization. The proposed changes to Rule VII. Section 4, Rule VII. Section 12(a), Rule IX. Section 4 and Rule X. Section 1 will help facilitate and encourage internal opportunities within the organization by eliminating unnecessary obstacles.

In addition, language updates to Rule VII. Section 9 will bring clarification to a part of the rules that has led to confusion in the past. While other updates will bring more inclusive language throughout the rules where needed.

Discussion:

Civil Service Staff is recommending the proposed rule changes to support a culture of internal movement within the organization for currently classified employees. Per City Charter Article IX. Sec. 9.010 (2.), career and promotional opportunities must be readily available to employees. Taking into account that not all careers progress in a straight line, we would like to update the language surrounding the alternative pathways of transfer and voluntary demotion.

The proposed changes include:

➤ Rule IX Section 4. – Voluntary Demotion

The current rules restrict classified employees to previously held classifications or classifications that are directly in their current line of progression when seeking opportunities for voluntary demotion. Removing that language and replacing it with “any lower classification for which the employee may be qualified” removes barriers to other areas of interest a current employee may wish to explore.

We are also proposing that employees wishing to voluntarily demote be allowed to maintain their seniority from the higher classification when they demote into the lower classification when the higher

classification is in the direct line of progression. A definition for the term “Line of Progression” is also being added to the rules for increased clarification. This change should help encourage internal movement and provide more support to great employees from within the organization instead of them looking outward for other career growth opportunities.

➤ Rule X Section 1. – General

The current rule requires employees wishing to seek a transfer to gain concurrence of both the losing and gaining departments. We do not believe this helps to facilitate internal movement because it requires classified employees to gain this permission from their supervisor, which could be awkward at best but could also lead to potentially negative outcomes as well. Removing this requirement will help to shield employees wishing to make an internal movement without jeopardizing their relationships within their current department.

➤ Rule VII Section 12. (a). – Probationary Period

Currently, the rules do not provide for a probationary period when employees transfer or voluntarily demote. The proposed rule changes in this area will broaden current employees’ opportunities to move into new classifications. Under the current rules, they would not serve a probationary period, and hiring managers may be reluctant to choose candidates through the transfer and/or voluntary demotion process. The proposed change would ensure that these employees serve the approved probationary period for the classification they move into.

➤ Rule VII Section 4. – Action by Appointing Authority

The current rule requires the hiring manager to provide promotional candidates who are passed over for promotion with the reasons for rejection in writing. The proposed change to this rule would expand the option to also include meeting with the passed-over candidate in person or communicating this information to them verbally. This is an additional option, not an additional requirement. The hiring manager could choose to communicate this requirement in either writing or in person.

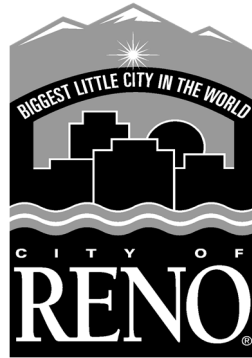
Recommendation:

Civil Service staff is recommending the support of the Commission in bringing these rules forward in the next regularly scheduled Commission meeting for final review and adoption.

Attachment 1: Updated proposed Civil Service Rules Amendment Presentation.

Attachment 2: 2022 Updated proposed changes to CSC Rules - Redline.

City of Reno



Civil Service Commission

Rules and Membership

~~August 2021~~

CIVIL SERVICE COMMISSION
Membership
20212023

<u>Commissioners</u>	<u>Term Expires</u>
Tray Abney, Chairperson.....	July, 2023
YeVonne Allen, Vice-Chairperson.....	July, 2026
Ken Dalton <u>Christopher Svendsen,</u> Commissioner.....	July, 2025
Ricardo Duarte, Commissioner.....	July, 2023
Charla Honey, Commissioner.....	July, 2026
Jay Kenny, Commissioner.....	July, 2024
Nichole Paul, Commissioner.....	July, 2025

Civil Service Department

Barbara Ackermann, Chief Examiner.....	775.334.2224
Candie Lorenzo <u>Albert Kenneson,</u> Management Analyst.....	775.334.2223
<u>Brenda Nguyen, Management Analyst.....</u>	<u>775.334.2223</u>
<u>Rossmery Diaz, Civil Service Technician.....</u>	<u>775.334.2223</u>
<u>Sneha Sharma, Civil Service Technician.....</u>	<u>775.334.2223</u>

**RENO CIVIL SERVICE COMMISSION
RULES AND REGULATIONS**

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RULE II – COMMISSION ORGANIZATION

Section 1. Commission Chairperson.

The Commission shall select one (1) of its members to serve as Chairperson and one (1) other member to serve as Vice-Chairperson for a period of two (2) years beginning with the first regular meeting in July of each odd numbered year.

Section 2. Presiding Officer.

The Chairperson shall preside at all meetings of the Commission. In the absence of the Chairperson, the Vice-Chairperson will serve as Chairperson.

Section 3. Staff.

- (a) The staff of the Commission will consist of a Chief Examiner and such assistants and employees as may be required to administer the Civil Service system. The Chief Examiner, or ~~his or her~~their authorized designee, shall be empowered to act for and in the name of the Commission in the conduct of daily routine business and in other matters relating to the administration of these Rules as authorized by the Commission.
- (b) The Commission will establish the compensation, benefits and terms of employment for the Chief Examiner, consistent with other City employee management groups.

