



Carson City New Hire Orientation Manual

Carson City Human Resources

Shane McGowan

Revised May 2023

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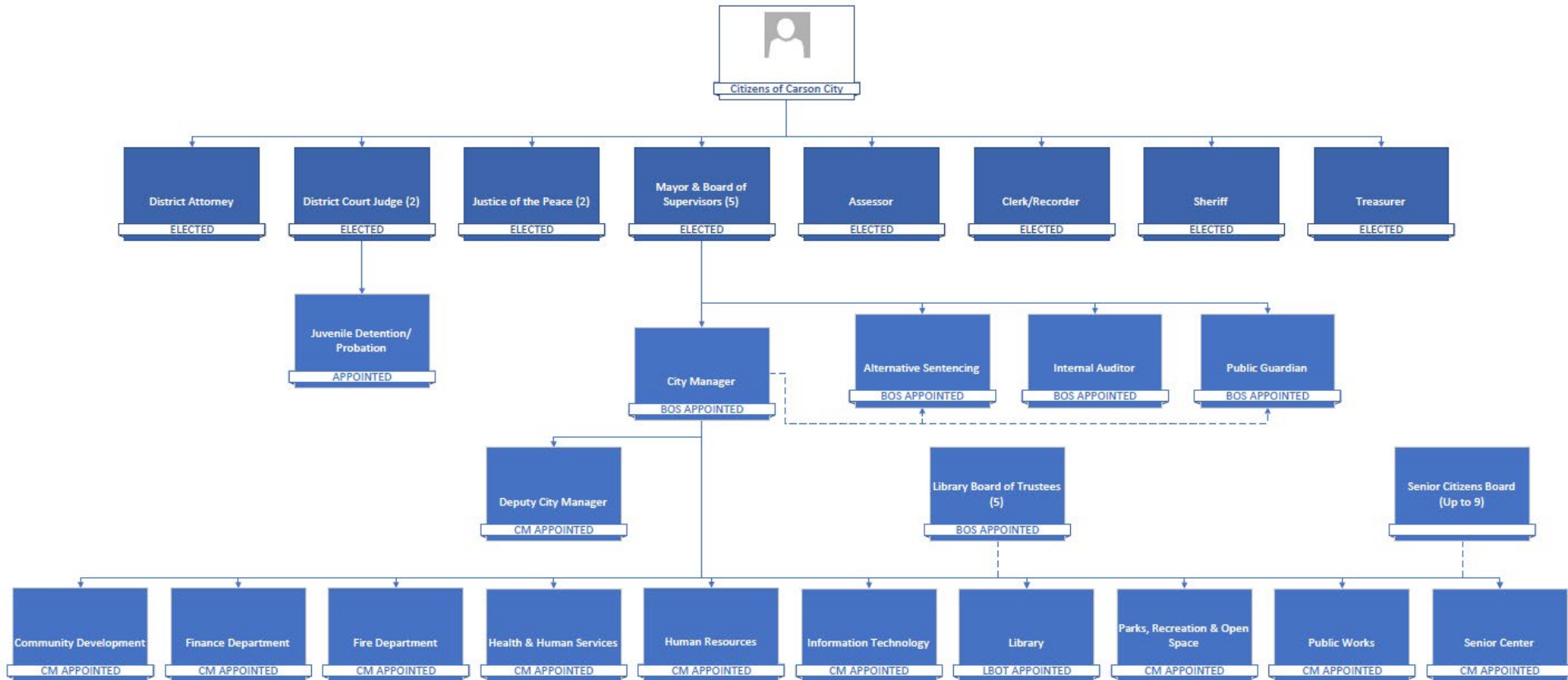
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Organization Chart



Board of Supervisors



Stacey
Giomi



Maurice
White



Mayor
Lori
Bagwell



Curtis
Horton



Lisa
Schuette

CITY MANAGER



Nancy Paulson

DEPUTY CITY MANAGER



Stephanie Hicks

Appointed Directors



Melanie Bruketta
Human Resources



Frank Abella
Information Technology



Sheri Russell
Finance



Joy Holt
Library



Ali Banister
Juvenile Services



Sean Slamon
Fire



Nicki Aaker
Health & Human Services



Darren Schulz
Public Works



Jennifer Budge
Parks & Recreation



Hope Sullivan
Community Development



Marlina Stone
Alternative Sentencing



John Giomi
Public Guardian

Elected Officials



Kenneth Furlong
Sheriff



Jason Woodbury
District Attorney



Kimberly Adams
Assessor



Andrew Rasor
Treasurer



Scott Hoen
Clerk/Recorder

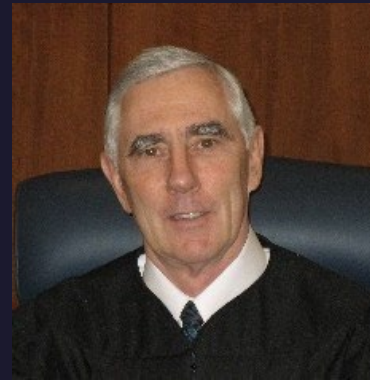
COURTS



The Honorable
Thomas Armstrong



The Honorable
Kristin Luis



The Honorable
James T. Russell



The Honorable
James Wilson



Carson City Employee Safety Procedures

REVISED	DATE
REVISED	11/2010
REVISED	08/2011
REVISED	09/2011
REVISED	12/2011
REVISED	11/2012
REVISED	01/2014
REVISED	01/2015
REVISED	08/2015
REVISED	01/2018
REVISED	01/2020
REVISED	04/2020
REVISED	06/2021
REVISED	05/2023

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LOSS CONTROL POLICY STATEMENT

INTRODUCTION

To: Carson City Employees

People are Carson City's most important asset and their safety our greatest responsibility. It is my goal, under the direction of the Carson City Board of Supervisors, to provide safe and healthy working conditions and to establish and adhere to procedures that will protect employees and the public.

This Safety Manual contains rules, regulations and procedures to prevent accidents and injuries; the safety responsibilities of Carson City employees and the administration of Carson City's Loss Control Program.

This manual does not attempt to include the many Federal and State Codes and regulations pertaining to safety in the workplace; to list all regulations here would be unnecessarily cumbersome. Departments are responsible for knowing and complying with all laws and regulations applicable to the functions of their department. Regulations pertinent to specific jobs or work areas along with policies established by the department are maintained by individual Carson City Departments. As an employee, it is your responsibility to familiarize yourself with any department specific safety manuals.

Administration of Carson City's Loss Control Program is the responsibility of the Risk Management Division, with the assistance of the Safety Committee. Any questions concerning the material in this manual should be directed to the Risk Management Division. Changes, revisions and additions will be issued as necessary, after review and approval by the Safety Committee and Risk Management Coordinator.

Overall responsibility for good safety practices is the job of all City employees. With the sincere cooperation and safety consciousness of all employees in following these rules, we will have a successful safety program.

Thank you for keeping yourself, your co-workers and the citizens of Carson City safe.

Sincerely,

Nancy Paulson
City Manager

SAFETY COMMITTEE BUDGET

The Safety Committee has an annual budget which can be used for safety related materials, training, tools, etc. The procedure for any expenditure is as follows:

1. Any department requesting financial assistance from the Safety Committee will submit a written request to Risk Management which includes a description of the item/training, purpose, cost and any relevant information regarding the request.
2. Risk Management will then forward the request to all members of the Safety Committee requesting their vote.
3. The committee members will respond within forty-eight (48) hours from the time the request was sent to them, advising of their position; i.e., approve or no objection. No response will be interpreted as “no objection”.
4. Risk Management will then advise all committee members of the final disposition of the committee and will advise the requesting department of the final disposition.
5. Responsibility Assignment
 - a. Each Committee Member will:
 - Ensure that each element of the program is implemented in his/her department
 - Actively participate in the activities of the committee to the best of their ability and as time allows.
 - b. Each department director and/or supervisor/manager will:
 - Promote safety and health and serve as a resource for employees
 - Ensure that each piece of equipment in their department is properly maintained
 - Ensure that each employee receives initial and refresher training on all equipment, processes and procedures. Ensures all training is documented and records are forwarded to Risk Management
 - c. Each employee/volunteer/contract employee will:
 - Conduct a daily safety inspection of his/her work area
 - Inspect tools and equipment prior to use to identify any hazards
 - Perform all tasks in accordance with policies, procedures and safe work practices
 - Report immediately any hazard and/or unsafe practice or condition
 - Immediately report any injuries, illnesses or incidents to the department director or supervisor

RESPONSIBILITIES FOR SAFETY

DEPARTMENT DIRECTORS/SUPERVISORS

The department directors and supervisors will:

- Conduct hazard investigation, analysis and control
- Promote safety and health and serve as a resource for staff members
- Ensure that each piece of equipment in their department is properly maintained
- Ensure that each staff member receives initial and refresher training on all equipment, processes and procedures
- Provide a safe, clean work environment in all facility locations within the department’s jurisdiction
- Provide leadership to implement the safety program and setting a good example by exhibiting safe behavior
- Develop and maintain a written safety plan for his/her department which supplements the City Safety Program with possible direction and input from the Safety Committee unless this manual is appropriate for his/her department.
- Prohibit unsafe work practices or the use of unsafe equipment

- Provide all employees with proper training to perform their jobs safely, through the department supervisors
- Where applicable, provide personal protective equipment (PPE) for the conditions present or that are likely to occur, ensuring that employee wear such PPE and training in when and how to inspect and wear the PPE
- Account for the departmental safety performance and loss records
- Ensure that employees actively participate in work safety training or injury prevention training
- Demonstrate safety awareness through example
- Provide safety training records to the Risk Management Department if requested
- Investigate all accidents thoroughly as indicated in the specific department safety procedures and record the following information which must be provided to Risk Management:
 - Was anyone injured (If so, complete all necessary claim documents)
 - Where or when did the accident occur
 - What was the injury
 - What object, substance, exposure or bodily motion inflicted or contributed to the accident
 - Where was the hazard
 - What unsafe act, if any, caused or permitted the occurrence of the event
- If an injury has occurred, follow the procedures outlined in the “Carson City Claim Reporting Procedure” section of this manual. Contact the Risk Management Coordinator immediately if you have questions or concerns
- Each department director/supervisor shall be responsible for follow through of accident investigation

SUPERVISORS/MANAGERS

The supervisor is critical to the success of the safety program and shall be accountable to the department director. The supervisor shall be responsible for the safety of each subordinate in the following ways:

- Enforcing all safety rules, policies, and procedures
- Setting a good example by following safe work practices
- Training employees in safe work practices
- Obtaining necessary training so supervisor can meet department needs
- Maintaining employee awareness of and interest in safety
- Inspecting work sites and equipment for hazards
- Reporting to the department director, or his designee any unsafe or potential condition requiring corrective action which cannot immediately be performed by supervisor
- Reporting to department director, or his designee, any employee who by observation may not be physically capable of performing their job
- Ensuring prompt reporting and thorough investigation of all accidents
- Identifying and implementing corrective actions
- Ensuring that first aid or prompt medical care is available to injured employees

CITY EMPLOYEES/CONTRACT EMPLOYEES/VOLUNTEERS

Success of the safety program depends largely on the participation of all City employees who shall be responsible for the following:

- Complying with all safety procedures
- Operating and using only the equipment, tools, and vehicles they are authorized to operate
- Perform all tasks in accordance with policies, procedures and safe work practices using required personal protective equipment when necessary
- Attending and actively participating in safety meetings and required training
- Report immediately any hazard and/or unsafe practice or condition
- Report immediately any injuries, illnesses or incidents to the Department Head/Supervisor
- Conduct daily safety inspection of his/her work area
- Inspect tools and equipment prior to use to identify any hazards

PROHIBITED ACTIVITIES

Please see Policy Tech for the Unacceptable Behavior Policy

VIOLATION OF SAFETY RULES

- An employee who violates a safety standard, rule, law or statute; practice or procedure will be subject to disciplinary action in accordance with the gravity and seriousness of the violation
- An employee whose willful violation of a safety standard, rule, law or statute; practice or procedure of the City, State or Federal government which results in death or permanent total or partial disability of another person or self, such that the injured person becomes incapacitated to the extent that they can no longer perform their occupation, may be suspended and terminated in accordance with applicable disciplinary procedures
- An employee who knowingly or willfully causes an imminent danger situation through his own actions or failure to correctly perform his/her job duties may be reduced in grade, suspended or terminated in accordance with applicable disciplinary procedures
- A supervisor who knowingly or willfully causes or allows a condition, practice, method, operation or process that has substantial probability of resulting in death or serious physical harm may be reduced in grade, suspended or terminated in accordance with applicable disciplinary procedures
- A supervisor or any other representative of the City, who fails to cease operation or correct an imminent danger situation upon notification by an OSHA Safety and Health representative, or higher level of departmental supervision, or when it becomes known by the supervisor or representative himself, may be reduced in grade, suspended or terminated in accordance with applicable disciplinary procedures

SAFETY TRAINING

City departments shall observe the training requirements of general industry and construction standards as established in the Occupational Safety and Health Act (OSHA) (<https://www.osha.gov/sites/default/files/publications/osha2254.pdf>) and by other applicable federal or state laws. City departments may require additional training programs to enhance their safety and health programs. Departments will maintain records of training as well as copies of all training certificates.

Risk Management will arrange and offer general safety training as it becomes available and will provide the departments and Human Resources with copies of any certificates of training that may be provided by the instructor. Departments are responsible for their own safety training records.

AFTER AN INCIDENT, NEAR MISS OR ACCIDENT A SUPERVISOR OR DEPARTMENT DIRECTOR CAN REQUIRE THAT AN EMPLOYEE COMPLETE RETRAINING ON ANY SAFETY TOPIC.

DRUG-FREE WORKPLACE

It is the policy of Carson City to provide a drug-free, healthful, safe and secure work environment. This policy applies to all City employees/contract employees. The use, possession, manufacture, sale or distribution of illegal drugs, inhalants or drug paraphernalia on City premises, in vehicles or work sites during work hours or reporting to work under the influence of drugs, inhalants or alcohol are causes for disciplinary action, up to and including termination, please review the updated city policy.

SMOKING

Smoking of tobacco, e-cigs or vaping is prohibited within 25’ of any entrance to any city-owned building and is prohibited within any building, office, vehicles, or equipment.

CARSON CITY WORKERS’ COMPENSATION CLAIM REPORTING PROCEDURE

When an employee of Carson City is injured through a work-related accident or believes he or she has contracted an occupational illness or disease as a result of employment, the following procedures must be followed:

1. The employee is responsible for reporting the injury/illness to their supervisor immediately after the injury or illness occurs.
2. The employee will complete the “Notice of Injury or Occupational Disease” (Form C1) immediately or not later than 7 days after the injury or illness occurs. This form **must** be completed regardless of if the employee intends to seek medical care or not. The employee will also complete any other forms provided by the supervisor. The completed forms will be given to the supervisor who is to provide copies to the employee. The C1 and other forms must be provided to Risk Management within 3 days of the supervisor’s receipt.
3. The supervisor is responsible for completing the “Employer’s Report of Industrial Injury or Occupational Disease” (Form C3) immediately and will provide the form to Risk Management within 3 days of the injury date.
4. If the employee chooses to seek medical care, he or she should go to:

<p>Concentra 3488 Goni Road, Building E, #141 Carson City, NV 89701 775-887-5030 Monday – Friday, 7:30 a.m. – 5 p.m.</p>	<p>Concentra 6410 South Virginia Street Reno, NV 89511 775-322-5757 Monday – Friday, 8 a.m. – 6 p.m. Saturday - 9 a.m. – 4 p.m.</p>	<p>Concentra 255 Glendale Avenue, #12 Sparks, NV 89431 775-356-8181 Monday-Friday 7 a.m.-5 p.m.</p>
<p>Renown Occupational Health & Urgent Care 2814 North Carson Street Suite 101 Carson City, NV 89703 775-982-7550 Monday – Friday 8:00 a.m. – 7:00 p.m. Saturday – Sunday 9:00 a.m. – 5:00 p.m.</p>	<p>Carson Tahoe Urgent Care 1201 S. Carson St. Carson City, NV 89701 775-445-7330 8:00a.m. – 8:00 p.m. 7 days a week</p>	

*If the injury/illness is life or limb threatening or occurs outside of normal business hours, the employee should seek care at the nearest hospital emergency facility.

The employee's supervisor may elect to accompany the injured employee to the medical provider's office or to an emergency facility. This is recommended if the employee cannot safely operate a vehicle.

1. Risk Management will submit all claim forms to the Third-Party Administrator for administration of the claim.
2. The injured employee is responsible for keeping the supervisor up-to-date with their work status.
3. The supervisor is responsible for maintaining regular contact with the employee and advising Risk Management of any questions or concerns.

VEHICLE ACCIDENT REPORTING

Motor vehicles are often used to conduct City business and to deliver many of the City's services to the community. For safe operating guidelines, refer to the section entitled "Motor Vehicle Operation Safety" in this *Safety Manual*. If you are involved in an accident while operating a vehicle on City business, you must do the following:

1. Immediately notify Law Enforcement, the appropriate supervisor, and EMS if injuries are involved
2. Record the following pertinent information on the reporting documents contained in the glove compartment of the vehicle:
 - ✓ Names and addresses of witnesses
 - ✓ Driver's name and license numbers of vehicles involved
 - ✓ Description of how the accident happened
 - Include road and traffic conditions
 - Direction of travel
 - Other notable information
 - ✓ Exact location of accident
 - ✓ Exact date and time accident occurred
 - ✓ Insurance information for driver(s)
 - ✓ Photos of accident scene and damages
3. Display proper conduct with those involved in accident, with witnesses, and with others on the scene
4. Provide a full written report to your supervisor upon return to the office
5. Refrain from making statements to anyone other than Law Enforcement personnel, District Attorney's Office or his/her supervisor or department director
6. Sign only ticket(s) that you are asked to sign by Law Enforcement

DO NOT SIGN ANYTHING ELSE!

For further information, please see Policy Tech for the Vehicle Use Policy

QUADS/ALL TERRAIN VEHICLES (ATV'S)

Employees utilizing Quads and/or ATV's as directed by a supervisor and operated within the course and scope of their job duties, shall wear the following protective gear at all times regardless of distance of travel:

- Department approved helmet
- Eye protection such as safety glasses
- Gloves
- Sturdy boots with minimum 8-inch ankle support
- Department approved reflective safety vest

BICYCLES

Employees utilizing a bicycle for transportation between City buildings shall observe all bicycle safety rules, state laws and city ordinances at all times and wear the following protective gear:

- Department approved helmet
- Department approved reflective safety vest

Employees will not utilize City bicycles for personal use such as break or lunch time transportation.

GENERAL SAFETY RULES

Employees shall always perform their jobs so that they do not endanger themselves or others. Obeying the safety rules in this procedure manual will ensure safe working conditions. Among other responsibilities, employees must be sure to:

- Know your job and how to do each part of it safely
- Learn all the potential hazards in your job
- Operate only the machinery, vehicles, equipment, or tools that you are trained and qualified to operate, unless you are being trained to operate them under the supervision of a qualified person
- Ask questions about any procedure or equipment that you do not fully understand, especially when you are assigned a new task
- Maintain all tools, equipment, machinery, and vehicles in proper and safe operating condition as specified by their manufacturer and by your supervisor
- Keep your work area clean and orderly to prevent conditions which could cause or contribute to fire or accidents
- Work at a safe speed, whether you are driving a vehicle, going somewhere on foot, or working with your hands involving tools or machinery
- Report all unsafe conditions or behavior you observe to your supervisor
- Do not perform any task that appears to be unsafe
- Avoid slips and falls on ice. Watch for wet and icy areas leading in and out of buildings. If there is not a departmental person responsible for applying “ice melt” products, contact building maintenance and request assistance.

In addition to these general safety rules, you must understand the safety rules that apply to your job. The pages that follow cover specific rules regarding:

- Office Safety
- Motor Vehicle Operation Safety
- Fire Safety
- Electrical Safety
- Housekeeping, Material Handling and Storage, and Hazardous Materials Safety
- Stair and Elevator Safety
- Ladder Safety
- Back Safety
- Blood-borne Pathogen Safety

OFFICE SAFETY RULES

Office accidents can happen and when they do, they can be serious. Office workers must be willing to adopt proper safety attitudes and safe work procedures. Complying with the following rules for office safety will help

to ensure a safe and healthy work environment.

AISLES, FLOORS & HALLWAYS

All employees can make moving around the workplace easy and hazard-free by complying with the following:

- Have all hazardous conditions corrected as soon as they are observed.
- Maintain an aisle of at least four feet to allow for two-way traffic in an office.
- Prevent tripping by keeping aisles, hallways, and other floor spaces clear of boxes, wastebaskets, extension cords, power and telephone wires, and other objects.
- Prevent slipping by picking up small, loose objects you see in aisles or on floor spaces.
- Ensure that carpeting or floor mats do not have curled edges, tears, or frayed spots, and that it cannot slip or slide.
- Ensure that all ramps have a slip-resistant surface.
- Keep all floors clean and dry.
- Approach hallway corners with caution to avoid accidents.
- Wear footwear appropriate to both your job duties and the weather.

DOORS

Employees must be aware of the following rules to minimize accidents around doors:

- Approach closed doors with caution to avoid being struck by a suddenly opened door.
- Open doors with caution to avoid striking others.
- Do not stand directly behind or in front of a closed door.
- Ensure that glass doors are marked with a decal, so it is apparent that the door is closed and to prevent people from walking into them.
- Use the push plates or handles to open doors
- Do not push on the glass
- Do not open doors by kicking or pushing them with your feet

ELECTRICAL EQUIPMENT

Caution and common sense are essential when handling any electrical equipment. For a more complete review, turn to the section of this procedure manual titled “Electrical Safety.”

- Call the Facility Maintenance department or dispatch to make repairs to electrical wiring or equipment. Do not attempt to make these repairs yourself
- Do not overload electrical outlets by connecting additional appliances, tools, or equipment with adapters and multiple extension cords. Use a power strip for these purposes
- Ensure that electrical cords are not split or frayed, have no worn insulation or loose plugs.
- Do not connect multiple extension cords together. Use only one.
- Ensure that outlets are in good condition
- Ground all electrical office machines with either a three-prong plug or a ground wire. Use only three-prong grounded extension cords
- Never touch metal parts of electrical office machines, appliances, or light fixtures with wet hands or conductive material when the machines are operating or in the “on” position.
- Store all electrical cords in a safe place where they will be protected from damage and water

OFFICE EQUIPMENT

Employees using any office equipment to complete their job duties must be familiar with both the specific operating procedures and with the following guidelines:

- Do not operate office machines unless you are trained and qualified to do so
- Secure office machines to a stable surface
- Keep all moving parts of office machines guarded to prevent hands or clothing from being caught in the mechanism
- Ensure all machines using vapor producing materials are properly ventilated
- Cease using and report immediately any defects in the operation of any office machine or equipment. Malfunctioning equipment must be immediately removed from service until replaced or repaired
- Turn off and unplug machines before lubricating or adjusting working parts

FIRST AID KITS

First Aid kits for use by employees and visitors will be maintained by the vendor selected by the department or purchased and filled by the department. The first aid kit must comply with the American National Standard (ANSI) Z308.1-2015 “Minimum Requirements for Workplace First Aid Kits and Supplies”.

