

**NOTICE OF PROPOSED CHANGES TO CITY OF RENO,
RENO CIVIL SERVICE COMMISSION RULES**

To be considered for approval by the Reno Civil Service Commission
Thursday, August 21, 2014, 4:30 p.m. Caucus Room, 7th Floor, Reno City
Hall, 1 East First Street, Reno, Nevada 89501.

Questions regarding the proposed rule changes by the Reno Civil Service Commission can be addressed to the Chief Examiner by calling 334-2224. This notice and proposed rule changes are posted on the bulletin board of each department, have been provided to the City Council, the City Manager, and each department head and the president or secretary of each employee organization. Copies may also be obtained from the Offices of Reno Civil Service Commission at 5th Floor, Reno City Hall, 1 East First Street, Reno, Nevada 89501.

EXPLANATION: Matter underscored is new; matter enclosed in brackets and strikeout [--] is material to be omitted.

**AMENDMENT TO CIVIL SERVICE RULE VII – CERTIFICATION
OF ELIGIBLES, APPOINTMENTS AND PROBATION,
SECTION 12 ENTITLED “PROBATIONARY PERIOD”**

AND

PROVIDING OTHER MATTERS PROPERLY RELATING THERETO.

THE CIVIL SERVICE COMMISSION DOES ORDAIN AS FOLLOWS:

**RULE VII - CERTIFICATION OF ELIGIBLES,
APPOINTMENTS AND PROBATION**

Section 12. Probationary Period.

- (a) All original, promotional and reclassified employees who hold positions in the classified service shall be appointed tentatively and be subject to a probationary period as prescribed by the Commission. ~~Except for sworn public safety and other enforcement employees, such probationary period shall be six (6) months in duration and may be extended an additional six (6) months upon approval by the Commission. In no case shall the probationary period exceed twelve (12) months. 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~~ 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 case of sworn public safety positions, the probationary period shall be twelve (12) months.~~—In the event a six (6) or twelve (12) month probationary employee suffers injury, illness, or 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, or 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.

~~(b)~~(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.

~~(e)~~(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.

~~(d)~~(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.

~~(e)~~(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 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.

~~(g)~~(h) 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.

~~(g)~~(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.

~~(h)~~(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 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.

~~(i) Any probationary employee whose probationary status results from promotion shall be considered terminated from the promotional position, without the right to appeal to the Commission, should the department head determine that adjustment to the promotional position is unsatisfactory before completion of the probationary period. Such employee shall be returned to the former classification, 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.~~

The above listed amendments to Civil Service Rules have been passed and adopted this 21st day of August, 2014, by the Civil Service Commission.

CIVIL SERVICE COMMISSION:

Jean Atkinson, Chairperson

EFFECTIVE DATE: August 21, 2014.