Section 4. Rules.

All Civil Service rules shall be established in accordance with Article IX of the Charter.

- (a) Any proposed addition or amendment to these Rules shall be processed by the Chief Examiner. The Commission will meet and hear objections to the adoption of such proposed amendments or modifications. A copy of the meeting notice and each proposed rule shall be given in writing to the Mayor and members of the City Council, the City Manager, the head of each department and the president or secretary of each employee organization formally recognized by the City, and shall be posted on the bulletin board and in conspicuous places accessible to employees affected by such proposed amendment or modification and the City's website not less than ten (10) calendar days prior to the date of said meeting.
- (b) At the meeting, the Commission will permit a representative of the City Council or the City Manager, or both, as well as employees, their representatives, and members of the public, to comment on any proposed rule. A copy of all rules adopted and all changes in them shall be filed in the Office of the City Clerk, posted on the City's website, and may be distributed in such other format as the Commission deems appropriate.

- (c) Pursuant to Charter §9.060(1), any amendment of the rule governing the number of qualified persons certified to the appointing authority on the Civil Service eligibility list shall not become effective until that amendment is approved by the City Council.
- (d) Pursuant to Charter §9.060(4), the head of each department may adopt procedures for the governance of ~~his or her~~their department not inconsistent with the provisions of the Charter and the Rules of the Commission adopted thereunder.

RULE III – DEFINITIONS

1. Advanced Qualification: Commission approved minimum qualifications that exceed those usually required in order to select and hire candidates that have successfully completed an occupationally required training academy or an approved performance standard.
2. Applicant: A person who completes and files an employment application for a position within Civil Service.
3. Appointee: A person who has been employed in a Civil Service position.
4. Appointing Authority: The City Manager or ~~his or her~~their delegate.
5. At-Will Employee: A person whose employment by the City may be terminated at any time, with or without advance notice, and with or without reason, by the City.
6. Candidate: A person who is verified as meeting the minimum qualifications for the classified service position they are seeking and who is in the process of selection but has not attained status as an eligible certified candidate.
7. Certification: The official release of names of applicants who have successfully completed the Civil Service competitive recruitment and examination process and are placed on the eligible list for appointment consideration.
8. Charter: The Reno City Charter, Chapter 662, Statutes of Nevada 1971, as amended.
9. City Manager: The duly appointed City Manager of the City of Reno, County of Washoe, State of Nevada.
10. Civil Service Employees: All employees of the City of Reno who are now or shall hereafter be included under the provisions of Article IX of the Charter.
11. Civil Service: All positions now existing or hereafter created by the City of Reno, not specifically exempted by the Charter, which have been determined to be covered under the rules and regulations of the Commission, including but not limited to positions in the classified, temporary, and non-career service.
12. Civilian Public Safety Eligible: Administrative support positions for Public Safety and Emergency Communications Departments including, but not limited to, Police Assistant, Community Service Officer, Police Services and designated positions in the Clerical Classification Series.

22. Demotion: The reduction of a classified employee, through Civil Service procedures, from one classification to another having a lower pay grade than the classification held prior to demotion.
23. Department Head: The duly appointed managing director of any department.
24. Disciplinary Action: A personnel action taken against a Civil Service employee who has violated the policies, rules or authority governing work. Discipline may include, but is not limited to suspension, demotion or dismissal.
25. Discrimination: Making employment decisions on an employee's protected class status, such as sex, race, color, religion, national origin, age, marital status, sexual orientation, gender identity or expression, or disability, instead of ~~his or her~~their qualifications, except when based upon a bona fide occupational qualification or as otherwise authorized by law.
26. Eligible Certified Candidate: A person who has successfully completed an examination consisting of one or more tests as determined by the Chief Examiner, and is available to be appointed to a vacant position in the classified service for which they have qualified.
27. Eligible List or Eligibility List: A list of names of applicants who have passed the prescribed entrance or promotional examinations for positions in Civil Service, in the order of final ratings earned.
28. Emergency: An occurrence or threatened occurrence which is defined by the laws of the State of Nevada as and is declared to be an emergency for which it is determined that the assistance of state or federal agencies is needed to supplement the efforts and capabilities of the City of Reno, which may include a disaster or local emergency, such as a riot, military action, flood, fire, storm, earthquake, epidemic, sudden and severe energy shortage, civil disorder, or other similar conditions, which poses a substantial immediate or imminent threat to the life, health and/or safety of the public, City infrastructure, and/or community property.
29. Examination: A method of evaluating the fitness of an applicant to hold a position under the provisions of the Charter and these Rules.
30. Full-time Employee: A person whose standard work schedule is one hundred percent (100%) of the full-time equivalent hourly work schedule established for the position. Full-time refers to the schedule of hours worked, not the type of position to which the employee has been appointed. Full-time employees can therefore be employed in the classified, temporary, or non-career service.
31. Harassment, Illegal Act(s) and Other Prohibited Acts: The act of subjecting an individual to unlawful forms of harassment, treating an individual differently because of that person's membership in a protected class, or otherwise taking action based on reasons

which are prohibited by law.