First aid kits will not contain any ingestible medications, including pain or allergy medications

SUPPLIES

Improperly stored supplies can cause accidents that employees can prevent by following these guidelines:

- Store supplies in an orderly manner, placing heavier items on lower shelves
- Store supplies securely in cabinets so they will not fall out when the door is opened
- All chemicals shall remain in their original containers unless a secondary container is properly labeled with an SDS label
- Keep desk drawers and file cabinets closed when not in use
- Open only one drawer of a file cabinet at a time
- Store sharp objects such as scissors, knives, letter openers, and razor blades in separate marked containers, not stored loosely on shelves or in desk drawers
- Get help or use proper material handling equipment for moving heavy objects
- Do not store materials below knee level or above shoulder height
- Label contents of boxes and containers clearly
- Do not store items within 18” of the ceiling sprinkler heads

WORKSTATIONS

The condition of a workstation is important in keeping the workplace safe and comfortable. These rules must be followed to maintain a safe workstation:

- Periodically inspect all chairs for broken or worn rollers, nuts, bolts, supports, or springs, and have defective parts repaired or replaced immediately
- Hold onto arm rests to prevent chair from rolling away as you sit down
- Do not sit with your chair in a tilted position
- Do not slouch in your chair
- Do not arrange work in such a way that it requires a long reach to get to it
- Never place heavy objects on the edge of desks, tables, or shelves where they might fall
- Do not use chairs, boxes, etc. as step stools

- Make the workstation more comfortable by making ergonomic adjustments
- The seat of the chair shall have the rounded “waterfall” shape so that the front edge of the seat doesn’t inhibit blood circulation
- Adjust the chair back so it will support your lower back
- Your feet should be flat on the floor or placed on a footrest
- Adjust keyboard height and adjustable arm rests so that your forearms are parallel to the floor
- The monitor should be about an arm’s length away
- The workstation shall be arranged so that glare from windows does not affect the monitor screen otherwise use an anti-glare filter
- The height of the monitor shall be at a level that would require you to look down at the screen at 10-20 degrees below horizontal, while keeping your head and neck upright
- The document holder shall be at approximately the same level as the monitor screen
- Effective January 2018, space heaters and personal air conditioners are prohibited. Personal fans are acceptable
- Never fill the top drawer of a file cabinet first. Always begin from the bottom drawer.
- Do not leave file drawers open

MOTOR VEHICLE OPERATION SAFETY

Motor vehicles are used to conduct City business and to deliver many of its services to the community. Only City employees and volunteers completing assigned tasks and in support of official business for Carson City may operate or be passengers in City owned vehicles. Exceptions are allowed for law enforcement, emergency responders and fire suppression personnel completing essential functions of their jobs. Any other exceptions are at the discretion of the City Manager.

Employees who operate a vehicle must obey traffic laws and use common sense. In addition, employees who operate a vehicle, either a city vehicle or their own private vehicle, as part of fulfilling of their duties shall obey the following rules before operation, during vehicle operation, and regarding vehicle maintenance and safety checks. Every employee operating a City owned, City leased, or a private vehicle in connection with his/her official duties shall at all times do everything that can be reasonably done to avoid accidents.

BEFORE OPERATION

Before operating any City owned, City leased, or private vehicle in the course of City business, employees must follow these rules:

- Have on their person a valid license authorizing operation of that class of vehicle. Never operate any motor vehicle in the course of city employment unless properly licensed (license must be current, not expired)
- Have successfully completed all appropriate drivers’ training courses
- Receive instruction about operating the vehicle. Never operate motor vehicles or equipment in the course of City employment until properly instructed on the safe operation of the vehicles or equipment
- Be fully alert. Never operate a motor vehicle when you are tired, physically ill or impaired, emotionally upset, or when, for any reason you are not fully alert
- Never operate a motor vehicle while you are under the influence of alcohol or any other drug or medication capable of impairing your ability to drive the vehicle

VEHICLE OPERATION

While operating a vehicle on behalf of the City, all employees must follow these rules:

- Observe all traffic laws
- Wear seat belts while operating or riding in a motor vehicle equipped with them
- Never operate any motor vehicle beyond its capability or for other than the purpose for which it was designed
- When operating any vehicle, do so in such a manner that you do not cause undue wear and tear on any part of the vehicle
- Adjust speed so that the vehicle can be safely operated and stopped under adverse road or weather conditions
- Maintain enough distance behind other moving vehicles so that you can stop without colliding with the vehicle in front of you
- Avoid sudden stops and lane changes to prevent being struck by other vehicles
- Use directional signals well in advance to indicate all turns or lane changes
- Properly secure any vehicle or equipment before leaving it unattended
- Transporting employees on vehicle fenders, pickup beds or on top of vehicles is prohibited. Transportation of any employee outside of the cab of the vehicle should only be done using appropriate jump seats and safety belts
- Do not send text messages or read incoming text messages on a cell phone whether personal or City issued
- Do not use cell phones while driving city vehicles unless a blue tooth accessory is in use

VEHICLE MAINTENANCE AND SAFETY CHECKS

Employees should only operate vehicles that have been checked for safety. The following rules shall be adhered to:

- Before operating any vehicles regularly assigned to you or provided for your use on a short-term basis, check that the vehicle components are in good condition and are operating properly. Complete documented check lists when required and provided by the department
- Always cover truck beds while in transport when carrying construction debris or any other material that is subject to becoming airborne
- Properly distribute and secure all loads of material being transported by motor vehicle.
- Give due regard to the size, weight, and distribution of such loads while operating the vehicle
- Never disconnect or override any "governor" or other device that was installed on a motor vehicle to increase the safety of the operation of that vehicle
- Report damage or unsafe conditions to the supervisor. Do not operate unsafe equipment or motor vehicles

FIRE SAFETY

The following rules emphasize key fire safety elements. These key elements include good housekeeping, caution in the use of flame, heat, or spark producing devices, caution in the use, handling and storage of flammable or combustible materials, and knowledge of basic procedure in the event of a fire.

GOOD HOUSEKEEPING

Good housekeeping habits are essential to preventing fires. All employees can minimize fire hazards by complying with the following rules

- Do not keep in your work area more flammable or combustible materials than necessary to complete the job. Put them in a safe storage area at the end of each workday
- Keep all machines, equipment, and floors free from oil or grease buildup
- Do not allow waste or trash to accumulate except in proper disposal containers
- Dispose of trash daily
- Keep fire sprinkler systems free of all foreign materials. Do not hang anything on sprinkler heads or pipes and make sure there is a clear space of at least 18 inches around a sprinkler head
- Keep portable fire extinguishers mounted on proper brackets and do not block or conceal them with furniture, equipment, supplies, or clothing
- Recharge an extinguisher immediately after any use, regardless of the amount of extinguishing agent used. If the extinguisher is not rechargeable, dispose of it properly and replace it immediately
- Check fire extinguishers monthly

USING FLAME, HEAT OR SPARK PRODUCING DEVICES

When using any flame, heat, or spark producing devices, all employees must adhere to the following rules:

- Keep all electrical equipment in good repair and in proper operating condition. Use this equipment only for the purpose for which it was designed
- If you are qualified, clean electrical equipment with safety approved cleaning solvents only. Disconnect the equipment or shut off the power source and lockout before cleaning
- Never allow an open flame within 18 inches of wood surfaces, near flammable liquids or easily combustible materials, or in any area where there are dusts or vapors that could ignite
- Burning candles are prohibited. Only flameless candles are allowed.
- Never smoke tobacco products or use matches or lighters in any area designated as a “No Smoking Area,” or in any other area where flammable liquids or vapors are present.
- When refueling motor vehicles, power mowers, generators, or other liquid fuel powered equipment, turn off the motor and do not smoke in the area. Refer also to the Department Policy
- Keep work that can be reasonably expected to create electrical or heat sparks at a safe distance from flammable and combustible substances
- Space heaters are prohibited

HANDLING & STORAGE OF FLAMMABLE OR COMBUSTIBLE MATERIALS

Proper handling and storage of flammable or combustible material is essential to preventing fires. Follow these rules:

- Store flammable and quick burning materials properly and only in designated locations away from any heat or sparks that could ignite them
- Transport flammable liquids only in approved safety containers
- Ensure there are no leaks in containers of flammable materials, and clean up all spills immediately
- Guard carefully against flammable liquids spilling on or soaking into your clothing and change clothing before continuing to work if a spill happens
- Exercise caution in the use of cleaning solvents
- Place rags that contain flammable substances in closed metal containers away from heat sources
- Assure adequate grounding and bonding when transferring flammable liquids

PROPER PROCEDURE IN THE EVENT OF A FIRE OR EMERGENCY

Knowing what to do in case of a fire in the workplace can save lives. This includes following these rules:

- Know the location of the fire exit nearest to your workstation and at least one alternate route
- Do not use elevators
- Walk-**do not run**-through fire exit routes or on stairways
- Employees on each floor who are trained in the use of the EVAC chairs shall help visitors and employees with disabilities exit the building
- Do not re-enter the building until fire officials declare it safe to do so
- Follow any additional rules set forth by your department director
- If personnel are trained on the proper use of a fire extinguisher, they may attempt to extinguish a fire is no larger than a small trash can
- Know where the closest fire extinguisher is located near your work area

ELECTRICAL SAFETY

While electricity is important in daily work, it can also be hazardous. Misused or uncontrolled, electricity can cause injury to persons and damage to property.

The following rules are designed to ensure safe handling of electricity in the many varied jobs performed by employees of the City of Carson City.

GENERAL RULES

When using any electrical equipment, all employees should follow these basic rules:

- Know the safe way to handle anything that carries or is powered by electrical current, and only use electrically powered equipment that you are trained and qualified to operate
- Never try to repair any faulty electrical wiring, fixtures, or equipment
- Report all electrical problems to the appropriate maintenance section which will provide the services of a licensed electrician or repair person
- Be especially cautious in using electrical equipment in moist or damp areas
- Never put anything electrical in or near water

CIRCUITS AND OUTLETS

These rules ensure proper use and maintenance of electrical circuits and outlets:

- Do not overload circuits
- Do not bypass fuses with coins or other material
- Cover all switches, switch boxes, junction boxes, fittings, and outlets with an appropriate cover plate
- Ensure that the cover plates are in good repair
- Label all circuit breakers, fuse panels, and disconnects as to their use
- Maintain a clear area of 36" in front of electrical panels and disconnects
- Report all cases of frequent blown fuses or tripped circuits so that the cause can be found and corrected
- Do not put liquids or containers of liquids on electrical equipment such as wiring ducts, transformers, switch boxes, fixtures, etc.
- Use caution when handling liquids near electrical wiring or outlets
- Never stick anything into electrical outlets except approved plugs

OUTSIDE WIRES AND ELECTRICAL POWER LINES

Employees must use caution and obey the following rules when working near outside wires or power lines:

- Unless your work specifically requires you to do so, do not work closer than ten (10) feet from any electrical power line
- Do not use metal ladders or scaffolds around outdoor electrical lines
- When carrying metal poles, ladders, etc., look out for electrical power lines
- When operating trucks or other high-profile motor vehicles, ensure that you have sufficient clearance from all electrical power lines
- Do not touch any other person in contact with a live or possibly live electrical power line.
- **Call 9-1-1 immediately.**

ELECTRICAL TOOLS AND MACHINERY

Any employee using electrical tools or machinery must comply with the following:

- Do not use electrical tools that are cracked, broken or defective in any way
- Turn off any electrical tool that sparks or stalls immediately and have it inspected and, if necessary, repaired by a qualified person
- Always unplug electrical power tools before cleaning or adjusting them
- Lockout all electrically powered machinery or equipment before performing cleaning, adjustments or repairs
- Never turn on or use an electrical tool while standing on a wet floor or surface
- Never touch electrical tools, machinery, appliances or fixtures with wet hands
- Do not touch electrical tools or machinery and plumbing or other metal objects at the same time

CORDS AND PLUGS

All employees must be aware of the rules for using and maintaining electrical cords and plugs which includes the following:

- Do not use electrical cords or extension cords that are frayed, split, spliced or defective in any way.
- Always be sure you are using the right type and size of electrical power cord for the job. If in doubt, ask your supervisor or maintenance section.
- When disconnecting an electrical cord from an outlet, machine, tool or other equipment, grasp the plug. Do not pull on the cord.
- Do not place electrical power cords under rugs or carpeting or across aisles or driveways.
- Do not wrap electrical cords around steam pipes, appliances or other metal objects and keep them away from heat and water.
- Do not remove the insulating discs from electrical plugs

GROUNDING

Proper grounding is essential to prevent electrical shock or fire. To ensure proper grounding employees must comply with the following rules:

- Use an appropriate adapter plug with a ground wire if the outlet to be used has no place to receive the ground prong
- Do not remove the ground prongs from any electrical cord plug
- Use double insulated tools if a three-wire cord grounded extension cord, or other approved grounding is not available

HOUSEKEEPING, MATERIAL HANDLING AND STORAGE & HAZARDOUS MATERIAL SAFETY

All employees should comply with the following rules regarding housekeeping, material handling and storage, and hazardous material safety.

HOUSEKEEPING

Poor housekeeping can be the cause of many incidents that may result in injuries or damaged property. These include falls, striking against or being struck by falling objects, puncture wounds, cuts and fire. The following rules are designed to prevent injury to City employees and damage to City property:

- Keep floors, stairs, ramps and all other places where people stand or walk free of oil, grease or water spills.
- Keep all steps and platforms on vehicles on which persons stand, climb or ride free of oil, grease, water and dirt.
- Keep all machinery, tools and equipment free from oil or grease buildup.
- Keep floors, including aisles, stairs and ramps free of loose objects.
- Ensure that cleaning up is a part of all jobs or tasks performed.
- Do not leave excess material, waste or debris in your work area. These materials should be properly disposed of in approved containers.
- Have a safe place for everything and keep everything in its place.
- Look for and remove all projecting nails, hooks or similar items.
- Remove all broken glass.
- Ensure adequate lighting in all work areas by providing sufficient artificial lighting.
- Immediately correct or report to a supervisor any unsafe condition in any work area under the City's control.

MATERIAL HANDLING SAFETY RULES

Painful and long-lasting injuries to backs, arms, hands, legs and feet can result from unsafe methods of lifting, carrying, or moving all types of objects and materials. The following rules for safe material handling are designed to prevent such injuries:

MECHANICAL HANDLING OF OBJECTS

- Mechanical equipment shall be operated only by properly trained and authorized personnel
- Mechanical equipment shall be used only for performing the work for which it was designed
- Mechanical equipment shall be used to lift or move heavier materials. If mechanical assistance is not available, adequate manpower to lift or move the load will be required

FORKLIFTS

In general, only experienced workers who are trained and certified shall operate forklifts.

MANUAL HANDLING OF OBJECTS

Use the safest method for lifting. See section entitled "Lifting Safely".

MATERIAL STORAGE SAFETY

Safe storage of all materials is essential to keep the workplace hazard free. Employees must follow these rules for storage:

- All materials shall be neatly stacked and easily reached by adequate passageways. Cross ties, separators, or dunnage shall be used to guard against falling
- All passageways shall be clearly defined and kept free of any obstructions
- Aisles in storage areas shall be kept clear for easy access to firefighting equipment and to enable fire fighters to reach a fire. Areas shall be kept clear around sprinkler controls valves, fuse boxes and electrical panels. These areas shall be clearly identified
- To stack safely, always start with a sturdy base. An uneven surface of floor or yard should be leveled. Make sure the stacked materials will not shift. Barrels or other round objects that may roll must be secured (chocked)
- Materials should be stacked to a safe height determined by floor load limit, types of materials, strength of containers, and whether material will be handled manually or mechanically. If handled manually, material shall not be stacked below knee level or above shoulder height
- There must be a space of at least 18 inches left between top of stack and any sprinkler heads. More space must be allowed if materials can burn easily. Never store items close to open light bulbs or hot pipes
- Do not stack materials in aisles.

HAZARDOUS MATERIALS SAFETY

All employees shall be trained on all hazardous material used in their work duties as required by OSHA

- Know the hazardous material you are working with and the effects unprotected exposure to it can have on you
- Obey all caution and warning signs and labels while working with or near any chemical or other hazardous material
- Use the proper Personal Protective Equipment (PPE) when working with or near any hazardous material
- Work in well ventilated areas
- Personal hygiene is necessary. Immediately after use of or exposure to hazardous material, wash hands and other exposed parts thoroughly. Do not wear contaminated clothing or take contaminated clothing home with you
- Do not eat, drink or smoke around hazardous materials
- Good housekeeping is necessary. Clean up all spills immediately. Know proper disposal methods for contaminated rags and other material
- Be aware of proper storage areas and methods
- Seek medical help immediately if you should experience any adverse effect from any hazardous material. Read and be familiar with Material Safety Data Sheets (SDS) before handling any hazardous chemical (<https://login.ehs.com/>)

EMPLOYEE HAZARDOUS MATERIALS TRAINING

- Employees volunteers, contracted employees and others exposed to hazardous chemicals/products must be trained prior to use of any hazardous chemical/products
- When a hazardous chemical is introduced into the workplace, all affected employees will receive training on the hazards associated with the chemical

Elements of employee training will consist of the following:

- Information on the requirements of the Hazard Communication Regulation 29CFR1910.1200 or 19CFR1026.56
- Information on safety and operating procedures in their work areas where chemicals/products are present

- An explanation of the SDS with respect to the physical and health hazards of the chemicals/products and the container labeling system.
- Methods which employees can use to protect themselves, such as work practices and the use of personal protective equipment if necessary
- The location availability of the written Hazard Communication Program, SDS file and Chemical Inventory record
- If employees will be exposed to hazardous chemicals while performing non routine tasks, they will first be advised of the protective measures before work is performed. If employees are assigned to work areas containing vessels or pipes which are unlabeled or to areas which contain hazardous chemicals, the employee will be first advised of the hazards and protective measures in case of a spill or other potential exposure before work commences

STAIRS AND ELEVATOR SAFETY RULES

Obeying the following simple safety rules can help prevent injuries on stairs and in elevators Injuries can result from slips and trips, being knocked down *or* against something, or being burned

STAIR SAFETY

- Do not run up or down stairs, and watch where you are stepping
- Do not carry bulky items that block your view of the steps when going up or down stairs
- When going up or down stairs, keep one hand free to be able to grip the handrail
- Use extra caution on outside stairs when bad weather causes them to be wet or slippery and even more hazardous
- Consider the shoes you are wearing when using stairs.

ELEVATOR SAFETY

- When waiting for an elevator, stand in front of but away from the door. Leave enough room for people to get out.
- When entering or leaving an elevator, move briskly but with care. Be particularly careful when crossing the door treads or tracks.
- State law prohibits smoking in elevators. Never take lighted cigars, pipes, cigarettes or “e-cigs” into an elevator.
- Automatic elevators allow a specified time for loading and unloading. As a courtesy, the person standing nearest the control panel shall act as operator and push the buttons for others. He or she shall also press the “open door” button to hold the door for other passengers entering or leaving.
- Do not insert your hand into an “almost closed” door.
- Hold packages and other materials you carry onto the elevator to avoid injuring or causing discomfort to others.
- If an elevator car stalls between floors or if the doors will not open, push the alarm button or use the emergency telephone to summon help. Remain calm and patient.
- Do not attempt to exit a stalled elevator unless assisted by rescue personnel
- Obey the maximum capacity notices posted in elevator cars. Excessive weight or crowding in an elevator poses a safety hazard
- In case of fire do not use the elevators

LADDER SAFETY

Each department is responsible for their own “Fall Protection Plan” if applicable to the operations of that department.

All employees who use ladders in their work must observe the following safety precautions.

GENERAL

Ladders can create hazards and cause accidents if not used cautiously. Following these rules will help prevent unsafe usage:

- Use the right length ladder for the job so you will not have to reach or work from an unsafe position
- Never use two ladders spliced together, get one long enough to reach the job
- Check for cracked or damaged side rails. Check for cracked, loose or missing rungs, steps or cleats
- Inspect for rough or splintered surfaces and loose, bent or broken hardware such as hinges, spreaders or extension locks
- Make sure the ladder base is firmly and evenly supported
- Ladders leading to landings or walkways should extend 36” to 42” above the point of bearing
- Never stand on the top two steps of any ladder
- If ladders are exposed to oil and grease or other slippery materials they shall be cleaned immediately
- Metal ladders shall not be used in the vicinity of electrical circuits
- Periodically inspect wooden ladders
- Defective ladders must be removed from service immediately and tagged “DO NOT USE” until disposal

SETTING UP LADDERS

Employees shall set up ladders according to the following rules:

- Whenever possible, have a coworker hold the ladder.
- If the ladder is placed before a doorway, lock the door or have someone guard it. Protect the ladder base from traffic if necessary
- In raising a long ladder, have someone hold the base if possible. Otherwise, tie the base or block it against something solid
- Place the ladder so the distance between the foot of the ladder and the base of the structure is approximately one-fourth of the distance from the base to the point of bearing
- Raise extension ladders to the vertical position (or against the wall) before extending.
- Leave ample overlap between sections: for extended lengths up to 38 feet - three feet, 38 to 44 feet - four feet and 44 to 55 feet - five feet

CLIMBING LADDERS

Ladder accidents occur most frequently when the user loses balance and falls. Here are some important precautions:

- Don't climb ladders with muddy, slippery or inappropriate shoes
- Carry tools in suitable pockets or have tools and all other objects hoisted with rope and bucket

WORKING FROM LADDERS

Employees shall use care and follow these rules when working from ladders:

- Work facing the ladder and hold on with one hand
- Only one person shall be on a ladder at a time.
- It is dangerous to reach out too far from a ladder in any direction, move the ladder as the work may require
- Never work higher than the third rung from the top of a straight ladder
- When using ladders on roofs or other high places, tie off to a secure point. Do not work in high winds
- Use extreme caution when using tools requiring great force to operate

STEPLADDERS

In addition to the general rules for ladder safety, employees using stepladders should adhere to the following rules:

- Open the ladder wide enough so that the spreader locks itself in the fully opened operating position.
- Set up the ladder so that you can reach your objective easily. Never lean out from a ladder in any direction
- Do not stand on the top two steps of a stepladder. Use a ladder tall enough to let you stand at least three steps from the top
- Tools shall never be left on a stepladder unless tool holders are provided
- The bracing on the back legs of stepladders is strictly for increased stability and not for climbing
- Stepladders more than 8 feet in height must be held by another worker or must be securely lashed or blocked

BACK SAFETY/BODY MECHANICS – INJURY PREVENTION

Proper attention to body mechanics and lifting can help prevent back pain and injury. These tips will help prevent back injuries. When you move incorrectly and use poor body mechanics you are more likely to stress or injure your back.

