

15 DP 00001 1B

REC'D & FILED

2015 MAR -6 AM 10:13

SUSAN MERRIWETHER  
CLERK

BY  DEPUTY

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6 **IN THE FIRST JUDICIAL DISTRICT COURT OF THE STATE OF NEVADA AND THE**  
7 **CARSON CITY JUSTICE/MUNICIPAL COURT**  
8 **IN AND FOR CARSON CITY**  
9

10 **IN THE MATTER OF THE ADMINISTRATIVE**  
11 **ORDER RE:**

12 **ESTABLISHING THE MERIT RATINGS FOR**  
13 **THE UNCLASSIFIED COURT EMPLOYEES**  
14

15 **ADMINISTRATIVE ORDER**

16 **WHEREAS, the First Judicial District Court and the Carson City Justice/Municipal**  
17 **Court, hereafter referred to as "Courts," filed an Administrative Order on May 29, 2014**  
18 **setting forth the Salary Schedule and Benefits for the Unclassified Court employees.**

19 **WHEREAS, the Courts approved the First Judicial District Unclassified Job**  
20 **Performance Appraisal form for the Unclassified Court Employees for implementation on**  
21 **January 1, 2015.**

22 **WHEREAS, the Courts agreed to evaluate Unclassified Court Employees following**  
23 **the same established timeframe as Carson City Unclassified Employees. Accordingly, and**  
24 **being fully apprised in this matter,**

25  
26 **IT IS HEREBY ORDERED that the merit structure for all Unclassified Court**  
27 **Employees who receive an "outstanding rating" will be the same as the highest established**  
28 **merit percentage rating set forth by Carson City for Unclassified employees. The**

1 "significantly exceeds rating" will be the same as the second highest established merit  
2 percentage rating set forth by Carson City for Unclassified employees. The "fully meets  
3 expectations rating" will be the same as the third established merit percentage rating set  
4 forth by Carson City for Unclassified Employees. The "does not fully meet expectations"  
5 and "unacceptable ratings" will not receive any merit increase for Unclassified Court  
6 employees.


7  
8 IT IS FURTHER ORDERED that the Administrative Order and the First Judicial  
9 District Unclassified Job Performance Appraisal form shall be filed with the First Judicial  
10 District Court Clerk's Office and copies disseminated by the Clerk to the Carson City  
11 Manager's Office, Department of Human Resources, Finance Department, and District  
12 Attorney's Office.

13 DATED this 6<sup>th</sup> day of March, 2015.

14   
15 JAMES T. RUSSELL  
16 District Court Judge

  
JAMES E. WILSON JR.  
District Court Judge

17   
18 JOHN TATRO  
19 Justice of the Peace  
20 Municipal Court Judge

  
THOMAS R. ARMSTRONG  
Justice of the Peace  
Municipal Court Judge