32. Incumbent: A person who currently holds a position in the classified service.
33. Job Description: A detailed listing of the representative duties, tasks, operations and responsibilities undertaken and performed in the execution of the job.
34. Job-Related Criteria: Factors essential to critical job performance as validated by a hiring selection job analysis.
35. Laid-Off-List: A list of names of classified employees who have been removed from City service because of a reduction in staff as determined by the City Council pursuant to Charter §9.140.
36. Leave of Absence: A period of excused absence with or without pay from a position in the classified service which has been approved and granted in the manner set forth in these Rules.
37. Limited Term Appointment: Limited term appointments are promotional appointments to positions in the classified service from a Civil Service eligible list for a period of time which may be in excess of six (6) calendar months and may be for a definite or indefinite period of time contingent upon an anticipated event occurring.
38. - Line of Progression: Career fields within the City's classification plan with the same or Shared job related knowledge, abilities and skills.
3839. Minutes: The official record of meetings of the Reno Civil Service Commission.
3940. Non-career appointment: A limited work hours appointment of a qualified person to a position in the non-career service.
4041. Non-career employee: A qualified person who has been hired to fill a position in the non-career service.
4142. Non-career service: All non-classified positions now existing and hereafter created by the City of Reno, not specifically exempted by the Charter, which are covered by Civil Service Rules and are filled under a limited work hours appointment (not to exceed 1,039 work hours in any fiscal year) to perform seasonal or intermittent work that may be ongoing or recur from year-to-year, as more specifically defined in these Rules.
4243. Part-time Employee: A person whose standard work schedule is less than one hundred percent (100%) of the full-time equivalent hourly work schedule established for the position. Part-time refers to the schedule of hours worked, not the type of position to which the employee has been appointed. Part-time employees can therefore be

employed in the classified, temporary, or non-career service.

- 4344. Personnel: All employees of the City of Reno who are now or shall hereafter be included under the provisions of Article IX of the Charter.
- 4445. Probationary Employee: An employee appointed to a position in the classified service who has probationary status and has not been confirmed in the classification.
- 4546. Probationary Period: That period between appointment of an applicant to a position in the classified service and ~~his or her~~their confirmation to such position in the manner set forth in these Rules.
- 4647. Promotion: Progression of a classified employee, through Civil Service procedures, to a position in a classification which has a higher pay grade than the classification held.
- 4758. Provisional Appointment: A non-status, short-term appointment of a qualified classified employee to a position in the classified service when no approved eligible list exists or no applicants on an eligible list are available for appointment.
- 4849. Provisional Employee: A classified employee who has been appointed to temporarily fill a position in the classified service for the period necessary to complete competitive examination and establish an eligible list.
- 4950. Public Safety Eligible: Badged Public Safety Department and Emergency Communications such as Fire Suppression/Prevention and Police Sworn Classification Series.
- 5051. Rating: An evaluation, appraisal, score or grade given in any selection process.
- 5152. Reclassification: The reassignment of a position on the classification plan.
- 5253. Re-employment List: A list of names of applicants who have resigned or taken a voluntary demotion in good standing from a position in the classified service, or whose time on a laid-off list is due to expire, who notify the Chief Examiner of their request to be placed on a re-employment list.
- 5354. Reinstatement List: A list of names of classified employees who have been laid off and have precedence or priority over all others in certification for recall for appointment as more specifically provided in these Rules.
- 5455. Resignation: The voluntary separation of an employee from Civil Service.
- 5556. Retirement: The separation of an employee from Civil Service within the provisions of the Public Employees Retirement System of the State of Nevada, or any retirement system

which shall hereafter be adopted by or imposed upon the City of Reno.

- 5657. Selective Certification: The certification of a person for inclusion on a Civil Service eligibility list for a position based upon specialized knowledge, skills or abilities of the person, in addition to those required to meet the minimum qualifications for the position, that are required to perform the duties of the position successfully.
- 5758. Seniority Credit: The numerical credit allowed for years of continuous service in a position in the classified service in any department or division.
- 5859. Suspension: The disciplinary removal of an employee from a classified position for a specified period of time with loss of pay.
- 5960. Temporary Appointment: A time limited, short-term appointment of a qualified person to a position in the temporary service.
- 6061. Temporary Employee: An employee who has been hired to fill a position in the temporary service.
- 6162. Temporary Service: All positions now existing and hereafter created by the City of Reno, not specifically exempted by the Charter, which are covered by Civil Service Rules and which are filled on a temporary appointment basis for a finite period of time as more specifically defined in these Rules.
- 6263. Termination: The involuntary removal of an employee from Civil Service.
- 6364. Test: One (1) section of an examination series.
- 6465. Transfer: A noncompetitive appointment in which a classified employee moves from one classified position to another in the same classification or a related classification with the same pay grade.

- currently assigned to the appellant's position, together with an explanation of the inaccuracies and an explanation of the efforts made to correct the classification assignment;
4. Address the points outlined in the City Manager's decision regarding the proper classification for the position in question, indicate the points with which the appellant disagrees and express the reasons for the disagreement.
 5. Provide such additional information about the position and/or its classification assignment as the appellant may deem necessary in helping the Commission to understand the issue, e.g., job description, organizational charts, and work samples that are not available electronically.
- iii. An employee appealing a classification decision may have a representative help in the preparation, submission, and/or presentation of their appeal.
 - iv. The Commission's determination shall be based on the information supplied by the City, the appellant, and/or as may be compiled at the request of the Commission by the Chief Examiner or ~~his~~their designee.