LIFTING SAFELY

Proper lifting is the key to preventing most back injuries. Employees shall observe the following procedures when lifting anything:

- Split large loads into smaller, easier-to-manage load
- When transferring objects try to use a pallet or table so you are lifting at waist height
- If authorized and properly trained to operate forklifts, motorized carts and other equipment including hand-trucks, use them whenever possible

When lifting manually, follow this procedure:

- Stand close to the object with your feet apart for balance.
- Bend your knees and lower yourself into a squatting position while keeping your back upright
- Keep the load close to your body. Keep your elbows tucked in close to your body
- Move slowly and carefully
- Do not twist while lifting
- How you put down the load is as important as how you pick it up
- Face the unloading area and bend your knees to bring the object down
- Keep your fingers clear of the bottom

BLOOD-BORNE PATHOGEN SAFETY

Please refer to the Infectious Disease Exposure Control policy in Policy Tech for further information and direction.

Blood is the most common source of HIV, HBV, and other blood-borne pathogens in the occupational setting. Infection control efforts must focus on preventing employees' exposure to blood and/or body fluids and on delivering Hepatitis B Immunization. The City has great concern for the employee's work-related exposure to infectious materials and the prevention of transmission of blood-borne pathogens, primarily Hepatitis B (HBV) and Human Immunodeficiency (HIV) viruses.

An exposure incident can occur if an employee has had contact with any of the following during his/her work:

The blood or other bodily fluids of an infected individual can infect another through:

- Percutaneous inoculation (Example: needle-sticks with contaminated needles)
- An open wound,
- Non-intact skin or mucous membrane

Please refer to the Infectious Disease Exposure Control policy in Policy Tech for further information and direction

EXISTING EXPOSURE CONTROL PROGRAMS

The comprehensive citywide exposure control program can be reviewed in the City Safety Manual - Blood-borne Pathogen Safety section.

A few departments have individually prepared exposure control programs: The Department of Health & Human Services, Fire Department, Sheriff Department, Recreation and Pool Facilities have their exposure control plans. These plans comply with all applicable state and federal laws and regulations.

The following section of the Employee Safety Procedures Manual is intended for City employees outside the above departments who have been exposed to infectious materials while working for the City.

EXPOSURE INCIDENTS

If during the course of employment, you experience an exposure incident, you are entitled to a confidential medical evaluation and follow-up.

- Report the exposure incident immediately to your supervisor and follow all incident/accident reporting procedures contained in this manual.
- Those who have been exposed should follow the procedures for filing a Worker's Compensation claim as outlined on pages 10 and 11 of this manual. Contact the Risk Management Coordinator for questions.

VACCINATION

Some city employees in certain departments and job classifications are determined to have Occupational Exposure or Potential Occupational Exposure to Hepatitis B. Please see the “Carson City Bloodborne Pathogens Program”, page two, for the list of job classifications. If you are in one of the job classifications listed, you are entitled to receive the Hepatitis B vaccine at no cost. Your supervisor or department director will contact the Carson City Health and Human Services department on your behalf to schedule a vaccination for you.

Employees may defer or refuse to take the series of Hepatitis B vaccinations at the time offered. You may take the vaccinations later if you opt to defer. Should you refuse to receive the vaccinations, a “Hepatitis B Vaccine Declination” form must be completed. (see Appendix A of the Carson City Bloodborne Pathogens Program”).

METHODS OF PROTECTION

All departments shall protect employees from the hazards of blood-borne pathogens through the use of universal precautions, engineering and work practice controls, proper housekeeping, proper handling of regulated waste, personal protective equipment, and disposal of contaminated material.

UNIVERSAL PRECAUTIONS

Universal Precautions require that all City departments and employees treat all human blood and other body fluids and tissues as infected and protect themselves accordingly (City Wide exposure control plan in the City Safety Manual - Blood-borne Pathogen Section).

ENGINEERING AND WORK PRACTICE CONTROLS

The primary method of exposure control in all departments shall be through engineering and work practice controls.

HAND WASHING

- Hand washing facilities and antiseptic soap shall be provided by the department (employer) for immediate use after contamination
- Use soap and water and vigorously wash under a stream of water for approximately 20 seconds
- Rinse under running water
- Use paper towels to thoroughly dry hands
- When hand washing facilities are not available, the department (employer) shall provide either an appropriate antiseptic hand cleaner in conjunction with clean cloth/paper towels or antiseptic toiles. When antiseptic cleansers are used, employees shall wash hands with soap and running water as soon as feasible.

Contaminated means the presence or the reasonably anticipated presence of blood or other potentially infectious materials on an item or surface. 29 CFR 1910.130

HOUSEKEEPING

When an incident occurs where body fluid has contaminated a surface, cleaning and disinfecting must be accomplished before allowing new activity to continue. The surface must be cleaned of visible contamination and then disinfected.

- Soiled surfaces must be promptly cleaned with disinfectant, such as household bleach, diluted 1-part bleach to 9 parts water
- Mops when used must be soaked for a minimum of 30 seconds in a chlorine bleach solution of no less than a 1:10 bleach/water ratio. The mop must then be rinsed in clear water
- As soon as possible, all non-disposable cleaning equipment must be thoroughly rinsed in disinfectant. Disposable cleaning materials must be disposed down a toilet or placed in a plastic bag as appropriate
- Used disinfectant must be promptly disposed of down a drainpipe

PROPER HANDLING OF REGULATED WASTE

- Contaminated needles or other sharps must be disposed of in a “sharps” container
- Equipment used to clean up broken glass containing blood and/or body fluids, such as a broom and dustpan, must be decontaminated with a 1:10 chlorine bleach solution
- Broken glass must always be placed in a sharps container

PERSONAL PROTECTIVE EQUIPMENT (PPE)

- All personal protective equipment shall be provided to you by the employing department of the City of Carson City at no cost to employee and should be based on the incident or recommendations given
- Any contaminated PPE shall be cleaned, laundered, or disposed of by the City of Carson City at no cost to you
- Any damaged, torn, broken or leaking PPE shall be replaced or repaired by the City of Carson City at no cost to employee
- Any PPE that becomes saturated or penetrated by blood or other potentially infectious material shall be removed immediately or as soon as feasible and placed in a properly labeled container for appropriate disposal

DISPOSAL OF CONTAMINATED MATERIAL

- Secure the area to assure that no one is exposed to the blood or other material.
- Apply appropriate PPE and lay out clean-up supplies that will be needed (garbage bag, tear off paper towels, disinfectant)
- Spray area with disinfectant and begin wiping up with paper towels, working inward to assure that the area is minimized, not enlarged.
- Please secure soiled paper towels in garbage bag.
- Repeat if necessary.
- Ensure that the outside of the disinfectant container and outside of garbage bag are not contaminated.
- Take off gloves in a manner that you do not touch the outside of the glove.
- Place gloves in garbage bag along with the paper towels and handling bag from the outside, tie bag. Double bag all used materials.
- If the material is not dripping with blood or other potentially infectious material (not the disinfectant), place in the regular trash after double bagging.
- If the material in the bag is dripping with blood or other potentially infectious material (not the disinfectant) double bag the material in a red bio-hazard bag and call Building Maintenance for pickup. If Building Maintenance is unavailable, the materials can be transported by a department staff member to the Carson City Landfill. Please contact the Landfill Supervisor in advance of transportation and disposal.

EYE WASH STATIONS

All departments with one or more eyewash stations will ensure that they are in proper working order and that the manufacturer's instructions for inspection and maintenance are followed. Eyewash stations must be easily accessible to all employees.

EMERGENCY EVACUATION PLAN

GENERAL EVACUATION PROCEDURES

It is not always necessary to evacuate a building during an emergency. A power outage, for instance, does not necessarily call for evacuation of a building. The overall safety of the building must first be evaluated: lighting, hazardous materials, ventilation systems, and other hazardous operations. If a building can be safely occupied, evacuation is not necessary. A FIRE will always require evacuation.

IF EVACUATION IS ORDERED, FOLLOW THESE PROCEDURES:

- Stay calm, do not rush and do not panic.
- Safely stop your work.
- Gather your personal belongings if it is safe to do so. (Reminder: take prescriptions medications and I.D. with you if possible; it may be hours before you are allowed back in the building).
- If safe, close your office door and window but do not lock them.
- Use the nearest safe stairs and proceed to the nearest exit. Do not use the elevator. In the event that the nearest/only staircase is not safe to use, find the next closest set of safe stairs and proceed to the nearest exit or utilize an emergency rope ladder.
- Proceed to the designated Emergency Assembly Area (EAA) and report to our roll taker.
- Wait for any instructions from emergency responders.
- Do not re-enter the building or work area until you have been instructed to do so by the emergency responders.
- If you have citizens at your counter or in your building, you must advise them of the evacuation.

EVACUATION PROCEDURES FOR PEOPLE WITH DISABILITIES AFTER AN EVACUATION HAS BEEN ORDERED:

- People with disabilities will often need assistance to evacuate.
- DO NOT use elevators unless authorized to do so by emergency responders or fire personnel. Elevators could fail during a fire or major earthquake.
- Check on people with mobility disabilities during an evacuation.
- Attempt a rescue evacuation ONLY if you have had rescue training or the person is in immediate danger and cannot wait for professional assistance.
- **ALWAYS ASK someone** with a disability how you can help BEFORE attempting any rescue technique or giving assistance. Ask how he or she can best be assisted or moved and whether there are any special considerations or items that need to come with the person.
- The individual with the disability is the best expert in his or her disability so ask that person for advice before lifting or moving them.
- Take extra time when communicating with people who are hearing or speech impaired.
- Try not to separate a disabled person from his or her assistive aids such as wheelchairs, canes, hearing aids, medications, etc.
- A disabled person's equipment may not be working after a disaster occurs or it may be insufficient for emergency circumstances.
- A service animal, usually a dog, is an assistive aid used by some blind, deaf and mobility impaired people. A disaster may temporarily confuse service animals and they may not be able to help their owners as effectively as before the disaster.
- Some individuals with emotional and developmental disabilities may be too unsettled to respond

appropriately to instructions and directions such as a public address announcement to evacuate a building. Some disabled individuals may need to be in a quiet place for a while to regain their composure; others may even try to hide from emergency responders.

- Some individuals with significant mental or learning disabilities might not understand the significance of “Keep Out” signs and barricade tape.
- For individuals with hearing impairment, get the person's attention by touch and eye contact. Clearly state the problem. Gestures and pointing are helpful but be prepared to write a brief statement if the person does not seem to understand.
- For individuals with vision impairment, give verbal instructions regarding the situation.
- Do not grasp the person's arm but ask them if they would like to hold onto your arm as you exit the building, especially if there is debris or a crowd of people.
- For individuals with mobility impairment, it may be necessary to clear the exit route of debris so they can safely exit the area. If they cannot exit, they should move or be moved to a safer area.
- Notify emergency responders of any people remaining in the building and their status and location.
- If people are in immediate danger and cannot be moved to a safer area to wait for assistance, it may be necessary to carry them to safety.

EVACUATING PEOPLE IN WHEELCHAIRS

- Discuss with the wheelchair user how to lift the user and the wheelchair either together or separately.
- Some parts of a wheelchair are safe to lift from; others will come off when lifted. Always ask the user to confirm where it is safe to lift.
- Wheelchairs with four wheels usually have handbrakes on each side of the chair. Set both brakes when the chair is to remain stationary.
- Evacuating a disabled or injured person yourself is the last resort. Consider your options and the risks of injuring yourself and others in an evacuation attempt. Do not make an emergency situation worse. Some people have conditions that can be aggravated or triggered if they are moved incorrectly. Remember that environmental conditions (smoke, debris, loss of electricity) will complicate the evacuation process.

Violent Individuals/Situations in the Workplace

A violent individual could include an active shooter, bomb or terrorist threat, a dangerous person on the exterior of the building and/or an angry or hostile employee or customer.

Active Shooter Response

- An active shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated space
- Employees need always be aware of their surroundings, possible dangers, and locations of nearest exits
- When an active shooter is on the premises, all personnel should ensure that nearby personnel are aware of the active shooter emergency, as it is safe to do so
- Staff should call 911 immediately
- If safe to do so, occupants should leave all belongings behind, escape the building, and keep hands visible for police
- If escaping the building is not possible, hide only where you are not visible to the shooter. Block the entry to your hiding place and lock the doors. Silence your cell phone.
- As a last resort, if your life is in danger, attempt to incapacitate the shooter. Act with physical aggression.

Bomb/Terrorism Response

- Bomb threats and other acts of aggression/terrorism are serious until proven otherwise. Threats may occur over the phone, through delivery of potentially dangerous packages, or in handwritten or e-mailed notes.
- If any of these threats occur: call 911 and then notify a supervisor immediately. Do not evacuate the building or activate the fire alarm until the police arrive and evaluate the situation.
- If the threat occurs by phone: staff should write a note to a fellow employee to call 911 while you are engaging the caller. If no one else is around, stay on the line engaging the caller. Engage the caller and ask questions about the location of the threat, timing of the threat, reasons for the threat, etc. Write down any information of what the caller is saying in as much detail as possible. If the caller hangs up, DO NOT HANG UP. Notify 911 from a different phone.

Dangerous/Suspicious Person Outside of the Building

- Call 911 if the person is assaulting anyone, looking or breaking into a parked car, and/or is noted to have a weapon
- Notify a supervisor
- Note a description of the person and/or the vehicle the person is driving.

Hostile Employee or Customer

- This could involve a person who is angry, shouting, swearing or threatening
- Signal a co-worker or supervisor that you need help
- Maintain an open path to an exit. Do not let this person stand between you and an exit/escape route
- Stay calm, maintain eye contact, and listen attentively to the grievance. Give the person your full attention. Repeat main points of what the person is saying to acknowledge that their grievance is being heard. Do not judge what you are hearing. Avoid confrontation.
- Do not respond negatively to insults or challenges. Do not belittle, embarrass, or verbally attack a hostile person. Allow the hostile person to propose a solution.

POLICY OVERVIEW

(These guidelines are superseded and have no effect when covered by a similar or conflicting provision in a collective bargaining agreement. For detailed information, please refer to Carson City Rules and Regulations, General Orders or your collective bargaining agreement).

Acceptance of Gifts or Gratuities: Employees shall not accept any gift of value, tip or other special consideration because of services rendered as a Carson City employee. Employees must comply with all provisions of the Ethics in Government Law, Nevada Revised Statutes (NRS) Chapter 281A.

Access to the Workplace: Employees are not to enter their assigned workplace outside of normally assigned hours of work without management approval.

Accident Review Policy: Any employee, on duty, involved in an accident on or off City property or in a City vehicle, whether or not an injury results; will follow all procedures outlined in the Worker's Compensation Accident reporting manual.

Appearance and Dress Code: The image Carson City employees contributes to our success. A neat, clean and businesslike appearance is expected. Attire should not call attention because of its fit, color or radical style. You must comply with your specific Department's/Office's dress code policy.

Appearance of Office: Carson City Offices are public space and must reflect a professional appearance.

Drug Free Workplace: Carson City employees are prohibited from manufacturing, distributing, dispensing, possessing or using alcohol or controlled substances on Carson City premises or while on duty. Possession, use or distribution of a controlled substance by an employee on City premises and/or on work time will result in immediate termination.

Electronic Mail: Carson City maintains an electronic mail system. This system is provided to assist in the conduct of business. All computers and the data stored on them are, and remain at all times, the property of Carson City. As such, all electronic mail messages composed, sent and received are and remain the property of Carson City and subject to release if a Public Record's Request is made.

Carson City reserves the right to retrieve and read any message composed, sent or received. Please note that even when a message is erased, recreating the message is still possible; therefore, ultimate privacy of messages cannot be guaranteed to any employee. For this reason, messages should be limited to the conduct of business at Carson City. Electronic mail may not be used for the conduct of personal business. Employees learning of any misuse of the electronic mail system or violations of this policy should notify their supervisor.

E-mail messages may not contain content that may be reasonably considered offensive or disruptive to any employee. Offensive content would include, but would not be limited to, sexual comments or images, racial slurs, gender specific comments, or any comments that would offend someone on the basis of race, religion, color, national origin, gender, gender identity or expression of a person's sexual orientation, etc. (see EEO Policy).

Employee Assistance Program: This program is available to all employees and their family members. The program can assist with drinking, drugs, divorce, death of family member, money issues, family problems or any other concern an employee may have.

Gas Cards: Carson City employees who are issued city-authorized gas cards must use them for city-issued vehicles. Carson City gas cards may not be utilized for personal use at any time. Do not share your pin number. Misuse of gas cards will lead to disciplinary action up to and including termination.

Media/Press: Any questions from the media should be immediately referred to the employee's Director/Elected Official or the City Manager.

Outside Employment: Employees may not engage in any employment, activity or enterprise, which is inconsistent, incompatible or in conflict with their duties as Carson City employees. Outside employment, including self-employment, must have prior approval of an employee's Director/Elected Official.

Personal Conduct: Carson City employees on Carson City premises and representing Carson City in the community are expected to behave and speak appropriately and professionally.

Personal Property: Carson City staff should exercise caution in bringing personal items to the office. Carson City insurance policies do not cover lost, stolen or damaged items.

Personnel Records: It is important for Carson City to keep personnel records up to date. Please provide prompt notification of any changes in address, marital status, telephone number, emergency contacts and numbers, beneficiaries, etc. to the Human Resources Department. All personnel records are maintained in strictest confidence by the Human Resources Department and are accessible to employees on an individual request basis.

Political Activities: Carson City resources, including staff time, may not be used for political activity of any kind on behalf of any candidate or incumbent.

Professional Relationship with Clients: Carson City staff must maintain a professional relationship with clients who depend on our expertise, support and fairness in relationship with them. Personal relationships are not encouraged.

Resignation from Employment: Employees who are leaving employment with Carson City are encouraged to give as much advance notice as possible, with a minimum of two weeks. The separation paycheck shall be issued on the next regularly scheduled payday.

Safety First: Safety is a primary concern in all work activities and the work environment of Carson City. Employees are expected to be alert to common sense safety practices. Sound judgment and safe practices are expected during the performance of all job assignments. Work related injuries and illnesses, whatever the extent of the injury or illness and/or unsafe working conditions and/or practices shall be immediately reported to the employee's Supervisor and Human Resources or Risk Management Coordinator.

Search of City Property: Carson City reserves the right to inspect its property, including but not limited to, desks, lockers, filing cabinets, closets and drawers. Employees should not expect privacy protection if they place their personal property on or in Carson City property. Searches may occur randomly, with reasonable suspicion of wrongful activity, or for no reason at all. Employees are therefore encouraged to keep property they wish to be private away from the workplace.

Smoking: Smoking is not permitted in public areas, in City vehicles or on any City property not specifically designated as a smoking area.

Solicitations: Employees are prohibited from soliciting other employees for membership, funds, or contributions, or other similar activity in connection with any outside organization during working time or the working time of the employee solicited. Employees are prohibited from distributing unauthorized literature or any written or printed material during working time in work areas. ("Working time" does not include meal and break periods.)

Unacceptable Behavior – Employees will conduct themselves in an honest, trustworthy, and professional manner while at work. (see policy for specific examples)

Use of Carson City Equipment, Resources and Telephones: Employees shall not use Carson City's time, facilities, equipment and supplies for private or personal gain or advantage. Also, employees shall not use the influence or prestige

of their positions for private or personal gain. Use of the telephone is for business and emergency calls only. City employees are prohibited from making personal long distant phones calls, and if made the cost of the call must be reimbursed to Carson City. Employees are not to accept collect calls, unless they are related to the legitimate business functions of Carson City.

Weapons: *Unless job required*, no employee is allowed to bring a weapon on City property or in a City vehicle, i.e. bows and arrows, knives larger than a pocket knife (no switch blades), any other item that could be considered a weapon.



POLICY AND PROCEDURE

Subject: WORKPLACE HARASSMENT & DISCRIMINATION

1.0 Purpose

Workplace harassment (also known as Hostile Work Environment) includes, sexual harassment and media harassment (ie. sexting) and discrimination based on race/color, national origin, gender identity or expression of a person, sex, military status, religion, age, disability, pregnancy, political affiliation, genetic information, or sexual orientation. Workplace Harassment and Discrimination with regards to any term, condition or privilege of employment are violations of state and federal law.

All employees who work for Carson City have the right to work in an environment free from all forms of discrimination and conduct which can be considered harassing, coercive or disruptive.

Workplace harassment and discrimination are forms of misconduct that undermine the integrity of the employment relationship. No employee should be subjected to unsolicited and unwelcome sexual overtures or conduct, either verbal or physical. No employee should experience discrimination in hiring, promotion, discharge, pay, benefits, job training, classification, referral, or other aspects of employment. Workplace harassment and discrimination are personally offensive, debilitate morale, and interfere with work effectiveness. Such behavior will result in disciplinary action up to and including dismissal.

2.0 Employees Affected

All full-time and part-time City employees, including those appointed by Elected Officials

3.0 Policy

A. DEPARTMENT DIRECTOR, ELECTED OFFICIAL AND SUPERVISOR RESPONSIBILITY

1. Workplace harassment and discrimination, whether committed by a supervisor, co-worker, or member of the public is specifically prohibited as unlawful and against City policy. Department Directors/Elected

Officials are responsible for taking immediate corrective action in response to complaints, regardless of whether the specific acts complained of were sanctioned or specifically forbidden and regardless of the manner in which the Department Director/Elected Official becomes aware of the conduct.

2. Human Resources will provide a copy of this policy to each new employee and will require each employee to acknowledge receipt and understanding of the policy. Human Resources will provide a copy of this policy to each employee on an annual basis, and each employee is required to acknowledge receipt and understanding of the policy.
3. All new employees should attend a class on workplace harassment prevention within 6 months of their appointment. Employees are required to attend refresher training once every other year on the City's workplace harassment policy.
4. All employees have the responsibility to report incidents of workplace harassment and discrimination. Employees may report incidents to their supervisor, Elected Official, Department Director, or Human Resources Department.
5. Supervisors and Department Directors who willfully disregard incidents of workplace harassment or discrimination by subordinates will be disciplined.
6. It is the responsibility of Department Directors and Elected Officials to make sure their departments/offices are in compliance with this policy and associated legal guidelines.

B. EMPLOYEE RESPONSIBILITIES AND RIGHTS

1. Employees are entitled to work in an environment free of workplace harassment and discrimination.
2. Employees are responsible for ensuring they do not harass or discriminate against another employee, client, independent contractor, applicant for employment or other individual with whom they have contact in the performance of their duties.
3. Employees are responsible for cooperating in the investigation of complaints of alleged workplace harassment or discrimination and cooperating with the efforts of their department/office to prevent and eliminate workplace harassment and discrimination and to maintain a working environment free from such unlawful conduct. Failure to participate in any investigation of alleged discrimination, including without limitation, an investigation of workplace harassment is cause for disciplinary action.

C. DEFINITIONS AND GUIDELINES

- 1.** Workplace harassment and discrimination violates the policy of this City. Workplace harassment includes sexual harassment and media harassment (sexting) and discrimination based on race/color, national origin, religion, sex, age, gender identity or expression of a person, disability, pregnancy, political affiliation, military status, genetic information, or sexual orientation under state and federal law. An employee shall not engage in workplace harassment or discrimination against another employee, a client, an applicant for employment, an independent contractor, or any other person in the workplace.

Workplace harassment and discrimination are very serious disciplinary infractions. A Department Director/Elected Official may impose harsh disciplinary sanctions, up to and including termination, on persons who commit workplace harassment or discrimination, even on first-time offenders.

- 2.** As used in Title VII of the Civil Rights Act of 1964, “sexual harassment” means unwelcome sexual advances, requests for sexual favors, or other speech or physical conduct of a sexual nature when:
 - a.** Submission to such speech or conduct is made either explicitly or implicitly a term or condition of a person’s employment;
 - b.** Submission to or the rejection of such speech or conduct by a person is used as the basis for employment decisions affecting that person; or
 - c.** Such speech or conduct has the purpose or effect of unreasonably interfering with a person’s work performance or creating an intimidating, hostile or offensive working environment.
- 3.** Equal opportunity with regard to the terms, conditions and privileges of employment is mandated under Title VII of the Civil Rights Act of 1964, the Americans with Disabilities Act of 1990, the Age Discrimination in Employment Act of 1967, the Equal Pay Act of 1963 and state law.
- 4.** Carson City is an equal opportunity employer and does not discriminate against job applicants or employees based on race/color, religion, sex, national origin, gender identity or expression of a person, gender, political affiliation, disability, age, pregnancy, genetic information, military status, or sexual orientation.
- 5.** Federal law prohibits retaliation against employees who bring workplace harassment or discrimination charges or assist in investigating such charges. Any employee making workplace harassment or discrimination complaints or assisting in the investigation of such a complaint will not be adversely affected in terms

and conditions of employment, nor discriminated against, disciplined or discharged because of the complaint.

D. PROCEDURE

1. Employees who believe they have been a victim of workplace harassment or discrimination should advise the person believed to have engaged in workplace harassment or discrimination that the conduct is unwelcome, undesirable or offensive. However, if the employee elects not to confront the alleged harasser, or if the conduct persists after an objection, the employee shall report the incident as set forth below. Employees will be asked to complete a complaint form.
2. Employees shall report incidents of workplace harassment or discrimination to the supervisor, Department Director, Elected Official or Human Resources. Employees are always entitled to consult an attorney, labor representative or to report the incident to the Nevada Equal Rights Commission or the Equal Employment Opportunity Commission. When reporting, an employee should complete the complaint form and provide supporting documentation, if any.

E. DEPARTMENT DIRECTORS/ELECTED OFFICIALS

1. After notification of the employee's complaint, Department Directors/Elected Officials shall promptly notify the Human Resources Director. The person who receives the complaint must complete the complaint intake report and obtain supporting documentation, if any, from the employee filing the complaint. This information must be sent to the Human Resources Director.
2. If deemed appropriate, an investigation of the complaint will begin promptly.
3. Investigations will be conducted discreetly, with as little disruption to the workplace as possible. All information gathered in an investigation will be confidential, and the confidential nature of the investigative process will be conveyed to the complainant, the accused and each witness.
4. Upon completion of the investigation, the Department Director/Elected Official is responsible for implementing remedial action, if appropriate. An investigator and/or staff may suggest remedial measures.
5. If warranted, the Department Director/Elected Official, after consultation with the Human Resources Director, shall take disciplinary action up to and including termination. The District Attorney will retain any written material related to the complaint in confidential records.

6. At the conclusion of the investigation, Human Resources will notify the complainant in writing that the investigation is completed and has been forwarded to his/her Department Director/Elected Official for review. The Department Director/Elected Official shall notify both the complainant and the accused in writing at the conclusion of the administrative review. Additionally, the Department Director/Elected Official shall take corrective action, if appropriate. Corrective action that involves discipline of the accused is confidential and must not be disclosed unless a grievance is filed by the employee who received discipline. All corrective communications, except verbal warnings, must be given to Human Resources. The corrective communication record will be placed in the employee's personnel file.

4.0 Reference

[Equal Employment Opportunity
Workplace Harassment/Discrimination Complaint Form](#)

END OF SECTION



TRACKING # _____

Workplace Harassment/Discrimination Complaint Form

Workplace harassment (also known as Hostile Work Environment) and discrimination based on race/color, national origin, gender identity or expression of a person, sex, military status, genetic information, political affiliation, religion, age, disability, pregnancy, or sexual orientation in any term, condition or privilege of employment are violations of state and federal law.

See [Workplace Harassment and Discrimination](#)

(This form may be completed by the complainant or person receiving the complaint)

Date of Complaint: _____

Please answer the questions completely and use as many additional sheets as necessary.

Submit this completed form to your Department Director or the Human Resources Department at 201 North Carson Street, Room 4, Carson City, Nevada 89701.

Complainant Name:	Title:
Immediate Supervisor:	Department:
Division:	Section/Unit:
Work Location:	Work Phone:
Home Address:	Home Phone:

1. Type of Complaint:

Mark the type of Harassment/Discrimination that relates to this complaint:

- | | |
|---|---|
| <input type="checkbox"/> Sexual Harassment | <input type="checkbox"/> Sex Discrimination |
| <input type="checkbox"/> Media Harassment (Sexting) | <input type="checkbox"/> Race/Color Discrimination |
| <input type="checkbox"/> Disability Discrimination | <input type="checkbox"/> National Origin Discrimination |
| <input type="checkbox"/> Sexual Orientation Discrimination | <input type="checkbox"/> Gender Identity Discrimination |
| <input type="checkbox"/> Military Status Discrimination | <input type="checkbox"/> Gender Expression Discrimination |
| <input type="checkbox"/> Genetic Information Discrimination | <input type="checkbox"/> Religious Discrimination |
| <input type="checkbox"/> Pregnancy Discrimination | <input type="checkbox"/> Age Discrimination |
| <input type="checkbox"/> Political Affiliation Discrimination | |

Claims of Workplace Harassment (Hostile Work Environment) and Retaliation must be based on at least one of the protected groups listed above. If making a claim of Hostile Work Environment or Retaliation, please mark the appropriate category listed above and mark the appropriate claim listed below.

- Workplace Harassment (Hostile Work Environment)
- Retaliation

If you make a complaint of Workplace Harassment/Discrimination it will be investigated. Please initial

2. Who or what do you believe was responsible for the alleged workplace harassment or discrimination incident(s)?

3. Accused Name

4. Title

5. Relationship to the Complainant (i.e. supervisor, co-worker, subordinate, etc.)

6. Department

7. Division

8. Section/Unit

9. Work Location

10. Work Phone

11. Home Phone (or other)

12. Describe the alleged workplace harassment or discrimination incident(s). Please specify location(s), date(s) and time(s) of each occurrence. Use as much detail as possible. Attach additional sheets, if necessary.

13. Did you inform the alleged offender(s) that the behavior was unacceptable?

YES NO

If yes, please describe.

14. Were there any witnesses to the alleged workplace harassment or discrimination incident(s)?

YES NO

If yes, please provide the name(s), address(es), and phone number(s).

15. Have you reported this incident to anyone else?

YES NO

If yes, please provide the name(s), address(es), and phone number(s).

16. What remedy are you seeking?

NOTE: Please attach any supporting documentation to this form.

I, _____, certify this statement is true and factual.
(complainant name)

Complainant Signature

Date

Note: Complaints of sexual harassment and discrimination may also be filed with:	
Nevada Equal Rights Commission 1325 Corporate Blvd., Rm. 115 Reno, NV 89502 (775) 823-6690	Nevada Equal Rights Commission 555 E. Washington Ave., Suite 4000 Las Vegas, NV 89101 (702) 486-7161
Equal Employment Opportunity Commission (800) 669-4000	
Northern Nevada Counties 350 The Embarcadero, Suite 500 San Francisco, CA 94105-1260 (415) 625-5600	Southern Nevada Counties 333 Las Vegas Blvd., Suite 8112 Las Vegas, NV 89101 (702) 388-5099

INTAKE SECTION (Completed by department director or other person receiving the complaint)

17. Comments
18. Name and phone number of person completing this form.

ORIGINAL TO HUMAN RESOURCES



POLICY AND PROCEDURE

Subject: Workplace Violence Prevention Policy

1.0 PURPOSE:

It is the goal of Carson City to provide employees with a safe work environment, which is free from violence and the threat of violent behavior.

2.0 ORGANIZATIONS AFFECTED:

All Departments and Elected Offices of the City

3.0 REFERENCES:

Federal Emergency Management Agency (FEMA) <http://www.fema.gov/>

[Workplace Violence Prevention Policy Incident Report](#)

4.0 POLICY:

It is the goal of Carson City to provide employees with a safe work environment, which is free from violence and the threat of violent behavior.

Carson City is committed to prevent the potential for violence in and around the workplace, and to foster a work environment of respect and healthy conflict resolution. Any form of workplace violence, or the threat of violence, is strictly prohibited, and shall result in possible criminal charges, as well as disciplinary action up to and including termination of employment. All employees, customers, vendors and business associates should be treated with courtesy and respect at all times. Employees are expected to refrain from fighting, "horseplay" or other conduct that may be dangerous to others.

Conduct that threatens, intimidates or coerces another employee, customer, vendor or business associate will not be tolerated. Carson City resources may not be used to threaten, stalk, or harass anyone at the workplace or outside the workplace. Carson City treats threats coming from an abusive personal relationship as it does other forms of violence.



POLICY AND PROCEDURE

Subject: Workplace Violence Prevention Policy

Indirect or direct threats of violence, incidents of actual violence and suspicious individuals or activities should be reported as soon as possible to a Department Director/Elected Official, supervisor, Human Resources or the Sheriff's Office.

All employees are encouraged to be alert to the possibility of violence on the part of employees, former employees, citizens and strangers. Carson City encourages employees, customers, vendors and business associates to bring their disputes to the attention of a Department Director/Elected Official, supervisor, Human Resources or the Sheriff's Office.

Awareness Program for Employees

Every employee will be given notice of Carson City's policy with regard to workplace violence as follows:

1. New employee orientation will include a brief explanation of this policy.
2. Employees can access this policy on PolicyTech.
3. Training programs are provided to employees relating to workplace harassment, discrimination, violence and bullying.
4. All employees are encouraged to view the following videos:

<http://www.readyhouston.tx.gov/suspicious-activity/videos-and-resources/>

Run. Hide. Fight.

The Human Resources Department will provide information to employees and/or dependents who request information for assistance. Employees may access the Employee Assistance Program and receive counseling and assistance that is strictly confidential and not released to the Human Resources Department or any other Department/Elected Office or employee of the City. Aetna Resources for Living may be reached at: 1-800-955-6422 (24 hours a day/seven days a week).

Disciplinary action up to and including termination of employment will result for violations of this policy. All Department Directors, Elected Officials and Supervisors shall administer and ensure compliance with this policy.



POLICY AND PROCEDURE

Subject: Workplace Violence Prevention Policy

5.0 PROCEDURE: See [Workplace Violence Prevention Policy Incident Report](#)

- a. Employees should promptly inform the Human Resources Department of any protective or restraining order that they have obtained that lists the workplace as a protected area. Employees shall not be disciplined for notifying the Human Resources Department of a protective or restraining order.
- b. Employees are encouraged to report safety concerns with regard to intimate partner or family violence. Carson City is committed to supporting victims of intimate partner or family violence by providing referrals to the Employee Assistance Program, by providing information to employees regarding community resources, and by providing time off for reasons related to intimate partner or family violence. Carson City will not discipline employees for raising concerns.
- c. As with any immediate emergency involving a violent act, fire, or medical incident, 911 should be contacted as soon as possible. Employees should not place themselves in peril, nor should they attempt to intercede during an incident.
- d. All incidents of workplace violence, or potential violence, should be reported to the Department Director/Elected Official, Human Resources Department or Sheriff's Office. The attached form should be utilized for reporting purposes. When the situation is critical, verbal notification should be made, with follow-up documentation. All reports of workplace violence, threats of violence, suspicious individuals or activities will be investigated.
- e. In order to maintain workplace safety and the integrity of its investigation, Carson City may place an employee on administrative leave with pay if the employee is suspected of violating this policy.
- f. Any report of violence or potential violence will be handled in a manner in which only information is released on a need-to-know basis. The identity of the individual making a report will be protected as much as possible.



POLICY AND PROCEDURE

Subject: Workplace Violence Prevention Policy

- g. Any proposed course of action, or disciplinary action, shall be discussed and reviewed with the Department Director/Elected Official, Human Resources Director, the Sheriff and the District Attorney.
 - h. Carson City will not retaliate against employees making good-faith reports of violence or the threat of violence.
2. Supervisors have the following responsibility:
- a. Managers and supervisors shall make efforts to defuse violent or potentially violent situations as quickly as possible in order to prevent escalation.
 - b. Supervisors and managers shall respond immediately to staff's expression of concern for their safety on the job.
 - c. In the event a confrontational incident occurs, separate the employees involved immediately, if possible to do so safely. Contact 911 in emergency situations.
 - d. Contact the appropriate Department Director/Elected Official, Human Resources Director, Sheriff and District Attorney.
 - e. Document, and assist with any follow-up investigation, which may include interviewing all individuals involved and any witnesses.

END OF DOCUMENT



POLICY AND PROCEDURE

Subject: DRUG AND ALCOHOL POLICY

1.0 Purpose

The purpose of this policy is to demonstrate Carson City's strong commitment to providing a safe, efficient, and productive work environment. Employee consumption of alcohol or drugs can be extremely disruptive and harmful to the workplace. It can adversely affect the quality of work and the performance of employees, pose serious safety and health risks to the user, co-workers, and the public. Carson City is sensitive to the health of its employees and strives to ensure that employees are able to perform their duties safely and efficiently, in the interests of fellow workers and the public, as well as, the employees themselves.

2.0 Affected Employees

This policy applies to all Carson City employees, volunteers, interns, and contract workers. The policy regarding pre-employment drug and alcohol screens can be found in the [Background Checks](#) policy. Employees, volunteers, interns, and contract workers are expected to report to their City duties free of any adverse effects of illegal drugs, prescription drugs, over-the-counter medications (OTC) or alcohol. A volunteer, intern or contract worker who arrives at a City work location to perform services for the City in violation of the Work Rules listed below will have his or her volunteer, intern or contract services terminated immediately.

If a Department/Elected Office policy, procedure, standard operating procedure, or general order conflicts with any portion of this policy, the Department/Elected Office policy supersedes this policy only to the extent where there is conflict. Whenever possible, the policies will be construed in a manner possible for the provisions to be read consistently and harmoniously. When there is no conflict, the provisions of this policy apply. Employees of the Fire Department and the Sheriff's Office should also review their specific Department/Elected Office Drug and Alcohol policies.

Employees working in FTA/FMCSA regulated positions are subject to the applicable FTA or FMCSA policy. However, if a situation is not covered under the respective Anti-Drug and Alcohol Misuse Prevention Program policy, the provisions of this policy apply.

To the extent any provision of this policy conflicts with a collective bargaining agreement, the provision in the collective bargaining agreement that is in conflict shall control.

3.0 Compliance

- a. Employees are responsible for complying with this policy and for cooperating with any testing or investigation conducted in support of this policy. An employee who becomes aware of a violation of this policy should report the matter to his/her supervisor or Human Resources.
- b. Human Resources is responsible for interpreting, administering, and coordinating communications relating to this policy, and developing procedures for its implementation.
- c. Department Directors/Elected Officials and Supervisors are responsible for the day-to-day implementation of this policy and coordinating the training for their respective employees.

4.0 Substance Abuse Awareness and Assistance

Alcohol abuse and illegal drug use have many serious adverse health and safety consequences. Information about the consequences and sources of help is available from Human Resources. Staff has been trained to make referrals and assist employees. The City also provides drug and/or alcohol abuse assistance through its employee assistance program (EAP) with Aetna Resources for Living. To access services, please call 1-800-955-6422 or visit www.resourcesforliving.com. (Username: carsoncity Password: eap) All self-referrals to EAP are confidential. The City does not receive any identifying information about the employees or dependents who contact EAP. However, use of EAP or other counseling or treatment services will not excuse a violation of this policy or the failure to satisfy job expectations.

The City will assist and support employees who voluntarily seek help for drug and/or alcohol abuse if they do so before becoming subject to discipline or termination under this or other City/Department/Office policies. Such employees will be placed on Family Medical Leave Act (FMLA) leave and allowed to use accrued paid time off or placed on leave of absence without pay, if the employee does not have accrued time off, and referred to treatment providers. If the employee is unable to obtain a Fit-for-Duty release and return to full duty with or without a reasonable accommodation after a twelve-week period, the employee will be terminated.

All information regarding the employee's participation in treatment will be held in strict confidence. Only information that is necessary for the performance of normal business will be shared with the employee's supervisor(s). Upon returning to work, the employee will be expected to submit to a Return-to-Work drug and/or alcohol test, submit to two years of random drug and/or alcohol testing, and follow all recommendations given by the treatment provider. The employee may be asked to sign a release of information allowing Human Resources to confer with the treatment provider to monitor on-going compliance with the provider's recommendations.

5.0 Definitions

- “City premises” includes all buildings, offices, facilities, grounds, parking lots, lockers, places, and vehicles owned or leased by the City, or any site or any vehicle in which City business is being conducted.
- “Disabling damage” means damage which prevented the departure of a motor vehicle from the scene of the occurrence in its usual manner in daylight after simple repairs. Disabling damage includes damage to a vehicle that could have been operated but would have been further damaged if so operated, but does not include damage which can be remedied temporarily at the scene of the occurrence without special tools or parts, tire disablement without other damage even if no spare tire is available, or damage to headlights, tail lights, turn signals, horn, or windshield wipers that makes them inoperative.
- “Drug” means an illegal drug, including marijuana, a prescription drug, or an over-the-counter drug.
- “Drug test” means a test that identifies the presence of illegal drugs, including marijuana, prescription drugs, over-the-counter drugs.
- “Illegal drug” means: all forms of controlled substances including marijuana (with or without a medical marijuana card, patient registry number and/or prescription), whose use, possession or transfer is restricted or prohibited by federal, state, or local law.
- “Prescription drugs”/“Prescription medications”/“Medications” means a medicine prescribed by a doctor to help treat an illness or condition.
- “Over-the-counter drugs”/“Over-the-counter medications”/ “OTC” means a drug/medicine that can be purchased without a prescription.
- “Positive Test” means the following:
 - Alcohol: a confirmed blood alcohol test or, where and as permitted by law, a breathalyzer test, with a result of .04 or higher, or its equivalent.
 - Illegal Drugs: a test confirmed as positive using a laboratory and method of analysis that meets or exceeds Nevada state requirements.
 - Prescription Drugs/Over-the-Counter Medication: a test confirmed as positive using a laboratory and method of analysis that shows the concentration of the drug(s) in the body to exceed the amount prescribed by a physician or set forth on the instructions for an over-the-counter medication.
- “Refuse to cooperate” means to obstruct the collection or testing process; to submit an altered, adulterated or substitute sample; to fail to show up for a scheduled test; to refuse to complete the requested drug testing forms; or to

fail to promptly provide specimen(s) for testing when directed to do so, without a valid medical basis for the failure.

6.0 Policy

i. Alcohol

A. Work Rules

Whenever an employee is working, operating a City vehicle or a privately owned vehicle for City business, operating City equipment, is present on City premises or conducting City related work offsite, the employee is prohibited from:

1. Reporting to work or remaining at work while having an alcohol concentration of .04 or greater. An employee with an alcohol concentration of 0.02-0.039 must be relieved of duty for eight hours, or the rest of his/her shift, whichever is greater. Employees who are sent home due to alcohol consumption will not be paid for the work hours missed and will be required to use their own accrued time or take leave without pay.
2. Performing job duties within four hours after using alcohol. No supervisor having actual knowledge that an employee has used alcohol within four hours shall permit the employee to perform or continue to perform job duties;
3. Ingesting alcohol following an accident or injury before he/she undergoes a required post-accident/injury alcohol test, if applicable;
4. Refusing to submit to a required post-accident/injury alcohol test, a required random alcohol test, a reasonable suspicion alcohol test, or a follow-up alcohol test;
5. Reporting for duty or remaining on duty if the employee tests positive for alcohol use. No supervisor having actual knowledge that an employee has tested positive shall permit the employee to perform or continue to perform job duties;
6. Reporting to work or remaining at work when not fit for duty due to the adverse effects of alcohol;
7. Leaving the scene of an accident without justifiable explanation prior to submission to a required alcohol test; and/or
8. Possessing, consuming, using, buying, selling, or serving alcohol while at work.

Alcohol may be served and consumed at functions on City premises if authorized by the City Manager/Elected Official, or his/her designee.

Alcohol may be consumed at external events where employees are representing the City. Consumption at any such event by employees of legal age is completely voluntary and should always be in moderation and never in a manner that would embarrass the City or harm the City's reputation. See [Unacceptable Behavior](#) policy

B. Consequences for Violation of the Work Rules

Employees who violate the work rules listed in subsection 6(i)(A) above are subject to progressive discipline, up to and including termination of employment. At a minimum, if an employee is not terminated, he/she must submit a negative alcohol test as directed

by the Risk Management Coordinator at the employee's own expense, prior to returning to work.