Section 2. Job Surveys.

The Chief Examiner may conduct surveys for job requirements, classification relationships, and lines of progression for each position within Civil Service, as appropriate.

Section 3. Classification Titles.

Classification titles for each position in Civil Service shall be, as nearly as possible, descriptive of the general duties attached thereto, and shall be the same for all offices and places requiring the same service. Such classification titles and specification numbers shall be used to designate employees' positions or jobs in all official communications, reports and Civil Service records.

Section 4. New and Revised Class Specifications.

Class specifications for new and/or revised positions will be prepared by the City Manager or ~~his~~or hertheir delegate and presented to the Commission for review and approval of the minimum qualifications.

Section 5. Reclassification.

Whenever duties or responsibilities of a classified position change to the extent that they are no longer representative of the assigned classification, the position may be reclassified by the City Manager.

- (a) Whenever a classified position is reclassified which involves a promotion, the incumbent shall be required to take and pass the current Civil Service examination for the new classification before the promotion may take effect.

submitted for each vacancy.

- (b) Remainder of the City: Certification of the ten highest scoring available eligibles for the first vacancy and one additional name for every additional vacancy.

If the last score in rank order is a tie score and there are two or greater eligible candidates, all available eligible candidates with the same tie score are to be certified.

THIRD: From an original eligible list for appointment to the classification in which the vacancy occurs, the names, addresses and telephone numbers of the highest available eligibles, as follows:

- (a) Certification of eligible candidates for the Firefighter classification: the ten highest scoring available eligibles for the first vacancy and an additional four names for every additional vacancy.
- (b) Certification of eligible candidates for the Police Officer Recruit classification: the ten highest scoring available for the first vacancy and an additional four names for every additional vacancy.
- (c) Certification of eligible candidates for the remainder of City classifications: the ten highest scoring eligibles for the first vacancy and one additional name for every additional vacancy.

If the last score in rank order is a tie score and there are two or greater eligible candidates, all available eligible candidates with the same tie score are to be certified.

Section 4. Action by Appointing Authority.

Upon receipt of an eligible list, the appointing authority shall interview and consider each certified eligible, and every fourteen (14) calendar days after receipt of an eligible list, shall notify the Chief Examiner in writing providing an update of the hiring selection interview process. Upon receipt of an eligible list, the interview process shall be completed within sixty (60) working days. The appointing authority, within ten (10) working days following the hiring selection interview process, shall select one (1) of the eligibles and so notify the Chief Examiner on the form provided.

If any eligibles are passed over on a promotion eligible list, the appointing authority shall confer with the passed over candidate and explain, ~~in writing~~ verbally or in writing, the reasons for rejection in order that the passed over candidate might better prepare for further consideration during the viability of the promotion eligible list or for possible future promotion. The appointing authority, after selecting one (1) or more of the eligibles for which vacancies are to be filled, shall notify the eligible(s) passed over of the hiring selection decision within three (3) working days of notification to the selected eligible(s).

If fewer than three (3) names appear on the approved eligible list, such name or names may be

Section 8. Selective Certification.

An appointing authority may inform the Commission in writing that a vacant position requires, in addition to the classification minimum qualifications, special skills, knowledge, or abilities unique to performing the essential functions of the vacant position. The Commission, at its discretion, may authorize the Chief Examiner to certify only the names of those on the eligible list who possess the particular skill, knowledge or ability. Authorization for certification shall be granted if the Commission considers the written justification provided by the appointing authority to be satisfactory.

Section 9. Eligible List Extension.

Eligible lists ~~are established by the Chief Examiner shall be effective from the date of their approval by the Commission and~~ shall continue in force for a period of one (1) year unless extended by the Commission for a period not to exceed one (1) additional year. The Commission may in a noticed public meeting, declare any list void at any time for good cause, in the sole discretion of the Commission. No rights are provided to applicants to require a list be maintained by the Commission.

Section 10. Advanced Qualification Lists.

In the absence of an open-competitive list and pending establishment of the same, a department may request the Commission to authorize the creation of an Advanced Qualification List.

If the Commission elects to authorize an Advanced Qualification List, it shall establish the necessary advanced qualifications for an individual to be eligible to compete for placement on the Advanced Qualification List.

The Advanced Qualification List shall be comprised of the names of individuals who have successfully passed the Civil Service examination process and met the advance qualification requirements established by the Commission. Individuals will be ranked on the Advanced Qualification List based on score and placement obtained in the Civil Service examination process, highest placement first.

Section 11. Removal from Eligible List.

- (a) The Chief Examiner shall remove the names of an Eligible from the eligibility list in the following cases:
 - (1) If an eligible for entry level appointment has been certified, interviewed and passed over at least (2) two times by at least two (2) different hiring authorities for appointment. In open entry classes, limited to one (1) hiring authority, the eligible has been passed over two (2) times and interviewed at least one (1) time. However, the hiring authority may request an eligible remain on the list if the eligible has been interviewed and passed over two (2) times provided the hiring

- (8) Failure to respond within five (5) working days to a hiring selection interview established by an appointing authority, and, upon confirmation by the Chief Examiner that the eligible is not responding to an interview request by an appointing authority.
- (9) Failure to appear at the time set for the hiring selection interview unless the eligible provided a written request within one (1) working day to reschedule, which has been approved by the appointing authority.
- (10) If the candidate requests removal from the eligible list in writing to the appointing authority and the Chief Examiner.
- (11) If an applicable state or federal law requires removal.