Depending on the circumstances of the work rule violation and the employee's work performance record, the City may, if the employee is not terminated but instead receives corrective action, offer an employee who violates this section of the policy the opportunity to return to work on a last-chance basis ("Return-to-Work" agreement) which may include, but not necessarily be limited to, completion of an accredited substance abuse treatment program at the employee's own cost, follow-up testing at times and frequencies determined by the City for a minimum of one year but not more than two years at the employee's own cost, as well as a waiver of the right to contest any termination resulting from a subsequent positive test. If the employee either does not complete the rehabilitation program or tests positive after completing a rehabilitation program, the employee will be terminated from employment regardless of how much time has passed since the first positive test.

The City has the right, the first time an employee violates this section of the policy, to terminate the employee in lieu of imposing discipline and/or offering a Return-to-Work agreement.

ii. Illegal Drugs Excluding Marijuana

A. Work Rules

Whenever an employee is working, operating a City vehicle or a privately owned vehicle for City business, operating City equipment, is present on City premises or conducting City related work offsite, the employee is prohibited from:

1. Reporting to work or remaining at work after using an illegal drug;
2. Ingesting drugs following an accident or injury before he/she undergoes a required post-accident/injury drug test, if applicable;
3. Refusing to submit to a required post-accident/injury drug test, a required random drug test, a reasonable suspicion drug test, or a follow-up drug test;
4. Reporting for duty or remaining on duty if the employee tests positive for illegal drug use. No supervisor having actual knowledge that an employee has used illegal drugs shall permit the employee to perform or continue to perform job duties;
5. Reporting to work or remaining at work when not fit for duty due to the adverse effects of illegal drugs;
7. Leaving the scene of an accident without justifiable explanation prior to submission to a required drug test; and/or
8. Possessing, consuming, using, buying, selling, manufacturing, or dispensing illegal drugs (to include possession of drug paraphernalia).

B. Consequences for Violation of the Work Rules

Employees who violate the work rules listed in subsection 6(ii)(A) above are subject to immediate termination.

iii. Recreational Use of Marijuana

Whenever an employee is working, operating a City vehicle or a privately owned vehicle for City business, operating City equipment, is present on City premises or conducting City related work offsite, the employee is prohibited from:

A. Work Rules

1. Reporting to work or remaining at work after using a marijuana;
2. Ingesting marijuana following an accident or injury before he/she undergoes a required post-accident/injury drug test, if applicable;
3. Refusing to submit to a required post-accident/injury drug test, a required random drug test, a reasonable suspicion drug test, or a follow-up drug test;
4. Reporting for duty or remaining on duty if the employee tests positive for marijuana use. No supervisor having actual knowledge that an employee has used marijuana shall permit the employee to perform or continue to perform job duties;
5. Reporting to work or remaining at work when not fit for duty due to the adverse effects of marijuana;
7. Leaving the scene of an accident without justifiable explanation prior to submission to a required drug test; and/or
8. Possessing, consuming, using, buying, selling, manufacturing or dispensing marijuana (to include possession of drug paraphernalia).

B. Consequences for Violation of the Work Rules

Employees who violate the work rules listed in subsection 6(iii)(A) above are subject to immediate termination.

The federal government classifies marijuana as an illegal drug. Although the recreational use of marijuana is lawful in Nevada, state law allows the City to prohibit the use of marijuana in the workplace and does not require the City to modify the job or working conditions of a person who engages in the use of marijuana if the job or working conditions are based upon the reasonable business purposes of the City.

iv. Medical Use of Marijuana

The City has adopted the following policy specific to the use of medical marijuana:

A. The medical use of marijuana is authorized if all of the following criteria are satisfied:

1. The employee must not perform safety-sensitive functions. Determination of whether a position is performing safety-sensitive functions will be made by the appropriate Department Director in consultation with Human Resources, Risk Management, the City Manager, and the District Attorney's Office.

2. Before the medical use of marijuana, an employee must submit, a Fitness for Duty Certification form signed by the employee's physician to Human Resources, a written request to use medical marijuana, a copy of the employee's prescription from his/her medical provider, an ADA Request Form and the ADA Medical Certification Form.
3. Review and approval or disapproval of the request will be made within a reasonable period of time but as soon as practicable, by the Department Director/Elected Official, Human Resources Director, the Risk Management Coordinator, and the City Manager, or designee. All four signatures must be affixed to the approval form, along with the employee's signature attesting to his/her acceptance of the terms and conditions for medical marijuana use while employed by the City.
4. If approved based on a valid prescription and non-occupation of a position that performs safety-sensitive job duties, the employee must provide to Human Resources verification of a valid registry identification card.
5. The use of medical marijuana must:
 - i. Be pursuant to a valid registry identification card;
 - ii. Be pursuant to a valid medical prescription, with a new prescription issued once annually and a copy given to Human Resources, not later than one year from the date of initial approval;
 - iii. Not in any way interfere with the essential functions of the employee's position or otherwise disrupt the efficient operation of a City Department/Elected Office;
 - iv. Not occur immediately before or during an employee's shift, or at any time while the employee is on-call or on standby; and
 - v. Not be consumed in such a manner that the employee exhibits symptoms of having consumed marijuana, including, without limitation, the presence of marijuana odor on the employee's body or clothing when on duty.
6. Failure to follow any one or more of the above criteria will result in immediate suspension or revocation of permission to use medical marijuana. Failure to cease such use until such time as all of the above criteria are satisfied, and approval is re-issued will result in immediate termination.

7. The use of medical marijuana is a privilege that may be revoked at any time and this policy does not in any way confer upon the employee a continuing right or benefit.

v. Prescription/OTC Drugs excluding Marijuana

A. Work Rules

Whenever an employee is working, operating a City vehicle or a privately owned vehicle for City business, operating City equipment, is present on City premises or conducting City related work offsite, the employee is prohibited from:

1. Reporting to work or remaining at work after using a prescribed or over-the-counter medication that affects the employee's ability to perform his/her job duties. An employee who is prescribed medication that could affect the employee's ability to perform all essential job functions shall provide a signed Fitness for Duty form to Human Resources before returning to work.

B. Consequences for Violation of the Work Rules

Employees who violate the work rule listed in subsection 6(v)(A) above are subject to progressive discipline, up to and including termination of employment. At a minimum, if an employee is not terminated, he/she must submit a negative drug test as directed by the Risk Management Coordinator at the employee's own expense, prior to returning to work.

Depending on the circumstances of the work rule violation and the employee's work performance record, the City may, if the employee is not terminated but instead receives corrective action, offer an employee who violates this section of the policy the opportunity to return to work on a last-chance basis ("Return-to-Work" agreement) which may include, but not necessarily be limited to, completion of an accredited substance abuse treatment program at the employee's own cost, follow-up testing at times and frequencies determined by the City for a minimum of one year but not more than two years at the employee's own cost, as well as a waiver of the right to contest any termination resulting from a subsequent positive test. If the employee either does not complete the rehabilitation program or tests positive after completing a rehabilitation program, the employee will be terminated from employment regardless of how much time has passed since the first positive test.

The City has the right, the first time an employee violates this section of the policy, to terminate the employee in lieu of imposing discipline and/or offering a Return-to-Work agreement.

vi. Circumstances Requiring Drug/Alcohol Testing

Employees are subject to drug and/or alcohol testing under any of the following circumstances:

1. Reasonable Suspicion Testing

If an employee has reasonable suspicion that another employee is currently in violation of this policy, a supervisor should be contacted immediately. Reasonable suspicion must be based upon specific observations and facts and reasonable inferences indicating that the employee may be violating this policy.

Reasonable suspicion can arise when an employee smells like he/she has been using alcohol, or an employee has been involved in a workplace accident or incident resulting in personal injury or damage to City property, or an employee has been involved in a workplace incident that could have resulted in personal injury or damage and the employee's acts or omissions contributed to the occurrence or severity of the accident, incident or circumstances; or other circumstances which could indicate that the employee is reporting to work in other than a sober state due to the effects of alcohol or drugs including, but not limited to, evidence received from a law enforcement agency, a pharmacist or a physician that an employee is engaging in illegal behavior relating to drugs and/or alcohol and/or abuse of prescription medications and/or over-the-counter medications and two members of the management team observe the employee exhibiting signs of using drugs and/or alcohol.

All supervisors and members of the City's management team must receive Reasonable Suspicion training. Reasonable Suspicion training is scheduled by the Risk Management Coordinator. The Risk Management Coordinator maintains a log of all employees who have attended the training. Only members of the management team who have had the training may address a reasonable suspicion incident. If two members of the management team are not on shift at the time of the incident, the Risk Management Coordinator, or a staff member from Human Resources, should be contacted. The management team should follow the steps outlined below when approached with this situation:

- *Step 1 Receive Complaint:* If a member of the management team is approached by an employee who is reporting the incident, the team should take a few minutes to ask what the employee observed, when the employee observed it, and if there were other witnesses. If there are other witnesses, those individuals should be interviewed, if possible.
- *Step 2 Observe the Employee:* Firsthand observation should be made by one member of the management team. The observer may be able to view the employee from afar, but usually he/she will need to talk with the employee directly to observe signs of impairment or smell signs of alcohol use. Please refer to the Reasonable Suspicion Documentation form (Attachment 2). The management team member should then ask the second member of the management team to confirm the initial suspicion. The second member of management should perform his or her own firsthand observation of the employee.
- *Step 3 Remove the Employee from Work Area:* If the employee is working around machinery, heavy equipment or is performing a safety-sensitive

function, or is acting out in a way that appears to be a threat to himself/herself or others, the employee should be removed from the work area and asked to wait in a conference room or an office.

- **Step 4 *Document Observations:*** Both management team members should document their observations on the Reasonable Suspicion Documentation form (Attachment 2). The observers should be as specific as possible when filling out the form but should not attempt to diagnose the situation. The observations should be circled on the form. Each management team member must complete a separate form.
- **Step 5 *Assess the Situation:*** After completing the forms, the management team members should assess what they know and observed to determine next steps. If both observers witnessed a behavior that creates a suspicion and the documentation supports this suspicion, then the management team should meet with the employee. However, if there is a disagreement among the observers, a third party should be brought in to observe and help determine if there is reasonable suspicion. Again, the third party must have completed the Reasonable Suspicion training and must complete a separate Reasonable Suspicion Documentation form. It may be determined that reasonable suspicion of the use of drugs and/or alcohol does not exist and that no further action is needed. However, the documentation should be kept by management. If, however, the management team members confirm a suspicion of impairment due to drug and/or alcohol use, the management team should proceed to Step 6.
- **Step 6 *Meet with the Employee:*** When reasonable suspicion testing is deemed appropriate, the management team should meet with the employee. A Human Resource's staff member should be present, if possible.
 - The management team should clearly explain what has been observed and documented and that, in order to rule out the possibility that the employee is in violation of the City's drug and alcohol policy, the employee is being sent for a drug and/or alcohol test. Explaining it to the employee shows that the management team has not jumped to any conclusions, but that it is simply following City policy and if the employee is not using drugs and/or alcohol, the test will prove this.
 - Confirm that the employee signed the Drug Testing Consent form (Attachment 3) at time of hire. If he/she did not sign the form, ask the employee to complete it at this time. If the employee refuses to sign the form, refuses to submit to the test, or refuses to cooperate with testing, the employee is in violation of this policy and must be placed on administrative leave with pay pending the outcome of an investigation. The employee should be told that refusing to cooperate violates the policy and the employee is subject to discipline, up to and including termination of employment. The employee must arrange to leave the workplace and should not be allowed to perform any job duties. The employee should not be allowed to drive from the work location, however, if the employee refuses to take a cab or arrange for a ride, the supervisor should not physically restrain the employee. The supervisor

should note the type of vehicle the employee is driving and the license plate number and should immediately report to law enforcement his or her concern that the individual is driving under the influence.

- **Step 7 *Contact Testing Center:*** A management team member must contact the appropriate testing center. (Attachment 4) The management team member must complete the Drug & Alcohol Testing Notification form (Attachment 1) and provide the form to Nevada Occupational Health and Injury Care Center.
- **Step 8 *Prepare Transportation:*** The employee who is suspected of using drugs and/or alcohol should not be allowed to drive to the testing facility. A management team member must escort the employee to the testing center and drive the employee back to work following administration of the test.
- **Step 9 *Wait for Test Results:*** The test results for drug and/or alcohol testing will be received shortly after the employee submits to the test. If the employee tests positive as defined in this policy, he/she should be given information on the Employee Assistance Program and placed on administrative leave with pay. The supervisor should arrange for the employee to be taken home. The employee must not be allowed to drive himself/herself home. If the employee tests negative, the employee should be returned to work immediately. If for some reason the test results are delayed, the supervisor should arrange for the employee to be taken home. The employee should not be allowed to drive home.
- **Step 10 *Work with Human Resources:*** The Department/Office should contact Human Resources to discuss disciplinary action/termination.

All employees, at the time of hire, will be required to sign a Carson City Reasonable Suspicion Consent for Employee Drug and Alcohol Testing form (Attachment 3) An employee, at the time of hire who is less than 18 years of age, will be required to have his/her parent/guardian also sign the form which allows the City to conduct reasonable suspicion testing without notifying the parent/guardian or obtaining consent prior to the testing. If an employee, parent, or guardian refuse to sign the form, the offer of employment will be rescinded.

2. Post-Accident or Post-Injury Testing- Not Involving the Operation of a Motor Vehicle

An employee is subject to drug and/or alcohol testing when he/she causes or contributes to an accident that causes damage to machinery, equipment or property or results in injury to themselves or another person that requires transport by an emergency services provider and the supervisor, with confirmation from another supervisor, has reasonable suspicion to believe that the employee has drugs and/or alcohol in his system. The management team must follow the steps outlined above under “Reasonable Suspicion”.

3. Post-Accident or Post-Injury Testing- Involving the Operation of a Motor Vehicle

An employee is subject to drug and alcohol testing when he/she is driving a motor vehicle under the following circumstances:

- a. If the accident involved the loss of human life; or
- b. Bodily injury to any person who, as a result of the injury, immediately receives medical treatment away from the scene of the accident; or
- c. One or more motor vehicles incurs disabling damage as a result of the accident, requiring the motor vehicle to be transported away from the scene by a tow truck or other motor vehicle.

Testing must take place as soon as practicable following an occurrence, the City shall test for controlled substances and alcohol for each of its surviving drivers.

If a post-accident drug and alcohol test is not administered within four (4) hours of the accident, the supervisor shall cease attempts to have the drug and alcohol tests administered and prepare and maintain on file a record stating the reasons the test was not done within four (4) hours.

An employee subject to post-accident testing shall remain at the accident scene unless receiving medical care, and must be readily available for such testing, including notifying his/her supervisor of his/her location if he/she leaves the accident scene. If an employee fails to notify his/her supervisor, the employee will be considered to have refused to submit to testing.

Nothing contained in this section shall be construed to require the delay of necessary medical treatment for the injured or to prohibit an employee from leaving the accident scene for the time period required to obtain emergency assistance.

In addition, any other City employee whose performance could have contributed to the accident, as determined by the supervisor using the best information available at the time of the decision, will be tested.

3. Random Testing

Random drug and alcohol tests are unannounced and unpredictable, the dates for administering random tests are spread reasonably throughout the calendar year.

All FMCSA, FTA, and Fire Department employees covered under the Local #2251 collective bargaining agreements are subject to random drug and alcohol testing. The selection of employees for random testing shall be made by a scientifically valid method, such as a random number table or a computer-based random number generator that is matched with employees' social security numbers, payroll identification numbers, or other comparable identifying numbers. Under the selection process used, each covered employee shall have an equal chance of being tested each time

selections are made. Each employee selected for testing shall proceed to the collection site immediately after notification.

vi. Employee Refusal to Test

If an employee refuses to submit to a drug and/or alcohol test, it will be considered a positive test, and the employee will be terminated immediately. Refusal to submit to a drug and/or alcohol test means that an employee:

- Fails to appear for any test within a reasonable time after being directed to do so by a supervisor or the Risk Management Coordinator;
- Fails to remain at the testing site until the testing process is complete;
- Fails to provide a urine, blood, or breath specimen after he/she has received notice of the requirement for testing;
- In the case of a directly observed or monitored collection of a drug test, the employee fails to permit the observation or monitoring of the provision of a specimen;
- Fails to provide a sufficient amount of urine, breath or blood when directed and a physician has determined, through a required medical evaluation, that there was no adequate medical explanation for the failure;
- Fails or declines to take a second test, when required by a supervisor, the Risk Management Coordinator, or the collector;
- Fails to undergo an additional medical examination or evaluation, as directed by the Medical Review Officer (MRO) as part of the verification process;
- Is reported by the MRO as having a verified adulterated or substituted test result;
- Fails to cooperate with any part of the testing process (e.g. refuse to empty pockets when directed by the collector, behave in a confrontational way that disrupts the collection process or fails to wash hands after being directed to do so by the collector);
- For an observed collection, fails to follow the observer's instruction to raise clothing above the waist, lower clothing and underpants and to turn around to permit the observer to determine if the individual has any type of prosthetic or other device that could be used to interfere with the collection process;
- Possesses or wears a prosthetic or other device that could be used to interfere with the collection process; and/or
- Admits to the collector or MRO that he/she has adulterated or substituted the sample.

vii. Confidentiality

Employees have the right to receive from the City a copy of a test result report. Information and records relating to positive test results, drug and alcohol dependencies, and legitimate medical explanations provided to the MRO will be kept confidential to the extent required by law and maintained in secure files separate from the personnel file. Such records and information may be disclosed to management on a need-to-know basis and may also be disclosed when relevant to a grievance, charge, claim, unemployment claim, or other legal proceeding.

viii. Inspections

The City reserves the right to inspect all portions of its premises for drugs, alcohol, or other contraband. Affected employees may have union representation involved in this process. All employees, volunteers, interns, contract employees and visitors may be asked to cooperate in inspections of their persons, work areas and property that might conceal a drug, alcohol, or other contraband. Employees who possess such contraband or refuse to cooperate in such inspections are subject to appropriate discipline, up to and including termination.

ix. Crimes

The City prohibits all employees, including employees performing work under government contracts, from manufacturing, distributing, dispensing, possessing, or using an illegal drug in or on City premises while conducting City business. City employees are also prohibited from misusing legally prescribed or OTC drugs. Law enforcement personnel should be notified, as appropriate, when criminal activity is suspected.

The City does not desire to intrude into the private lives of its employees but recognizes that employees' off-the-job involvement with drugs and alcohol may have an impact on the workplace. Therefore, the City reserves the right to take appropriate disciplinary action for drug use, sale, or distribution while off City premises.

All employees who are arrested for driving under the influence (DUI) are required to report the DUI to their supervisor immediately following the arrest, but no later than the next business day and prior to starting his/her work shift. Failure to report may result in disciplinary action, up to and including termination. The supervisor must notify the employee that he/she is not allowed to operate a City vehicle and must immediately return all vehicle keys in his/her possession.

All employees who receive a vehicle allowance and whose driver's license is suspended/revoked/restricted, whether as a result of a DUI or other violation, will have his/her vehicle allowance suspended during the time the driver's license is suspended/revoked/restricted. The vehicle allowance, if allowed at the discretion of the Department Director/Elected Official, will commence beginning the next pay period the allowance is paid following the end of the suspension/revocation/restriction period. An employee must notify his/her supervisor immediately when his/her license is suspended/revoked/restricted. The employee must not drive a City vehicle or his/her personal vehicle for City business. Failure to comply will result in discipline, up to and including termination.

If an employee fails to report the loss of his/her driver's license and continues to receive the vehicle allowance, the employee will be required to repay, and agrees to repay by marking this policy as read, the amount received during the time the license was suspended/restricted/revoked. In addition, the employee will be subject to discipline, up to and including termination, for failing to report the loss of the license. The vehicle allowance is provided to an employee at the discretion of the Department

Director/Elected Official. A decision to deny the reinstatement of the vehicle allowance is not subject to appeal.

If the employee's position requires a valid driver's license and an employee in the position loses his/her license via suspension or revocation, or the employee's driver's license is restricted, the Department Director/Elected Official, may impose discipline, up to and including termination, may place the employee on leave without pay or may provide an accommodation to the employee by not requiring the employee to drive while the license is suspended/revoked/restricted.

If placed on leave without pay, that will end on the first day of the pay period following the reinstatement of the employee's driver's license, or end of a suspension, if imposed, whichever is longer. Under no circumstance will an employee be allowed to remain on leave without pay or receive an accommodation for not driving due to a revoked/suspended/restricted driver's license for longer than 120 calendar days. It is the responsibility of the employee to provide proof that his/her license has been reinstated or is no longer subject to restrictions. An employee who fails to provide proof that his/her license has been reinstated or is no longer subject to restrictions within the 120-day time period will result in immediate termination.

x. Drug Free Workplace Act of 1988

Employee Responsibilities

An employee who works on a project funded by the Federal government must notify his/her supervisor within five calendar days if he/she is convicted of a criminal drug violation.

Supervisor Responsibilities

a. The supervisor must notify the City's Grants Administrator, who will notify the grant agency, in writing, within ten (10) calendar days after the supervisor receives notice from an employee or otherwise receives actual notice of such conviction. The Grants Administrator must provide written notice, which must include the employee's position title and the identification number(s) of each affected award to every federal agency on whose award the convicted employee is working. The notice must be sent to every awarding official or his or her official designee unless the federal agency has specified a central point for the receipt of such notices.

b. Take appropriate action against an employee convicted of a workplace drug violation. This action may involve imposing a penalty (corrective action) or requiring the employee to participate in an appropriate rehabilitation or counseling program.

c. Maintain an ongoing good faith effort to meet all the requirements of the Drug-free Workplace Act throughout the life of the contract. The City must demonstrate its intentions and actions toward maintaining a drug-free workplace. Failure to comply with the terms of the Drug-Free Workplace Act may result in a variety of penalties, including suspension or termination of the grants/contracts and being prohibited from applying for future government funding.



POLICY AND PROCEDURE

Subject: Unacceptable Behavior

1.0 Purpose

Employees will conduct themselves in an honest, trustworthy, and professional manner while at work. All employees will abide by all Federal, state and local laws and by the City's Policies and Procedures. Employees will endeavor to meet the standards set for their position and meet performance goals. Employees will treat others with courtesy and respect. Employees will work safely.