Section 12. Probationary Period.

- (a) All original, promotional, ~~and~~ reclassified, transferred and voluntarily demoted employees who hold positions in the classified service shall be appointed tentatively and be subject to a probationary period as prescribed by the Commission. Such probationary periods shall be for a fixed period of six (6) calendar months, except that a twelve (12) calendar month probationary period may be established by the Commission for classes of positions in which the complexity of the work, length of required training, and/or cyclical nature of essential functions requires a longer period within which to properly evaluate the employee's performance.

In the case of sworn public safety positions, the probationary period shall be twelve (12) months.

- (b) In the event a six (6) or twelve (12) month probationary employee suffers injury, illness, other disability, or for other reasons has been in approved leave status in excess of thirty (30) consecutive days and is unable to perform all of the essential functions of the job, the Commission may, at the request of the appointing authority, extend the probationary period. The extension may not exceed the period of injury, illness, other disability, or absence which prevented the employee from performing all of the essential functions of the position and will be approved only in cases where the employer requires the full six (6) or twelve (12) month period to properly evaluate the employee's job performance.
- (c) The probationary period shall be regarded as an integral part of the examination process and shall be used for closely observing the employee's work, for securing the most effective adjustment of the employee to the position, and for eliminating any probationary employees whose performance does not meet the required standards of work.

- (d) During the probationary period, the employee's immediate supervisor will counsel the probationary employee at least once a month to assess the adjustment of the employee to the position. A written record of such meeting will be placed in the employee's file.
- (e) Upon completion of the probationary period, the appointing authority shall be responsible for notifying to the Commission in a timely manner that the employee has successfully completed the probationary period and requesting confirmation. Confirmation of a probationary employee shall be granted by the Commission or its designee in writing confirming that the probationary employee has satisfactorily completed the probation period and is confirmed into the classified service.
- (f) The department head, or the City Manager, may terminate any classified employee serving under an original appointment at any time during the probationary period without rights of appeal, and may reject a confirmed employee serving a probationary period following promotion, ~~or~~ reclassification, transfer or voluntary demotion at any time during the probationary period without rights of appeal, except in cases in which the employee claims that the termination occurred as a result of unlawful discrimination or any other illegal act. To be effective, written notice of such action must be issued by the appointing authority and given to the employee and the employee organization prior to the established completion date of the probationary period and a copy must be forwarded to the Commission by the date of the meeting of the Commission immediately following the effective termination date. If written notice of termination or rejection is not received by the probationary employee and the employee organization prior to the established completion date of the probationary period, the employee shall be considered to have satisfactorily completed the probationary period.
- (g) A probationary employee whose probationary status results from promotion or reclassification, who is rejected during the probationary period, shall be returned to the classification held immediately prior to the promotion, provided the employee does not displace any employee with greater classification seniority. Should no position exist, the employee shall either be appointed to a vacant position in the next lower classification or be placed on the laid-off list.
- (h) A probationary employee whose probationary status results from transfer or voluntary demotion, who is rejected during the probationary period, shall be returned to the classification held immediately prior to the transfer or voluntary demotion, provided the employee does not displace any employee. Should no position exist, the employee shall be place on the laid-off list.
- (~~h~~i) The Chief Examiner may reinstate a probationary employee terminated from an original appointment to the eligible list from which initially hired upon showing of good cause. This individual must notify the Chief Examiner within ten (10) working

days in writing for consideration to remain on the eligible list.

(i) A probationary employee serving an original appointment to a position in the classified service who is subject to lay off because of a reduction in staff will be reinstated on the active eligible list from which initially hired. All Civil Service Rules including those related to hiring, selection and interviewing will apply. If such employee is re-hired from the active eligible list, the probationary period will resume from the time served prior to layoff. Such laid off probationary employee will have no Civil Service rights, including but not limited to, rights of seniority, displacement, reinstatement to an active eligible list, resumption of employment and appeal.

(j) A confirmed employee serving under appointment to a position in the classified service who is subject to lay off because of a reduction in staff, whose name appears on a reinstatement list, and who is re-hired from that reinstatement list shall not be required to serve an additional probationary period. However, if such employee is re-hired from a re-employment list, rather than a reinstatement list, the employee shall be required to serve a new probationary period, unless otherwise requested by the City Manager or ~~his or her~~their delegate, at which time the Commission may, upon a showing of good cause, consider and waive the probationary period requirement. As used in this section, good cause may include, but is not limited to, verification that the candidate has maintained required certifications and has demonstrated the ability to successfully perform the essential functions of the position in accordance with the required standards of work.

Section 13. Temporary, Provisional, and Non-Career Appointments.