2.0 Employees Affected

All City employees and volunteers

3.0 Policy

Carson City reserves the right to discipline, including discharge, employees who do not abide by Federal, State and/or local laws, the City's policies and procedures, a Department/Office's policies and procedures, general orders and/or standard operating procedures. Should an employee be covered by a collective bargaining agreement which contains a procedure for disciplinary action and/or discharge, the procedure therein shall be applied.

Each Appointing Authority may determine additional activities that are considered inconsistent, incompatible or in conflict with their duties as an employee. Departments/Offices are responsible for disseminating the information to their employees and making sure the policies, procedures, general orders and/or standard operating procedures, are understood.

Violation of policies, procedures, general orders, and/or standard operating procedures is not limited to the following lists providing examples of incompatible activities, prohibited behaviors, and prohibited political activities.

Examples of incompatible activities:

1. Engaging in any employment, activity or enterprise which has been determined to be inconsistent, incompatible, or in conflict with the duties of a City employee, or with the duties, functions or responsibilities of the Department/Office by which he serves.
2. A violation of public trust as outlined in Nevada Revised Statutes 281A, Nevada's Code of Ethical Standards. (See *NRS 281A.400-281A.660*)
<http://ethics.nv.gov/uploadedFiles/ethicsnvgov/content/Resources/EthicsManual2014.pdf>
3. Using his position in government to secure or grant unwarranted privileges, preferences, exemptions or advantages for himself or any member of his household, or any business entity with which he is a member.
4. An elected officer or employee acquiring, through his public duties or relationships, any information which by law or practice is not at the time available to people generally, and using the information to further the economic interests of himself or any other person or business entity.
5. Suppressing any governmental report or other document because it might tend to affect unfavorably his private financial interest.
6. Using for private gain or advantage the City's time, facilities, equipment, money, materials or the prestige and influence of his position.
7. Accepting or receiving any consideration or compensation for an act which would be required or expected to be performed as a part of the duties of employment.

**Questions regarding ethics should be addressed to the Carson City District Attorney's Office or the Nevada Commission on Ethics (775) 687-5469 or www.ethics.nv.gov*

Examples of prohibited behavior:

1. Unsatisfactory work performance, incompetence, or failure to meet reasonable standards of efficiency including gross neglect of duty.
2. Failure to obtain or maintain professional or operating license(s) that are a condition of employment.
3. Failure to enforce or comply with law(s) and/or Carson City policies and procedures, Department/Office policies and procedures, standard operating procedures and/or general orders.
4. Unequal treatment of an employee as outlined in the [Equal Employment Opportunity](#) policy.
5. Insubordination or failure to carry out any reasonable order by management or a management representative, including, but not limited to, refusal to meet with a supervisor/manager or refusal to work on jobs assigned by the supervisor. Insubordination does not occur when an employee requests to postpone a meeting in order for a union representative to be present.
6. Disruptive or disorderly conduct, threatening, attempting, or causing harm or damage to others.
7. Failure of an employee to accept or respond to corrective or disciplinary action where such action is needed.

8. Misconduct of an employee because of prejudice, anger, or other unjustifiable reason.
9. Failure to maintain customary or required records.
10. Willfully or negligently concealing information regarding the job from official records or from supervisors or other persons having authorization or necessity for said information.
11. Failing to be truthful and cooperative with investigators or supervisors who are conducting investigations of matters pertaining to Carson City business.
12. Endangering self or others through careless, willful, or negligent violation of the City's policies, procedures, regulations, Federal, state or local laws, or failure to abide by the safety procedures set forth in a safety manual.
13. Unreasonable failure to cooperate with fellow employees, supervisors, or managers.
14. Failure to properly account for Carson City funds or property where it is a requirement for the position.
15. Willful or negligent destruction of, damage to, waste, or loss of Carson City material, property, equipment, or records.
16. Idleness on the job, wasting time, and/or failure to put in a full day's work.
17. Failure to notify the employee's supervisor as instructed when unable to report for work, or failure to report to work at specified times and in a prescribed manner.
18. Operating any Carson City vehicle or equipment in a negligent manner resulting in damage to persons, the equipment, or property, or operating any piece of equipment without proper authorization, training, or credentials.
19. Unauthorized possession at the workplace of a firearm or other implement construed to be a dangerous weapon.
20. Sleeping on duty.
21. Conducting, having, or maintaining a close or intimate relationship with any subordinate.
22. Failure of employee to maintain work or personal appearance standards.
23. Retaliation of any person who, in good faith, has reported an unsafe working condition, possible violation of Carson City policy, a Department/Office policy, procedure, standard operating procedure and/or general order, a harassment/discrimination complaint, or other lawful reporting of any situation.
24. Verbal, physical, or visual forms of sexual harassment.
25. Unsatisfactory attendance, including excessive or continual tardiness or absences.
26. Willful absence from duty without approved leave after having been denied permission to take such leave.
27. Failure to record work time accurately and promptly.
28. Using sick leave under false pretenses.
29. Carrying on personal business during working hours.
30. Theft or dishonesty including, but not limited to, falsification of time records, entering data on another employee's time record, or furnishing false or incomplete information on work-related documents.
31. Embezzlement or misappropriation of Carson City funds or property.

32. Reporting for work or inability to properly perform duties while under the influence of liquor, narcotics, drugs, or other controlled substances or use of such while on duty or in Carson City vehicles. Inability to report for an assigned shift due to intoxication or drug abuse. (See also [Drug & Alcohol Policy](#))
33. Conviction of operating a City vehicle or private vehicle while on City business, while under the influence or while impaired by alcohol or controlled substances or prescriptions not used in the manner or amount prescribed.
34. Failure to submit to a lawful request for a drug test or to pass a lawful test for the presence of alcohol or a controlled substance.
35. Failure to work safely, including following safety rules, wearing personal protective equipment, reporting hazardous conditions or other safety concerns immediately to a supervisor.
36. Any act which endangers the safety, health, or well-being of another person or which is of sufficient magnitude that the consequences cause disruption of work.
37. Disgraceful personal conduct which impairs job performance or causes discredit to the Department/Office.
38. Discourteous or abusive (physical or verbal) treatment of a member(s) of the public or a co-worker(s).
39. Fraud in securing appointment to the position.
40. Failure to comply with a mandatory referral to the Employee Assistance Program.
41. Misrepresentation of official capacity or authority.
42. Posting comments on social media about co-workers, managers, clients or customers that can be viewed as:
 - Hate speech
 - Harassment
 - Intolerant
 - Threatening or bullying
 - Sexually explicit or pornographic
 - Knowing or recklessly false
43. Abusive conduct by an employee in the workplace that reasonable person would find hostile and/or offensive and unrelated to an employer's legitimate business interests. This is a form of bullying and can include a person's tone, words, silent treatment or body language.

Examples of prohibited political activity:

1. Solicitation or receipt of any monetary or non-monetary contribution for a political purpose from an employee within the same Department/Office or from an employee subordinate to the solicitor during working hours.
2. Engaging in political activity during working hours for the purpose of improving the chances of a political party or individual seeking office, or at any time engaging in political activity for the purpose of securing preference for promotion, transfer, or salary advancement.
3. While off duty, engaging in political activity to an extent that it impairs attendance or efficiency as an employee.

4. Wearing political buttons, hat, shirts, or displaying bumper stickers etc. in the office or place of employment. This policy does not address displaying bumper stickers on personally owned vehicles.
5. Engaging City staff or equipment; i.e. copier, fax, etc. for use of political activity.

5.0 Procedure

1. A Department Director/Elected Official, or his designee, shall document a discipline or termination. The City requires the use of progressive discipline, except for those employees who are at-will. The corrective action must be given to the affected employee immediately upon its issuance. All corrective action forms that provide for discipline that is more than a verbal warning must be sent to Human Resources, where it will be placed in the employee's personnel file. Before an employee is terminated, the employee handling the termination must notify the Human Resources Director and the assigned Deputy District Attorney. Please review the Termination Checklist prior to termination. A copy of the checklist may be obtained from Human Resources.
2. The Human Resources Department will adhere to appropriate State and collective bargaining provisions concerning the custody, use and preservation of the corrective communications. It is the responsibility of an employee to contact Human Resources when a document retention period expires and a document needs to be removed from the employee's personnel file. Only a Human Resources employee may remove a document from a personnel file. Upon removal of the document, the document will be given to the employee, or placed in a confidential disposal bin if the employee requests. Copies of the document will not be maintained by the Human Resources Department.
3. Every employee is allowed to view his personnel file. A Department Director/Elected Official, or his designee, or an auditor conducting City business, may view an employee's personnel file if the employee works for the Department Director/Elected Official. If an employee applies for another City position, the Department Director/Elected Official may review the employee's personnel file prior to considering an offer of employment. Any other requests by individuals to view a personnel file will only be allowed upon written request by the employee whose file is to be viewed.

END OF SECTION

NEVADA PREGNANT WORKERS' FAIRNESS ACT

Pursuant to NRS 613.335 and sections 2 to 8, inclusive, of the Nevada Pregnant Workers' Fairness Act (effective October 1, 2017) employees have the right to be free from discriminatory or unlawful employment practices based on pregnancy, childbirth, or a related medical condition.

UNDER THE ACT, IT IS UNLAWFUL FOR EMPLOYERS TO:

- Deny a reasonable accommodation to female employees and applicants, upon request, for a condition related to pregnancy, childbirth, or a related medical condition, unless an accommodation would impose an undue hardship on the business of the employer.
- Take adverse employment actions against a female employee because the employee requests or uses a reasonable accommodation.
- Deny an employment opportunity to a qualified female employee or applicant based on a need for a reasonable accommodation.
- Require a female employee or applicant to accept an accommodation that the employee or applicant did not request or chooses not to accept or to take leave from employment if an accommodation is available.

UNDER THE ACT, AN EMPLOYER MAY:

Require a female employee to submit written medical certification from the employee's physician substantiating the need for an accommodation because of pregnancy, childbirth, or related medical conditions, and the specific accommodation recommended by the physician.

**FOR FURTHER INFORMATION REGARDING THE ACT, CONTACT
THE NEVADA EQUAL RIGHTS COMMISSION.**



www.nvdetr.org

An equal opportunity employer/program.
Auxiliary aids and services are available upon
request for individuals with disabilities
Relay 711 or 800.326.6868

1820 East Sahara Avenue
Suite 314
Las Vegas, NV 89104

Phone (702) 486-7161

1325 Corporate Blvd.
Room 115
Reno, NV 89502

Phone (775) 823-6690

Nevada Commission on Ethics

**Ethics in Government Manual
for Nevada Public Officers and
Public Employees:**

NRS 281A

July 2014



DISCLAIMER: THIS DOCUMENT IS INTENDED AS A GENERAL GUIDE AND ***IS NOT TO BE CONSTRUED AS PROVIDING LEGAL ADVICE.*** ADDITIONALLY, IT DOES NOT FULLY ADDRESS THE REQUIREMENTS OF THE ETHICS IN GOVERNMENT LAW AND ***OFFERS YOU NO PROTECTION*** FROM LIABILITY, EVEN WHEN YOU FOLLOW ITS PROVISIONS.

HISTORY

In 1971, the Nevada Legislature adopted Assembly Concurrent Resolution No. 39, sponsored by Assemblymen Lowman, Smith, Frank, Young, Wilson, Ronzone, Hafen and Swallow:

WHEREAS, there is a crisis of confidence in government and in the established institutions of our land; and

WHEREAS, the survival of this democracy rests not upon force but upon consensus which results when people have continued faith and confidence in the integrity and judgment of their public officers and employees at all levels of government; and

WHEREAS, Public officers and employees are the servants and agents of the people who are bound by the constitution of this great state to enact, execute and interpret the laws for the protection, security and benefit of the people; and

WHEREAS, the faith and confidence of the people in their government and institutions is jeopardized whenever public officers and employees are involved in conflicts between their private interests and those of the general public whom they serve; and

WHEREAS, public officers and employees of the State of Nevada are presently without adequate guidelines for separating their roles as private citizens from their roles as public servants, and the laws regarding conflict of interest are an uncoordinated patchwork; now, **therefore, be it**

Resolved by the Assembly of the State of Nevada, the Senate concurring, that the legislative commission is directed to make a study of the important problem of conflicts of interest at all levels of government, including the legislature of the State of Nevada, and to report the results of such study and any recommendations for proposed legislation to the 57th session of the legislature.

In response to the 1971 resolution, the Legislative Commission appointed Assemblymen M. Kent Hafen and Nick Lauri, and Senators Lee E. Walker and C. Clifton Young to study the matter. On December 21, 1972, the study committee reported its findings, along with suggested ethics legislation. However, in the 1973 legislative session, no Ethics Laws resulted **from the Committee's recommendations or from the concerns raised in the study.**

Before the next legislative session began, in 1974, Assemblyman Joe Dini of Yerington attended a three-day legislative seminar at the Eagleton Institute for Government Ethics in the northeastern United States. Shortly thereafter, with the assistance of then-Speaker Keith Ashworth, Majority Floor Leader Dini introduced nearly 20 ethics measures in 1975. Not one of those measures passed. In 1977, Dini was named Speaker of the Assembly, and he tried again, introducing one consolidated ethics bill, which passed. Nevada had its first Ethics Law!



The next year, the Nevada Supreme Court declared the law unconstitutional. The 1979 Legislature created an Executive Ethics Commission and a Legislative Ethics Commission which operated separately (or failed to operate) until 1985. Those six years were filled with conflict, but, in 1985 with the cooperative efforts of the Legislature and then-governor Richard Bryan, funds were allocated and a unified Nevada Commission on Ethics emerged. That body has grown, a supporting agency developed, and the law has been expanded since 1985. The Commission continues to function to today.

WHY have a Commission on Ethics?

"It is hereby declared to be the public policy of this State that:

(a) A public office is a public trust and shall be held for the sole benefit of the people.

(b) A public officer or employee must commit himself or herself to avoid conflicts between the private interests of the public officer or employee and those of the general public whom the public officer or employee serves.” NRS 281A.020(1).

These public policy statements form the cornerstone of the Commission, its mission and its activities.

As the complexity of state and local government increases, and government is more and more closely related to private life and enterprise, the potential for conflicts of interest enlarges. The Commission and the Legislature are charged with providing adequate guidelines to show the appropriate separation between the roles of persons who are both public servants and private citizens. NRS 281A.020(2)(a). We all must work to enhance the people's faith in the integrity and impartiality of **Nevada's** public officers and employees. NRS 281A.020(2)(b).

The general policy objectives for the Ethics in Government Law (Ethics Law) include:

(1) treating those persons and entities that deal with government with impartiality, fairness and equality;

(2) assuring that decisions of public importance are not influenced by private considerations;

(3) maintaining public confidence in government, which implicates the matter of appearances; and

(4) preventing the use of public office for private gain.

State Legislators undertaking core legislative functions hold a special status with the Commission on Ethics, due to provisions in the Nevada Constitution and NRS 41.071 which outlines legislative privileges and immunities. The Judicial Branch also has a special status, based on similar constitutional provisions that keep it and its officers and employees wholly separate from the jurisdiction of the Ethics Commission.

The Special Status of State Legislators

After being subjected to the Ethics Law for a decade or so, State legislators became distressed that the Ethics Law appeared to require them, as elected public officers who serve part-time, to disclose conflicts and abstain from participating in legislative deliberations and votes even when they had limited or nominal conflicts of interest. The next session, the following policy statement was added:

When interpreting the Ethics Laws and applying them to State Legislators, the Commission must give appropriate weight and proper deference to the public policy of this State under which State **Legislators serve as “citizen Legislators” who have** other occupations and business interests, who are expected to have particular philosophies and perspectives that are necessarily influenced by their life experiences, and who are expected to contribute those philosophies and perspectives to the debate over issues with which the Legislature is confronted. NRS 281A.020(2)(c).

Commissioners of the Commission on Ethics

Each of the eight members on the Commission on Ethics is appointed to a four-year term. The Legislative Commission appoints four Nevada residents. At least two must be former public officers or employees, and at least one must be a Nevada-licensed attorney. The Governor also appoints four Nevada residents - two former public officers or employees, and at least one attorney licensed to practice law in Nevada. Not more than four members of the Commission may be members of the same political party, and not more than four members may be residents of the same county.



While serving on the Commission, no member may hold another public office, be actively involved in the work of any political party or political campaign, or communicate directly with a State Legislator or a member of a local legislative body on behalf of someone other than himself or herself - other than on behalf of the Commission. NRS 281A.200.

The Executive Director and Agency Staff



The Executive Director is the supervisory and managerial head of the agency within the Executive branch of state government. The Executive Director serves as the agency's sole point of contact for the media, state and local government, and the public. S/he also recommends to the Commission any regulations or legislation considered desirable or necessary to improve the operation of the Commission and maintain high standards of ethical conduct in government.

Upon the request of a public officer or the employer of a public employee, the Executive Director conducts training on the Ethics Law, the rules and regulations adopted by the Commission and previous opinions of the Commission. In any such training, the Executive Director must emphasize that s/he is not a member of the Commission and that only the Commission may issue opinions concerning the application of the statutory ethical standards to any given set of facts and circumstances. The Commission may charge a reasonable fee to cover any costs of providing such training. NRS 281A.240.

Through the agency's staff, the Executive Director accepts requests for the Commission's opinion pursuant to NRS 281A.440, and gathers information, conducts investigations, and submits recommendations regarding the requests for opinion to two-member investigatory panels regarding whether there is just and sufficient cause to hold a public hearing and render an opinion in response to a particular request. NRS 281A.440, 281A.220. One member of the staff, the Associate Counsel, leads the investigatory process and, if a matter proceeds to a hearing, presents evidence to the Commission to support the allegations in the case.



Commission Counsel



The Commission Counsel is the legal advisor to the Commission. For each decision before the Commission, the Commission Counsel summarizes the arguments, analyzes the applicable law, and presents options for the Commission to consider in applying the law to the facts. Once the Commission makes a determination, the Commission Counsel prepares the written opinion of the Commission, including the appropriate findings of fact and conclusions as to relevant legal standards and the propriety of particular conduct. The Commission Counsel only may issue written opinions as the Commission directs. S/he also provides legal advice and defense to the body and the agency regarding compliance with state statutes, such as the Open Meeting Law, Public Records Act, Administrative Procedure Act, and challenges to Commission opinions. NRS 281A.260.

HOW does the Commission learn of ethics issues?

First-Party Opinions

A public officer or employee who seeks confidential guidance on questions directly related to the propriety of the requester's own past, present or future conduct may request advice by completing the Commission's form. Within 45 days the Commission must hold a hearing to interpret the relevant ethical standards and apply them to the facts and circumstances presented. If a requested opinion relates to present or future conduct, the conclusion and advice of the Commission are final and binding. NRS 281A.440.



Each First-Party RFO and its outcome is confidential unless the requester:

- (a) acts contrary to the Commission's advice;

(b) discloses the request, the contents of the opinion, or any proceeding related to it; or

(c) affirmatively waives his/her right to confidentiality.

NRS 281A.440(7).

Third Party Opinions

The Commission may interpret the statutory ethical standards and apply them to a given set of facts and circumstances upon request, if the requester submits the proper form and provides the Commission with all evidence necessary to determine whether there is just and sufficient cause for the Commission to render an opinion in the matter. NRS 281A.440(1). If a person who requests an opinion does not submit all necessary evidence and declare by oath or affirmation that s/he will testify truthfully, the Commission may reject the request.

The Commission also may initiate an investigation on its own motion regarding the propriety of conduct by a public officer or employee, but may not do so based solely upon an anonymous complaint. NRS.281A.440(2).

No request for opinion may proceed if it is submitted by a person incarcerated in Nevada.

Once the Commission's office receives a request for opinion (also known as an RFO), the Executive Director and Commission Counsel evaluate whether the allegations fall within the Commission's jurisdiction and are accompanied by a minimal level of credible supporting evidence sufficient to meet the statutory requirements. First, the RFO must allege conduct by a public officer or public employee that violates a provision in NRS 281A - - the only laws over which the Commission may exercise jurisdiction. Second, the RFO must contain sufficient credible evidence to support a reasonable belief that the alleged conduct actually occurred. The burden placed on the requester in meeting these requirements is very low.





After the Commission accepts jurisdiction, the Executive Director and her staff investigate the facts and circumstances and on that basis recommend to a two-member investigatory panel whether there is just and sufficient cause for the Commission to consider the matter and render an opinion. The Executive Director notifies the public officer or employee who is the subject of the request and offers an opportunity to respond to the allegations in writing. The subject's response often provides critical information to assist the investigation. The public officer or employee is not required to submit a response, but the subject's response often is very helpful to the process.

Once the investigation is completed, the Executive Director presents a written recommendation relating to just and sufficient cause, including the specific evidence and his/her rationale for the recommendation, to an investigatory panel. The investigatory panel then concludes the investigation and issues a determination regarding whether there is just and sufficient cause for the Commission to hold a hearing and render an opinion in the matter.

If the investigatory panel determines that just and sufficient cause exists for the Commission to render an opinion, the matter is set for hearing. Until the panel makes its determination, all information, communications, records, documents or other material in the possession of the Commission or its staff that is related to a request for an opinion regarding a public officer or employee submitted to or initiated by the Commission, including the record of the proceedings of the investigatory panel, are confidential and not public records, until:



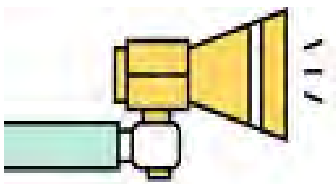
(a) The investigatory panel determines whether there is just and sufficient cause to render an opinion in the matter and serves written notice on the subject of the RFO; or

(b) The public officer or employee who is the subject of the RFO authorizes the Commission in writing to **“waive confidentiality”** and make the information public.

Generally, the **contents of the Commission’s** investigative file is protected as confidential. However, any portion of the investigative file which the Commission relies upon as evidence in a hearing becomes a public record.



Meetings or hearings that the Commission or the investigatory panels hold to receive information or evidence concerning the propriety of the conduct of a public officer or employee, and the deliberations of the Commission and the investigatory panels on such information or evidence are exempt from the provisions of the Open Meeting Law, chapter 241 of NRS. As a result, most Commission meetings include a closed session as well as an open public meeting.



If an investigatory panel deems that just and sufficient cause based on sufficient credible evidence exists to move the RFO to a public hearing, Commission staff swings into high gear to prepare for an evidentiary hearing involving documents and witnesses, testimony and argument that the subject violated a provision or provisions of NRS 281A. A finding by the Commission that a public officer or employee has violated any provision of the Ethics Law must be supported by a preponderance of the evidence.