Pursuant to Charter §9.060 (1)(f), the Commission is empowered to adopt rules that provide for matters relating to procedures for temporary, provisional and such other types of appointments as the Commission deems desirable to facilitate the business of the City. In keeping with this Charter obligation, vacancies in the temporary, provisional, and non-career service shall be filled as provided below:

(a) Temporary Appointments. The department head or City Manager may employ qualified applicants to fill positions in the temporary service. The department head or City Manager may request the names of persons who are available on a current appropriate Civil Service eligible list from which to fill such temporary positions.

Appointment to temporary positions shall not exceed six (6) calendar months unless first extended by the Commission. The Commission, upon a showing of good cause, may approve a one (1) time only extension for up to three (3) calendar months provided the extension is requested and approved prior to expiration of the initial six (6) calendar month appointment period. Persons hired under a temporary appointment, upon separation, may not be re-employed in a temporary position for a period of no less than three (3) calendar months.

Temporary appointments under this Rule may not be used in conjunction with City employment under a non-Civil Service appointment made pursuant to Section 9.020 (1)(d) [A person employed by the City for less than 18 hours per week or 234 hours per fiscal quarter] of the Charter without first completing the requisite three (3) month break in service.

- (b) Emergency Appointments: In the event of an emergency, as defined in Rule III, Civil Service Rules relating to the appointments of temporary personnel are suspended and the City may as permitted by law and without the approval of the Commission temporarily assign and/or reassign existing personnel and/or appoint such additional emergency personnel as it deems necessary to manage its operations and carry out its responsibilities. Such emergency appointments shall not exceed ninety (90) calendar days after commencement of the emergency, unless first extended by the Commission. As it deems appropriate, the Commission, upon a showing of good cause, may approve extensions for use of emergency appointments for up to three (3) calendar months per request provided that factual circumstances demonstrate that the emergency both requires the utilization of emergency appointments and is continuing in duration.
- (c) Temporary Appointment Tracking: The requesting department is responsible for tracking temporary appointments (which include emergency appointments) and taking timely action to end such temporary appointments on or before completion of the appointment window authorized by these Rules.
- (d) Provisional Appointments. When vacancies occur within the classified service, and when an approved list is not available, the department head or City Manager may, with notification to the Chief Examiner, select qualified classified employees as provisional appointees to fill the vacancies. Provisional appointments shall not exceed a period of six (6) calendar months unless first extended by the Commission.
- (e) Records. The department head shall forward notice of appointment of provisional appointees to the Chief Examiner for purposes of record. The City Manager or ~~his or her~~their designee shall, not later than forty-five (45) calendar days after the end of each fiscal year quarter, also provide the Commission with a roster of all employees appointed under this Section within the temporary service or holding provisional appointments within the classified service. The roster shall include the employee's name, department, classification title, job title (if different from classification title), date of hire, date of projected separation (if known), and such other information related to compliance with these Rules as may be specifically requested by the Chief Examiner or the Commission.
- (f) Non-Career Appointments. When the use of non-career appointments ~~is~~is necessary to facilitate coverage for seasonal or intermittent work which may be ongoing or recur from year-to-year (such as in Parks/Recreation programs), the Commission authorizes the appointing authority to directly hire workers in approved classifications under non-career limited work hour appointments.

RULE VIII – PROMOTION

Section 1. Career Fields.

The Commission shall establish broad career fields and lines of progression from lower to higher grades of service in all cases where the duties and responsibilities of the lower classified position tend to qualify for service in the higher.

Section 2. Method.

Whenever a vacancy in the classified service exists, it may be filled by promotion from classified positions in a lower classification or pay grade in the same classification of service when such lower classification or grade contains any eligibles who have taken a promotional examination. Promotion shall be accomplished by means of a competitive examination and, except for special training and knowledge gained within a department as a prerequisite to the proper filling of a vacancy, shall be open to all classified employees regardless of department. The Chief Examiner, at ~~his or her~~their discretion, may provide for simultaneous open and promotional examinations with provision for certifying promotional candidates first.

Section 3. Notice.

Notice of promotional examination shall be posted in the office of the Commission as well as forwarded to departments and divisions. Such notice shall give the character of the examination and provide such other information as the Chief Examiner may deem appropriate. Notices shall fix the period in which applications will be received.

Section 4. Filing.

Applications for promotional examinations shall be made upon a form provided and furnished by the Commission, and shall be filed in the office of the Commission before expiration of the filing period.

Section 5. Eligibility.

To be eligible to enter a promotional examination, or receive promotion, an employee must have completed the necessary service requirement, as stated in the examination announcement.

Section 6. Examinations.

The rules governing promotional examinations shall, except as herein provided, be the same as for original entrance examinations. Where positions require special physical fitness, the Commission may cause a special investigation of eligibles to be made to determine whether they continue to meet the required physical standards.

- (a) Assessment Procedure Counseling Review. A classified employee may request opportunity for review of and/or counseling on their performance on an examination.

RULE IX – DEMOTION

Section 1. Cause.

Upon a showing of inefficiency, incapacity, or misconduct, the City Manager may for cause demote a classified employee by filing with the Chief Examiner a notice of such demotion together with a statement detailing the causes. A copy of this shall be given to the employee. The demoted classified employee shall have right of appeal and shall be given an opportunity for a hearing as provided in Rule XIV. An employee so demoted shall lose all prior rights to the higher Civil Service class. If previous Civil Service confirmed status in the lower classification has not been attained, such demotion shall not displace any other confirmed or probationary classified employee, and the demoted employee shall be returned to the last classification in which status was attained.

Section 2. Demotion During Probation.

Upon a showing of unsatisfactory performance during a promotional probationary period, the appointing authority shall return a probationary classified employee to a former classification as prescribed in Rule VII, Section 12(h), provided no classified employee with greater classification seniority shall be displaced. Should no position exist, the employee shall then, at ~~his or her option~~their option, either be appointed to a vacant classified position in the next lower classification or laid off and placed on the reinstatement list.

Section 3. Demotion Through Reduction in Staff.

When it becomes necessary to effect a reduction in staff because of lack of work or funds, the appointing authority shall accomplish such reduction in the order prescribed in Rule XII, Section 5.

Section 4. Voluntary Demotion.

A classified employee, upon ~~his or her~~their own initiative, may request reduction to a vacancy in a previously held classification or any lower classification ~~in the normal line of progression for which the employee may be qualified~~ within the classified service.

~~The appointing authority shall obtain a written request for such action from the employee and shall indicate approval prior to forwarding it and the notice of change to the Commission and the City Manager.~~ Such reduction shall be without prejudice to the employee's future status and the employee shall be entitled to credit for previous service in the lower classification and the higher classification, only when the higher classification is in the direct line of progression. ~~No further reference to the Commission need be made prior to effecting the reduction.~~—PROVIDED: Such reduction shall not displace any confirmed or probationary classified employee.

RULE X – TRANSFER

Section 1. General.

Transfers of classified employees shall be subject to approval by the Commission, ~~and have the concurrence of both the losing and gaining departments. Notice of all transfers shall be filed with the Commission by both the losing and gaining departments prior to the effective date of such action.~~ Classification seniority for promotional purposes shall not be affected and will be retained in Civil Service records for the particular classification carried. ~~PROVIDED: This rule does not apply to promotions of certified eligibles appointed from a position in one department or division to a higher position in another department or division.~~

Provided further: Involuntary transfers of classified employees due to consolidation or transfer of functions from one department to another department shall have no effect on the departmental seniority of the transferred employee.

Section 2. Transfers Permitted.

- (a) Transfer, in lieu of layoff, may be made to a classified position in the same classification in a different department or division, providing the employee consents to such transfer and, further, that a confirmed or probationary employee is not displaced.
- (b) When a classified position held by an employee is reclassified which involves a change in grade and the employee elects to retain the original classification, the employee shall so notify the Chief Examiner in writing and will then be transferred to the first available classified vacancy in the original classification. When such transfer is to another department or division, departmental seniority shall be forfeited and the employee shall be placed in the junior position on the new departmental seniority list for that job classification.
- (c) In the event that classified employees, whether probationary or confirmed, are injured in the line of duty and are no longer able, as a result of the injury, to perform the duties for which originally hired, the Human Resources Department and the Chief Examiner, working with the State Industrial Insurance System, shall make every effort to find other meaningful classified assignments for those employees in the City's work force. Rehabilitation, training, waiving of minimum qualifications and testing without opening up a classification will be allowed if the Commission deems it appropriate to do so, in order to accommodate such employees injured in the line of duty. Each case will be considered on an individual basis by the Commission. Under no circumstances would employees in this circumstance displace any probationary or confirmed employees.

Section 3. Employment by City of Reno of Employees of Agencies, Organizations or Governmental Entities whose Functions Have Been Assumed by the City of Reno or whose functions have been assumed laterally by Agency, Organization or Government entities.

- (a) If the City of Reno assumes in whole or in part the function of another agency, organization or governmental entity, an employee who is performing that function for the other agency, organization or governmental entity at the time of the assumption and who will be performing a substantially similar function for the City of Reno immediately following the assumption may, upon recommendation of the City Manager or ~~his or her~~their delegate, and if approved by the Commission, be included within the City of Reno Civil Service without requirement for competitive examination.
- (b) All persons transferred under the provision of this section shall be placed in probationary status for a period of time established for similar classification within the classified service. Upon request made by the City Manager or ~~his or her~~their delegate, the Commission may consider and waive the probationary requirement provided that the person(s) has/have satisfactorily held a position within the agency, organization or governmental entity for a period of one (1) year or longer. Employment of persons by the agency, organization or governmental entity shall be treated as the equivalent of City service. The transition from service with the agency, organization or governmental entity to the City shall not be deemed as a break in continuous service for the purpose of administration under Civil Service Rules. However, the length of continuous service shall be adjusted based on criteria set out in these Rules.

Section 4. Conversion from Non-Civil Service Appointment Status to Civil Service Appointment Status Within the City of Reno.

- (a) The purpose of this Rule is to establish procedures for blanketing into Civil Service pursuant to the authority provided to the Commission by Charter §9.120.
- (b) Subject to the provisions set forth in this Rule, the following persons may be included in the classified service, upon request of the Appointing Authority and approval of the Commission:
 - i. A person holding a regularly funded City position which has not been within Civil Service, and which is declared by a change in state or federal law to be within the Civil Service, may be included in the classified service without requirement for open competitive recruitment and merit based examination, or
 - ii. A person appointed to and employed by the City in an exempt position under Charter §§1.090(3)(4) or 9.020(1)(f) and whose position is subsequently converted to coverage under Civil Service by a change in funding or as a result of a process and/or decision under the discretionary control of the City, may be included in the classified service, provided that such person's initial

Section 6. Placement of Names on the Reinstatement List.