STIPULATED OUTCOMES, WILLFULNESS AND SANCTIONS

The Commission attempts to resolve many RFOs well before a public hearing occurs, in an effort to save valuable public resources. Staff engages the subject of an RFO in discussions to come to agreements regarding critical facts and sometimes they agree on a legal conclusion that the public officer or public employee engaged in conduct which violated the Ethics Law.

Attempts to formulate reasonable findings of fact and conclusions of law to propose to the Commission, which may include proposing the imposition of a fine or sanction, often take an enormous amount of time, but result in a net savings of personnel and other resources at the end of the day. When considering whether to accept a proposed stipulation, the Commission must treat comparable situations in a comparable manner and must ensure that the disposition of the matter bears a reasonable relationship to its severity. NRS 281A.465.



The Legislature created a "safe harbor" in statute to encourage public officers and employees to rely on the attorney employed to advise them and their government agencies or bodies. Certainly, the Commission is not in a position to provide advice or suggest action or inaction prior to every act a public officer or employee undertakes. Chapter 281A provides that if the public officer or employee establishes by sufficient evidence that he or she relied in good faith upon the advice of the legal counsel retained by his or her public body, agency or employer; and his or her act or failure to act was not contrary to a prior published opinion issued by the Commission, then any violation of the Ethics Law cannot be deemed willful.

A willful violation is a violation where the public officer or employee acts intentionally or knowingly, or has a duty to act, but intentionally and knowingly failed to act in the manner required.¹ NRS 281A.170.

¹ "Intentionally" means voluntarily or deliberately, rather than accidentally or inadvertently. The term does not require proof of bad faith, ill will, evil intent or malice. NRS 281A.105. "Knowingly" imports a knowledge that the facts exist which constitute the act or omission, and does not require knowledge of the prohibition against the act or omission. Knowledge of any particular fact may be inferred from the knowledge of such other facts as should put an ordinarily prudent person upon inquiry. NRS 281A.115.



The statutes provide for the imposition of a financial penalty or sanction only for a willful violation of the chapter. In determining the amount of any civil penalty to be imposed, the Commission must consider a number of factors, including:

- The seriousness of the violation, including the nature, circumstances, extent and gravity of the violation.
- The number and history of previous warnings issued to or violations of the Ethics Laws by the public officer or employee.
- The cost to the Commission to conduct the investigation and any related hearing.
- Any mitigating factors, including, self-reporting, prompt correction of the violation, any attempts to rectify the violation before a complaint is filed and any cooperation by the public officer or employee in resolving the complaint.
- Any restitution or reimbursement paid to parties affected by the violation.
- The extent of any financial gain resulting from the violation.

NRS 281A.475.

If a violation is deemed to be willful, the Commission may impose civil penalties:

- (a) Not to exceed \$5,000 for a first willful violation;
- (b) Not to exceed \$10,000 for a separate act or event that constitutes a second willful violation; and
- (c) Not to exceed \$25,000 for a separate act or event that constitutes a third or subsequent willful violation.

If the Commission finds that a violation of the Ethics Laws resulted in the public officer or employee or another person realizing a financial benefit, the Commission may, in addition to any other penalties provided by law, require the current or former public officer or employee to pay a civil penalty of not more than twice the amount realized.

In addition to any other penalties provided by law, if a proceeding results in an opinion that removal from public office, expulsion or impeachment is warranted, the Commission will pursue that outcome through the proper channel depending on the position held.

The Ethics Law does not abrogate or decrease the effect of criminal statutes with respect to the conduct of public officers or employees. If the Commission finds that a public officer or employee has committed a willful violation of NRS 281A which it believes may also constitute a criminal offense, the Commission is required to refer the matter to the Attorney General or the district attorney, as appropriate, for a determination whether a crime has been committed that warrants prosecution.

HOW IS THE COMMISSION FUNDED?

A significant percentage of the workload of the Commission on Ethics relates to public officers and employees of the towns, cities, counties and other political subdivisions in Nevada, rather than the public officers and employees in State government. In the 2011-2012 biennium, the Commission processed 74% of its cases regarding local government officers and employees and 26% related to state government. In 2013-2014, the proportion of requests for opinion was 69% local and 31% State. For 2015-2016, the proportion changed again, to 79% local and 21% State. Each biennium, the Legislature adjusts the proportion based on the actual RFOs filed in the prior two years.

The formula for funding the Commission's work appears in statute as NRS 281A.270. Each county whose population is 10,000 or more and each city whose population is 15,000 or more pays a portion of the costs to carry out **the Commission's** functions. These assessments are apportioned based on the proportion that the total population of a city or the total population of the unincorporated area of the county bears to the total population of all cities and the unincorporated areas of all counties in Nevada. Assessments paid by these political subdivisions are deposited into the State Treasury and are accounted for in the State General Fund, credited to the budget account for the Commission.

WHO IS REGULATED BY THE ETHICS IN GOVERNMENT LAWS?

The Commission has jurisdiction to investigate and take appropriate action regarding conduct that violates NRS 281A by a public officer or public employee.

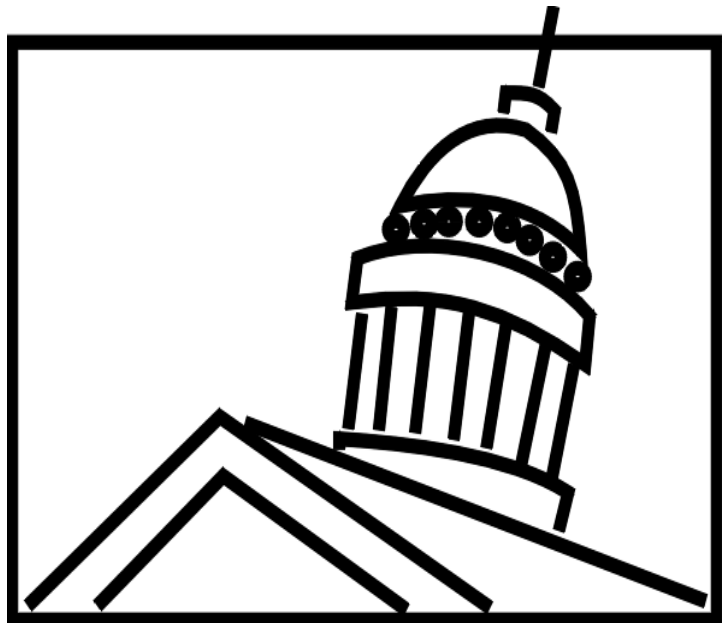
The Commission accepts RFOs for a two-year period after the conduct occurred. Anyone may file an RFO, and the Commission may even initiate a RFO itself. A proceeding begins either on the date a member of the public files a proper RFO with the Commission or on the date on which the Commission serves the subject with notice of a proceeding, if the proceeding is commenced by the Commission on its own motion.

NRS 281A.160 defines a “**public officer**” as a person who is elected or appointed to a position established by a law and involves the exercise of a public power, trust or duty. NRS 281A.182 designates certain positions as automatically considered public officers, such as a president of a university, state college or community college within the Nevada System of Higher Education, a superintendent of a county school district, a county manager and a city manager. These public officers are considered such even if they are appointed, subject to contract or are employed; whether they are compensated or not, and even if they are serving on a temporary, interim or acting basis.

“The exercise of a public **power, trust or duty**” in the definition of public officer means:

1) actions taken in an official capacity which involve a substantial and material exercise of administrative discretion in the formulation of public policy;

2) the expenditure of public money; and



3) the administration of laws and rules of the State or any political subdivision.

The following persons are expressly not public officers:

- Any justice, judge or other officer of the court system;
- Any member of a board, commission or other body whose function is purely advisory;
- Any member of a special district whose official duties do not include the formulation of a budget for the district or the authorization of the expenditure of the district's money; or
- A county health officer appointed pursuant to NRS 439.290.

“Public employee” means any person who performs public duties under the direction and control of a public officer for compensation paid by the State or any county, city or other political subdivision. NRS 281A.150. Public employees may work for improvement districts or school districts, be temporary or seasonal, and be paid by the hour or salaried.

WHAT CONDUCT IMPLICATES THE ETHICS LAWS?

CONFLICTS OF INTEREST

To recognize a conflict of interest when it arises, public officers and employees must be aware of matters affecting circumstances or persons with whom they have entered into a loan as a borrower or a lender; from whom they have received a gift; persons or entities or issues with which they have a significant pecuniary (financial) interest, and persons to whom they have a commitment in a private capacity to that person's interests.



NRS 281A.065 defines “commitment in a private capacity” with respect to the interests of another person, to mean a commitment, interest or relationship of a public officer or employee:

1. to their spouse or domestic partner
2. to a member of their **household (NRS 281A.100 “Household” means an association of persons who live in the same home or dwelling and who are related by blood, adoption, marriage or domestic partnership.)**
3. to a family member or in-law related by blood, adoption, marriage or domestic partnership within the third degree of consanguinity or affinity;
4. to the employer of the public officer or employee, or the employer of the spouse, domestic partner or a member of the household of the public officer or employee;
5. to a person with whom the public officer or employee has a substantial and continuing business relationship; or
6. to anyone with whom the public officer or employee has any other commitment, interest or relationship that is substantially similar to a commitment, interest or relationship described in 1 to 5 above.

DISCLOSURE AND ABSTENTION

Generally, when a matter comes before a public officer that affects a gift or a loan, a significant pecuniary interest or a person to whom the public officer has a commitment in a private capacity, that conflict must be disclosed. NRS 281A.420(1) prohibits a public officer or employee from acting to approve, disapprove, vote, abstain from voting or otherwise act upon a matter:

- (a) Regarding which the public officer or employee has accepted a gift or loan;
- (b) In which the public officer or employee has a significant pecuniary interest; or
- (c) Which would reasonably be affected by the public officer's or employee's commitment in a private capacity to the interests of another person,

unless the public officer must disclose sufficient information concerning the gift, loan, interest or commitment to put the public on notice of the potential effect of the action or abstention upon the person who provided the gift or



loan upon the public officer's or employee's significant pecuniary interest, or upon the person to whom the public officer or employee has a commitment in a private capacity. The disclosure must be made publicly at the time the matter is considered.

In addition to disclosure, a public officer must abstain from voting on or advocating the passage or failure of a matter with respect to which the **independence of judgment of a reasonable person in the public officer's** situation would be materially affected by:

- (a) the **public officer's acceptance of a gift or loan;**
- (b) the **public officer's significant pecuniary interest; or**
- (c) the **public officer's commitment in a private capacity to the interests of another person.**

The Commission has developed a guide to disclosure and abstention.

WHEN YOU THINK YOU MAY HAVE A CONFLICT OF INTEREST AT A PUBLIC MEETING, ASK YOURSELF THE FOLLOWING QUESTIONS TO DETERMINE WHETHER TO DISCLOSE THE CONFLICT OR BOTH DISCLOSE AND ABSTAIN FROM PARTICIPATING.

DOES **THE MATTER BEFORE ME** HAVE TO DO WITH:

MY ACCEPTANCE OF A **GIFT OR A LOAN?**

MY SIGNIFICANT **PECUNIARY** (economic) **INTEREST?**

THE INTERESTS OF A **PERSON TO WHOM I HAVE A COMMITMENT IN A PRIVATE CAPACITY?** That's defined as a commitment, interest or relationship with a person:

1. who is the spouse or domestic partner of the public officer or employee;
2. who is a member of the household of the public officer or employee;
3. who is related to the public officer or employee, or to the spouse or domestic partner of that person, by blood, adoption, marriage or domestic partnership within the third degree;
4. who employs the public officer or employee, the spouse or domestic partner of that person or a member of the household of the public officer or employee;
5. with whom the public officer or employee has a substantial and continuing business relationship; or

6. with whom the public officer or employee has any other commitment, interest or relationship that is substantially similar to a commitment, interest or relationship described above.

If my answer to any of the above is YES, then, when the matter is being considered,

1. I must disclose, on the record, sufficient information to fully inform or put the public on notice of the potential effect of my acting or abstaining on the matter due to my conflict of interest. My disclosure must **describe the nature and extent of the relationship that is the source of the conflict.**

AND

2. I must abstain only in a clear case where the independence of judgment of a reasonable person in my situation would be materially affected by the conflict just disclosed. I should undertake the abstention analysis on the record immediately after I state my **disclosure.**

* * *

WHAT YOU MIGHT SAY: "Mr./Madam Chair, NRS 281A.420 requires me to disclose a conflict of interest. The matter before this body affects **my acceptance of a gift or loan / my pecuniary interest / my commitment in a private capacity** to the interests of Mrs. Foster, my foster mother. (Next, you must take time to describe the potential conflict [between your interest and the matter before the body or board on which you serve.](#)) Ms. Foster's doughnut business will be financially enhanced if we approve building the new police station next door to her shop, and she will likely face financial ruin if we don't. Ms. Foster is everything to me even if she isn't my biological mother. She raised me in her home from age 3 until I turned 19. Our relationship is substantially similar to a blood relation, probably closer, so I conclude that the independence of judgment of a reasonable person in my situation **would / would not** be materially affected by this relationship, and because this **is / is not a clear case** of a disqualifying conflict of interest, I am going to be **voting / abstaining from voting** in this matter." (If you decide to abstain, you must refrain from advocating for or against the matter in any way.)

REMEMBER, YOU MAY DISCLOSE EVEN AN APPEARANCE OF IMPROPRIETY, THOUGH YOU ARE NOT REQUIRED TO DO SO. THIS TYPE OF DISCLOSURE ASSISTS IN YOUR DUTY TO AVOID CONFLICTS OF INTEREST AND TO ENHANCE AND MAINTAIN THE PUBLIC TRUST. SEE NRS 281A.020.

If the public officer is a member of a body which makes decisions, the disclosure must be made in public to the chair and other members of the body. If the public officer is not a member of such a body and holds an appointive office, the public officer or employee shall make the disclosure to the supervisory head of his or her organization or, if the public officer holds an elective office, to the general public in the area from which he or she is elected.

Public officers need not disclose campaign contributions or contributions to a legal defense fund that were reported pursuant to the statutes relevant to those gifts.

In addition to the disclosure and abstention requirements, a public officer who will be abstaining from participating may not advocate the passage or failure of, but may otherwise participate in the consideration of, a matter with respect to which the independence of judgment of a reasonable person in the public officer's situation would be materially affected by a gift or loan; a significant pecuniary interest; or a commitment in a private capacity to the interests of another person.

It must be presumed that the independence of judgment of a reasonable person in the public officer's situation would not be materially affected by a conflict of interest where the resulting benefit or detriment accruing to the public officer, or if the public officer has a commitment in a private capacity to the interests of another person, accruing to the other person, is not greater than that accruing to any other member of any general business, profession, occupation or group affected by the matter.



Appropriate weight and proper deference must be given to the public policy of this State which favors the right of a public officer to perform the duties of elected or appointed office, including the duty to vote or otherwise act upon a matter, provided the public officer has properly disclosed the acceptance of a gift or loan, significant pecuniary interest or commitment in a private capacity in the manner required.

"Because abstention by a public officer disrupts the normal course of representative government and deprives the public and the public officer's constituents of a voice in governmental affairs, the disclosure and abstention restrictions are intended to require abstention only in clear cases where the independence of judgment of a reasonable person in the public officer's situation would be materially affected by the public officer's acceptance of a gift or loan, significant pecuniary interest or commitment in a private capacity to the interests of another person." NRS 281A.420.

Except as otherwise provided in the Open Meeting Law, if a public officer will abstain from voting because of the Ethics Law, the quorum needed and the number of votes necessary to act upon the matter is reduced as though the member abstaining were not a member of the body or committee.

A State Legislator's disclosure and abstention obligations are governed by the Standing Rules of the Legislative Department of State Government which are adopted, administered and enforced exclusively by the Legislature under the authority of the Nevada Constitution.

PROHIBITED CONDUCT

NRS 281A.400 outlines a variety of acts that public officers and employees are prohibited from undertaking. The first 10 items of prohibited conduct may be found in NRS 281A.400, while several others appear throughout the statutes.



1. *Gifts that Tend to Improperly Influence Decision-making* - A public officer or employee shall not seek or accept any gift, service, favor, employment, engagement, emolument or economic opportunity which would tend

improperly to influence a reasonable person in the public officer's or employee's position to depart from the faithful and impartial discharge of his or her public duties.

2. *Unwarranted advantage* - A public officer or employee may not use his or her position in government to secure or grant an unwarranted privilege, preference, exemption or advantage for himself or herself, any business entity in which he or she has a significant pecuniary interest, or any person to whom he or she has a commitment in a private capacity to the interests of that person. In this **subsection, "unwarranted" means** without justification or adequate reason.



3. *Self-Dealing* - A public officer or employee is prohibited from participating as an agent of government in the negotiation or execution of a contract between the government and any business entity in which he or she has a significant pecuniary interest is prohibited.

4. *Extra Compensation* - A public officer or employee may not accept any salary, retainer, augmentation, expense allowance or other compensation from any private source for the performance of his or her public duties.

5. *Using non-public information* - If, through his or her public duties or relationships, a public officer or employee acquires any information which is not publicly available at the time, he or she may not use that information to further a significant pecuniary interest.



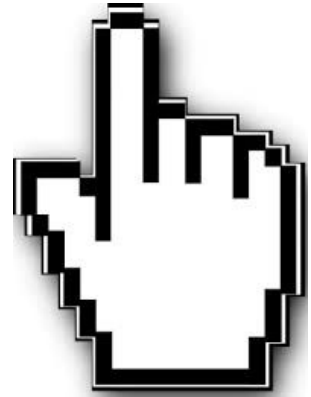
NOTE: A public officer or employee may use data or other information for non-governmental purposes if it is lawfully obtained from a governmental agency and is available to members of the general public.

6. *Suppressing Public Information* - A public officer or employee shall not suppress any governmental report or other official document because it might be perceived to affect his or her significant pecuniary interest unfavorably.

7. *Personal Use of Government Resources* - Except for State Legislators who are subject to the restrictions set forth in subsection 8, a public officer or employee shall not use governmental time, property, equipment or other facility to benefit a his or her own significant personal or pecuniary interest.

However, a limited use of governmental property for personal purposes is permissible if:

- The public officer or employee who is responsible for and has authority over such property, equipment or other facility has established a policy allowing the use, or the use is necessary as a result of emergency circumstances;
- The use does not interfere with the performance of the public officer's or employee's public duties;
- The cost or value related to the use is nominal; and
- The use does not create the appearance of impropriety.



Further, a public officer or employee may use telephones or other means of communication (e.g., text message, internet, email, local fax) if there is no special charge for that use. However, if a cost results from the authorized personal use (e.g., long-distance fax or call) or the agency would ordinarily charge a member of the general public for the use (e.g., copies), the public officer or employee shall promptly reimburse the cost or pay the charge to the governmental agency.

8. *State Legislators Use of Government Resources* - State Legislators may not use equipment or facilities for a nongovernmental purpose or for their own private benefit or that of any other person. Additionally, State Legislators may not require or authorize a legislative employee, while on duty, to perform personal services or assist in a private activity, except:



- In unusual and infrequent situations where the employee's service is reasonably necessary to permit the State Legislator or legislative employee to perform official duties; or
- Where such service has been established as legislative policy.

9. *Attempt to Influence a Subordinate* - A public officer or employee shall not attempt to benefit his or her significant personal or pecuniary interest through the influence of a subordinate.

10. *Using Position to Seek Other Employment* - A public officer or employee shall not seek other employment or contracts through the use of his or her official position.

11. *Accepting Honoraria* - A public officer or public employee shall not accept or receive an honorarium. (NRS 281A.510) However, an honorarium paid on behalf of a public officer or public employee to a charitable organization from which the officer or employee does not derive any financial benefit is deemed not to be accepted or received by the officer or employee for the purposes of this section.

As used in this section, "honorarium" means the payment of money or anything of value for an appearance or speech by the public officer or public employee in his or her capacity as a public officer or public employee. The term does not include the payment of:

(a) The actual and necessary costs incurred by the public officer or public employee, the officer's or employee's spouse or the officer's or employee's aid for transportation and for lodging and meals while the public officer or public employee is away from the officer's or employee's residence.

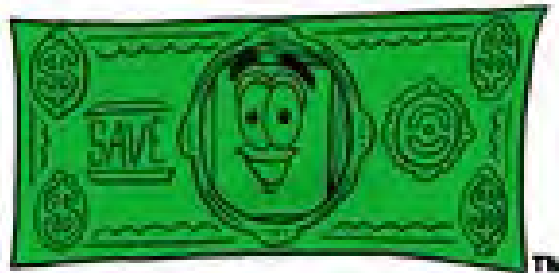
(b) Compensation which would otherwise have been earned by the public officer or public employee in the normal course of the officer's or employee's public office or employment.

(c) A fee for a speech related to the officer's or employee's profession or occupation outside of the officer's or employee's public office or employment if:

(1) Other members of the profession or occupation are ordinarily compensated for such a speech; and

(2) The fee paid to the public officer or public employee is approximately the same as the fee that would be paid to a member of the private sector whose qualifications are similar to those of the officer or employee for a comparable speech.

(d) A fee for a speech delivered to an organization of legislatures, legislators or other elected officers.



This section does not prohibit:

(a) The receipt of payment for work performed outside the normal course of a person's public office or employment if the performance of that work is consistent with the applicable policies of the person's public employer regarding supplemental employment.

(b) The receipt of an honorarium by the spouse of a public officer or public employee if it is related to the spouse's profession or occupation.

12. *Contracts in which public officer or employee has interest* - Except as otherwise provided in NRS 281A.430 (Ethics), NRS 218A.970 (Legislative Department) and NRS 332.800 (Local Government Purchasing), a public officer or employee shall not bid on or enter into a contract between an agency and any business entity in which he or she has a significant pecuniary interest.



A member of any board, commission or similar body who is engaged in the profession, occupation or business regulated by that body may bid on or enter into a contract with an agency, except the board, commission or body on which he or she is a member, if the member has not taken part in developing the contract plans or specifications and the member will not be personally involved in opening, considering or accepting offers.

A full- or part-time faculty member or employee of the Nevada System of Higher Education may bid on or enter into a contract with an agency, or may benefit financially or otherwise from a contract between an agency and a private entity, if the contract complies with the policies established by the Board of Regents of the University of Nevada pursuant to NRS 396.255.