On the date a layoff becomes effective, the Chief Examiner shall cause the names of laid off classified employees to be placed, in inverse order of layoff (that is the last person laid off shall be the first person on the reinstatement list) on the reinstatement list established by the Chief Examiner for all classifications from which they were laid off. When a reduction in the work force results in the layoff of an employee who had acquired confirmed status in a former classification and such employee is on the top of the reinstatement list, ~~he or she~~ they shall be recalled to their former classification and shall have precedence or priority over all others in certification for recall for appointment to the department from which laid off; however, a person may be transferred to another department if recommended by the appointing authority and approved by the Commission. If no reinstatement list exists, the names of such employees shall constitute the reinstatement list. A name shall be dropped from the reinstatement list(s) after three (3) years from the date it is placed thereon. The Commission shall notify the employee via certified mail at the address of record that they are being dropped from the list.

Section 7. Reinstatement Procedure.

Upon receipt of a request for certification from a department or division, the same number of names will be certified from the laid off register of that department or division as the number of vacancies to be filled. The appointing authority shall have no choice in the appointment and shall appoint the persons so certified within ten (10) calendar days of the certification. If for good and sufficient reason the appointment is not made within ten (10) calendar days, the appointing authority shall so notify the Commission in writing through the City Manager with reasons therefore. Upon acceptance of such notice, the Commission shall withdraw the certification and the position shall be declared vacant and not to be filled until such time as the appointing authority again requests certification.

Section 8. Objection to and Appeal of Layoff.

Any classified employee subject to lay off from a position in which they have held confirmed status may object to their layoff on the following grounds:

- (1) the seniority calculation was incorrect,
- (2) the layoff action was the result of an improper or illegal employment practice, and/or
- (3) the determination of the knowledge, skills and abilities similarity conducted by the Chief Examiner was incorrect.

The classified employee objecting to the layoff may only do so by filing an appeal with the Commission within ten (10) calendar days after being served with a notice of layoff pursuant to Section 4 of this Rule. The Commission shall then hear the appeal and proceed in the same procedural manner it would for a hearing under Rule XIV. After such hearing, the Commission shall make a final determination on the merits of the objection(s) raised by the employee pursuant to this section. If such employee fails to timely file an appeal with the Commission objecting to their layoff, all appeal rights are extinguished and the layoff shall be effective as of the date specified in the notice of layoff. Notwithstanding the foregoing, the Commission may

examination may present such complaint directly to the Commission. All such complaints must be in writing and filed with the Chief Examiner within ten (10) calendar days of notification of the outcome of a request for review under Rule VIII, Section 6(b). Failure to file within the prescribed time shall be considered as acceptance of the action and the action shall be deemed complete. Such complaints shall not be subject to the formal appeals procedure. Should the Commission grant review of a complaint, it shall do so in any manner it deems most appropriate.

Section 5. Appeals.

- (a) Any employee in the classified service who has been suspended for a period of greater than three (3) working days, reduced in rank, or discharged may appeal such action to the Commission by serving the Chief Examiner of the Commission, or ~~his~~-their designee, with a written notice of appeal within ten (10) calendar days from written notice by the City of the action. The Commission shall provide a copy to the City Manager of any appeal so filed. Failure to file within the prescribed time shall be considered as acceptance of the action and the action shall be deemed complete.

- (b) If the day an action on an appeal is due falls on a weekend or a holiday, the appeal is due the next business day.

Section 6. Appeals Procedure.

Upon receipt of an appeal, the Commission shall set a date of hearing to be held not less than five (5) calendar days nor more than fifteen (15) calendar days after filing of the appeal; except in those cases of the administrative leave without pay involving court charges (see Rule XI, Section 5), in which event the Commission shall, upon its own volition or at the request of the City Manager, delay such hearing pending disposition of the charge or charges. The hearings must be reported and may be transcribed if a transcript is necessary for a deliberation of the Commission or for an appeal to the district court. The Commission shall transmit its decision in writing to both parties within seven (7) calendar days after the hearing. No member of the Commission shall permit any person to discuss the merits of an appeal prior to the hearing.

Section 7. Hearings.

Hearings by the Commission shall be open to the public unless permitted to be closed under Nevada's Open Meeting Law. Hearings shall be informal with technical rules of evidence not applying except the rules of privilege recognized by law. In all appeals to the Commission, the office of the City Attorney or, if applicable, special counsel retained pursuant to Section 3.070 of the Charter, shall represent the interest of the City. All parties to the hearing shall be notified in advance of such hearing, and may at their own expense select an attorney or representatives of their choosing, present and cross-examine witnesses and give evidence before the Commission. The Commission may, and shall at the request of either party, secure by subpoena the attendance of witnesses residing within fifty (50) miles of the City of Reno and to subpoena the production of books, records, and other evidence necessary and relevant to the hearing. The Commission may punish for contempt in the same manner provided by law for governing of trials before Justices of the Peace. However, any fees or expense of any kind for the appearance of such