Except as otherwise provided bidding on or entering into a contract with an agency is permissible if:

(a) The contracting process is controlled by the rules of open competitive bidding or the rules of open competitive bidding are not employed as a result of the applicability of NRS 332;

(b) The sources of supply are limited;

(c) The public officer or employee has not taken part in developing the contract plans or specifications; and

(d) The public officer or employee will not be personally involved in opening, considering or accepting offers.

If a public officer who is authorized to bid on or enter into a contract with an agency pursuant to the above is a member of the governing body of

the agency, the public officer must disclose his or her interest in the contract and may not vote on or advocate the approval of the contract.

A member of a local legislative body shall not, either individually or through any business entity in which the member has a significant pecuniary interest, sell goods or services to the local agency governed by his or her local legislative body unless:



(a) The member, or his or her business entity, offers the sole source of supply of the goods or services within the territorial jurisdiction of the local agency governed by his or her local legislative body;

(b) The local legislative body includes in the public notice and agenda for the meeting at which it will consider the purchase of such goods or services a clear and conspicuous statement that it is considering purchasing such goods or services from one of its members, or from a business entity in which the member has a significant pecuniary interest;

(c) At the meeting, the member discloses his or her interest in the purchase of such goods or services and does not vote upon or advocate the approval of the matter; and

(d) The local legislative body approves the purchase of such goods or services in accordance with all other applicable provisions of law.

The Commission may relieve a public officer or employee from the strict application of the provisions of this contracting section if the public officer or employee requests a first-party confidential opinion from the Commission and the Commission determines that such relief is not contrary to: (1) the best interests of the public; (2) the continued ethical integrity of each agency affected by the matter; and (3) the provisions of the Ethics Law.

13. *"Cooling Off" Requirements* - NRS 281A.550 prohibits the employment of certain former public officers and employees by regulated businesses and prohibits certain former public officers and employees from soliciting or accepting employment from certain persons contracting with State or local government.



- **Public Utilities Commission of Nevada (PUCN)** - A former member of the Public Utilities Commission of Nevada must not be employed by a public utility or parent organization or subsidiary of a public utility; or appear before the Public Utilities Commission of Nevada to testify on behalf of a public utility or parent organization or subsidiary of a public utility, for 1 year after the termination of the member's service on the Public Utilities Commission of Nevada.
- **Gaming Control Board or Nevada Gaming Commission** - A former member of the State Gaming Control Board or the Nevada Gaming Commission must not appear before the State Gaming Control Board or the Nevada Gaming Commission on behalf of a person who holds a gaming license (NRS 463 or 464) or who is required to register with the Nevada Gaming Commission (NRS 463), or be employed by such a person, for 1 year after the termination of the member's service on the State Gaming Control Board or the Nevada Gaming Commission.
- **Public Officer or Employee of the State Executive Branch** - A former public officer or employee of a board, commission, department, division or other agency of the Executive Department of State Government, except a clerical employee, shall not solicit or accept employment from a business or industry whose activities are governed by regulations adopted by the board, commission, department, division or other agency for 1 year after the termination of the former public officer's or employee's service or period of employment if:
 - (a) The former public officer's or employee's principal duties included the formulation of policy contained in the regulations governing the business or industry;

(b) During the immediately preceding year, the former public officer or employee directly performed activities, or controlled or influenced an audit, decision, investigation or other action, which significantly affected the business or industry which might, but for this section, employ the former public officer or employee; or



(c) As a result of the former public officer's or employee's governmental service or employment, the former public officer or employee possesses knowledge of the trade secrets of a direct business competitor.

These restrictions do not apply to a former public officer who was a member of a board, commission or similar body of the State if he or she is engaged in the profession, occupation or business regulated by the board, commission or similar body; the former public officer holds a license issued by the entity; and holding that license is a requirement for membership on the board, commission or similar body.

- **Public Officer or Employee of State or Local Government** - A former public officer or employee of the State or a political subdivision, except a clerical employee, shall not solicit or accept employment from a person to whom a contract for supplies, materials, equipment or services was awarded by the State or political subdivision for 1 year after the termination of the officer's or employee's service or period of employment, if: the amount of the contract exceeded \$25,000; the contract was awarded within the 12-month period immediately preceding the termination of the officer's or employee's service or period of employment; and the position he or she held at the time the contract was awarded allowed the former public officer or employee to affect or influence the awarding of the contract.

Relief from the Strict Application of the Statute for State and Local Government Public Officers and Employees - A current or former public officer or employee may request that the Commission apply the relevant facts in that person's case to the cooling-off provisions, and determine

whether relief from the strict application of those provisions is proper. If the Commission determines that relief is not contrary to:

- (a) the best interests of the public;
- (b) the continued ethical integrity of the State Government or political subdivision, as applicable; and
- (c) the provisions of NRS 281A,

it may issue an opinion to that effect and grant such relief. The opinion of the Commission in such a case is final and subject to judicial review pursuant to the Administrative Procedures Act (NRS 233B).



14. *Representing or Counseling Private Persons before Public Agencies* - NRS 281A.410 limits the ability of public officers and public employees to represent or counsel private persons before public agencies and requires such representation to be disclosed annually.

- If a public officer or employee serves in a state agency of the Executive Department or an agency of any county, city or other political subdivision, the public officer or employee shall not accept compensation from any private person to represent or counsel the private person on any issue pending before the agency in which that public officer or employee serves, if the agency makes decisions; and if the public officer or employee leaves the service of the agency, he or she shall not, for 1 year after leaving the service of the agency, represent or counsel for compensation a private person upon any issue which was under consideration by the agency during the public **officer's or employee's service. As used in this paragraph, "issue" includes** a case, proceeding, application, contract or determination, but does not include the proposal or consideration of legislative measures or administrative regulations.
- A State Legislator or a member of a local legislative body, or a public officer or employee whose public service requires less than half of his or her time, may represent or counsel a private person before an agency in which he or she does not serve.

- A member of a local legislative body shall not represent or counsel a private person for compensation before another local agency if the territorial jurisdiction of the other local agency includes any part of the county in which the member serves. The Commission may relieve the member from the strict application of the provisions of this subsection if the member requests a First Party opinion from the Commission and the Commission determines that such relief is not contrary to the best interests of the public; the continued ethical integrity of each local agency affected by the matter; and NRS 281A generally.
- Unless permitted by this section, no public officer or employee may represent or counsel a private person for compensation before any state agency of the Executive or Legislative Department.



DISCLOSURE REQUIRED: Not later than January 15 of each year, if any State Legislator, member of a local legislative body or other public officer (public employees are exempted from this requirement) permitted by this section has, within the preceding year, represented or counseled a private person for compensation before a state agency of the Executive Department, he or she shall disclose for each such representation or counseling during the previous calendar year:

- (a) The name of the client;
- (b) The nature of the representation; and
- (c) The name of the state agency.

This disclosure must be made in writing and filed with the Commission on a form prescribed by the Commission.

15. *Government Expense in Support or Opposition to Ballot Question or Candidate* - NRS 281A.520 prohibits a public officer or employee from requesting or otherwise causing a governmental entity to incur an expense or make an expenditure to support or oppose a ballot question; or candidate.

An expense incurred or an expenditure made by a governmental entity shall be considered in support of a candidate if:

- It is incurred or made to create or disseminate a pamphlet, brochure, publication, advertisement or television programming that prominently features the activities of a current public officer of the governmental entity who is a candidate for a state, local or federal elective office; and is created or disseminated during the period that begins when a current public officer of that governmental entity files a declaration of candidacy or acceptance of candidacy and ends on the date of the general election, general city election or special election for the office for which the current public officer of the governmental entity is a candidate.

These provisions do not prohibit the creation or dissemination of, or the appearance of a candidate in a pamphlet, brochure, publication, advertisement or television programming that is regularly made available to the public and merely describes the functions of the public office held by the public officer who is the candidate or the governmental entity by which the public officer who is the candidate is employed; or is created or disseminated in the course of carrying out the public officer/candidate's duty or that of his or her government employer.

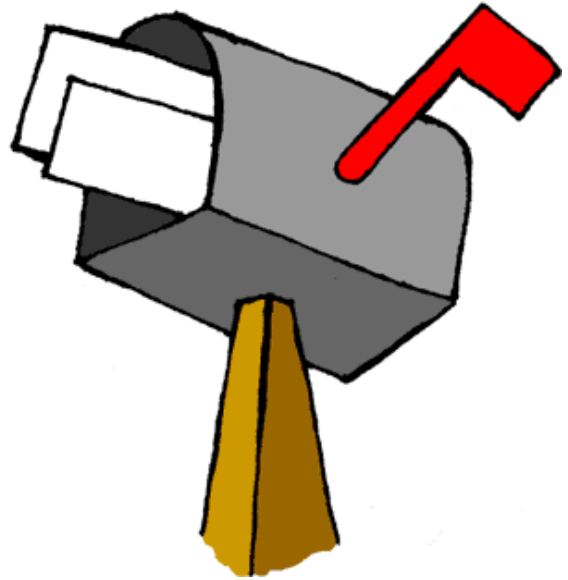
The statute does not prohibit an expense or an expenditure incurred to create or disseminate a television program that provides a forum for discussion or debate regarding a ballot question, if persons both in support of and in opposition to the ballot question participate in the television program.

"Pamphlet, brochure, publication, advertisement or television programming" includes, without limitation, a publication, a public service announcement and any programming on a television station created to

provide community access to cable television. The term does not include a media release by a governmental entity or the official website of a governmental entity.

ETHICS - ACKNOWLEDGMENT REQUIRED
(NRS 281A.500)

On or before the date on which a public officer swears or affirms the oath of office, the public officer must be informed of the statutory ethical standards and the duty to file an acknowledgment of the statutory ethical standards in accordance with this section by:



- For an appointed public officer, the appointing authority of the public officer; and
- For an elected public officer of:
 - 1) The county and other political subdivisions within the county except cities, the county clerk;
 - 2) The city, the city clerk;
 - 3) The Legislative Department of the State Government, the Director of the Legislative Counsel Bureau; and
 - 4) The Executive Department of the State Government, the Director of the Department of Administration, or his or her designee.
- Within 30 days after a public employee begins employment:
 - 1) The Director of the Department of Administration, or his or her designee, shall provide each new public employee of a state agency with the information prepared by the Commission concerning the statutory ethical standards; and
 - 2) The manager of each local agency, or his or her designee, shall provide each new public employee of the local agency with the information prepared by the Commission concerning the statutory ethical standards.

Each public officer shall acknowledge that the public officer received, read and understands the statutory ethical standards, and has a responsibility to inform himself or herself of any amendments to the statutory ethical standards as soon as reasonably practicable after each session of the Legislature. The acknowledgment must be executed on a form prescribed by the Commission and must be filed with the Commission:

1) If the public officer is elected to office at the general election, on or before January 15 of the year following the public officer's election.

2) If the public officer is elected to office at an election other than the general election or is appointed to office, on or before the 30th day following the date on which the public officer swears or affirms the oath of office.

A public officer must execute and file the acknowledgment once for each term of office. If the public officer serves at the pleasure of an appointing authority and does not have a definite term of office, in addition to executing and filing the acknowledgment after the public officer swears or affirms the oath of office, he or she must file the acknowledgment on or before January 15 of each even-numbered year while holding that office.

Willful refusal to execute and file the acknowledgment is a willful violation of NRS 281A and nonfeasance in office for the purposes of NRS 283.440 and, if the public officer is removable from office pursuant to NRS 283.440, the Commission may file a complaint in the appropriate court for removal of the public officer pursuant to that section.

Words to the Wise -

1. Ask for help and advice. When you wonder whether to do something, listen to your inner voice. Ask a colleague, counsel to your agency or the Ethics Commission for input. These steps alone can slow down your thinking so you probably can decipher what an outcome may be or what the "right thing to do" is to preserve the public trust in Government. When in doubt, defer taking action until you are more certain whether an act conforms to or violates the provisions of the Ethics Law.
2. Avoid conflicts between your personal interests and your duty or service to the public - whether the conflicts relate to finances or relationships or another matter. When a conflict arises, know what to do.
3. Keep up-to-date with changes to the Ethics Law and how it affects your role in government. Attend classes or take the online training at least annually to remind yourself of potential problem spots. Visit the Commission's website at www.ethics.nv.gov regularly to review updates or browse cases that apply the statutes to other fact scenarios. The real-life applications are an important and helpful resource to help understand how the Ethics Law might be applicable to you and your conduct.
4. Know whether your agency's policies require conduct more restrictive than that required by statute. Some agencies impose a "no gifts" policy while the Ethics Law prohibits only certain gifts.
5. Help develop a culture of ethics in your government workplace so that everyone knows the law, and all are expected to comply with it.
6. Be proud to be one of Nevada's public officers or public employees!

Nevada Commission on Ethics



Forms

<input type="checkbox"/>	NRS 281A.400(4)	Accepting any salary, retainer, augmentation, expense allowance or other compensation from any private source for the performance of his duties as a public officer or employee.
<input type="checkbox"/>	NRS 281A.400(5)	Acquiring, through his public duties or relationships, any information which by law or practice is not at the time available to people generally, and using the information to further the pecuniary interests of himself or any other person or business entity.
<input type="checkbox"/>	NRS 281A.400(6)	Suppressing any governmental report or other document because it might tend to affect unfavorably his pecuniary interests.
<input type="checkbox"/>	NRS 281A.400(7)	Using governmental time, property, equipment or other facility to benefit his personal or financial interest. (Some exceptions apply).
<input type="checkbox"/>	NRS 281A.400(8)	A State Legislator using governmental time, property, equipment or other facility for a nongovernmental purpose or for the private benefit of himself or any other person, or requiring or authorizing a legislative employee, while on duty, to perform personal services or assist in a private activity. (Some exceptions apply).
<input type="checkbox"/>	NRS 281A.400(9)	Attempting to benefit his personal or financial interest through the influence of a subordinate.
<input type="checkbox"/>	NRS 281A.400(10)	Seeking other employment or contracts through the use of his official position.
<input type="checkbox"/>	NRS 281A.410	Failing to file a disclosure of representation and counseling of a private person before public agency.
<input type="checkbox"/>	NRS 281A.420(1)	Failing to sufficiently disclose a conflict of interest.
<input type="checkbox"/>	NRS 281A.420(3)	Failing to abstain from acting on a matter in which abstention is required.
<input type="checkbox"/>	NRS 281A.430/530	Engaging in government contracts in which public officer or employee has a significant pecuniary interest.
<input type="checkbox"/>	NRS 281A.500	Failing to timely file an ethical acknowledgment.
<input type="checkbox"/>	NRS 281A.510	Accepting or receiving an improper honorarium.
<input type="checkbox"/>	NRS 281A.520	Requesting or otherwise causing a governmental entity to incur an expense or make an expenditure to support or oppose a ballot question or candidate during the relevant timeframe.
<input type="checkbox"/>	NRS 281A.550	Failing to honor the applicable "cooling off" period after leaving public service.

5. Identify all persons who have knowledge of the facts and circumstances you have described, as well as the nature of the testimony the person will provide. Check here if additional pages are attached.

NAME and TITLE: (Person #1)			
ADDRESS:		CITY, STATE, ZIP	
TELEPHONE:	Work:	Other: (Home, cell)	E-MAIL:
NATURE OF TESTIMONY:			
NAME and TITLE: (Person #2)			
ADDRESS:		CITY, STATE, ZIP	
TELEPHONE:	Work:	Other: (Home, cell)	E-MAIL:
NATURE OF TESTIMONY:			

6. YOU MUST SUBMIT EVIDENCE TO SUPPORT YOUR ALLEGATIONS PURSUANT TO NRS 281A.440(2)(b)(2).

Attach all documents or items you believe provide credible evidence to support your allegations. [NAC 281A.435\(3\)](#) defines credible evidence as any reliable and competent form of proof provided by witnesses, records, documents, exhibits, minutes, agendas, videotapes, photographs, concrete objects, or other similar items that would reasonably support the allegations made. A newspaper article or other media report will not support your allegations if it is offered by itself.

State the total number of additional pages attached (including evidence) _____.

7. REQUESTER'S INFORMATION:

YOUR NAME:			
YOUR ADDRESS:		CITY, STATE, ZIP:	
YOUR TELEPHONE:	Day:	Evening:	E-MAIL:

By my signature below, I affirm that the facts set forth in this document and all of its attachments are true and correct to the best of my knowledge and belief. I am willing to provide sworn testimony if necessary regarding these allegations.

I acknowledge that, pursuant to NRS 281A.440(8) and NAC 281A.255(3), this Request for Opinion, the materials submitted in support of the allegations, and the Commission's investigation are confidential until the Commission's Investigatory Panel renders its determination, unless the Subject of the allegations authorizes their release.

Signature:

Date:

Print Name:

You must submit an original and two copies of this form bearing your signature, and three copies of the attachments to:

**Executive Director
Nevada Commission on Ethics
704 W. Nye Lane, Suite 204
Carson City, Nevada 89703**



Clear All Fields

PRINT FORM

Forms submitted by facsimile will not be considered as properly filed with the Commission.
[NAC 281A.255\(3\)](#)

TELEPHONE REQUESTS FOR OPINION ARE NOT ACCEPTED.

**NEVADA COMMISSION ON ETHICS
FIRST-PARTY REQUEST FOR OPINION**

[NRS 281A.440\(1\) or 281A.550\(6\)](#)

NAME: <i>(Last, First)</i>		TITLE OF PUBLIC OFFICE: <i>(Your position: e.g. city manager)</i>	
PUBLIC ENTITY: <i>(Name of the entity employing this position: e.g. the City of XYZ)</i>		DATE APPOINTED OR ELECTED TO OFFICE: <i>(Current term: day, month, year)</i>	
ADDRESS: <i>(Street number and name)</i>		CITY, STATE, ZIP CODE:	
TELEPHONE:	<i>Day:</i>	<i>Evening:</i>	E-MAIL:

1) YES NO

I request a determination on my own behalf whether relief from the strict application of the provisions of NRS Chapter 281A.550.3 or 281A.550.5 ("cooling off" or "revolving door" prohibitions) is proper. (NRS 281A.550.6). **You must detail all necessary facts and circumstances.**

2) YES NO

I request the Commission's binding advice concerning the propriety of my own past, present or future conduct in my public position. (NRS 281A.440.1). **You must detail all necessary facts and circumstances.**

3) YES NO

This request, any related proceedings and any opinion rendered by the Commission are confidential unless I expressly waive confidentiality or it is deemed to have been waived by my conduct. I understand that any release of the fact of or the content of this request may be considered a waiver.

4) YES NO

I have sought guidance from an attorney who advises my public body or public employer. If not, why not?

5) Describe in specific detail whether the propriety of your past, present or future conduct is the subject of any action currently pending before another administrative or judicial body.

6) What provisions of NRS Chapter 281A cause you concern in this matter? Please check any that apply.

	Statute	Essence of Statute:
<input type="checkbox"/>	NRS 281A.020(1)	Failing to hold public office as a public trust; failing to avoid conflicts between public and private interests.
<input type="checkbox"/>	NRS 281A.400(1)	Seeking or accepting any gift, service, favor, employment, engagement, emolument or economic opportunity which would tend improperly to influence a reasonable person in his position to depart from the faithful and impartial discharge of his public duties.

<input type="checkbox"/>	NRS 281A.400(2)	Using his position in government to secure or grant unwarranted privileges, preferences, exemptions or advantages for himself, any business entity in which he has a significant pecuniary interest, or any person to whom he has a commitment in a private capacity to the interests of that person.
<input type="checkbox"/>	NRS 281A.400(3)	Participating as an agent of government in the negotiation or execution of a contract between the government and any business entity in which he has a significant pecuniary interest.
<input type="checkbox"/>	NRS 281A.400(4)	Accepting any salary, retainer, augmentation, expense allowance or other compensation from any private source for the performance of his duties as a public officer or employee.
<input type="checkbox"/>	NRS 281A.400(5)	Acquiring, through his public duties or relationships, any information which by law or practice is not at the time available to people generally, and using the information to further the pecuniary interests of himself or any other person or business entity.
<input type="checkbox"/>	NRS 281A.400(6)	Suppressing any governmental report or other document because it might tend to affect unfavorably his pecuniary interests.
<input type="checkbox"/>	NRS 281A.400(7)	Using governmental time, property, equipment or other facility to benefit his personal or financial interest. (Some exceptions apply).
<input type="checkbox"/>	NRS 281A.400(8)	A State Legislator using governmental time, property, equipment or other facility for a nongovernmental purpose or for the private benefit of himself or any other person, or requiring or authorizing a legislative employee, while on duty, to perform personal services or assist in a private activity. (Some exceptions apply).
<input type="checkbox"/>	NRS 281A.400(9)	Attempting to benefit his personal or financial interest through the influence of a subordinate.
<input type="checkbox"/>	NRS 281A.400(10)	Seeking other employment or contracts through the use of his official position.
<input type="checkbox"/>	NRS 281A.410	Failing to file a disclosure of representation and counseling of a private person before public agency.
<input type="checkbox"/>	NRS 281A.420(1)	Failing to sufficiently disclose a conflict of interest.
<input type="checkbox"/>	NRS 281A.420(3)	Failing to abstain from acting on a matter in which abstention is required.
<input type="checkbox"/>	NRS 281A.430	Engaging in government contracts in which public officer or employee has interest prohibited; exceptions.
<input type="checkbox"/>	NRS 281A.500	Failing to timely file an ethical acknowledgment.
<input type="checkbox"/>	NRS 281A.510	Accepting or receiving an improper honorarium.
<input type="checkbox"/>	NRS 281A.520	Requesting or otherwise causing a governmental entity to incur an expense or make an expenditure to support or oppose a ballot question or candidate.

7) Please elaborate on your selection(s):

Check here if additional pages are attached.

REQUESTED BY:

Signature

Print Name

Clear All Fields

PRINT FORM

Date

You must return an original signed form with information detailing the specific facts and circumstances related to your request to:

Executive Director
Nevada Commission on Ethics
704 W. Nye Lane, Suite 204
Carson City, Nevada 89703

NEVADA ACKNOWLEDGMENT OF ETHICAL STANDARDS FOR PUBLIC OFFICIALS

PERSONAL INFORMATION:

NAME:	TITLE OF PUBLIC OFFICE:
PUBLIC ENTITY:	
DATE APPOINTED OR ELECTED TO OFFICE (current term):	
ADDRESS:	CITY, STATE, ZIP:
TELEPHONE	E-MAIL:

I HEREBY ACKNOWLEDGE that (Handwritten initials required to the left of each of the following statements, as indicated):

I I HERE

I have received, read and understand the statutory ethical standards for public officers and public employees provided in NRS Chapter 281A (NRS 281A.500(1)(a)); and

INITIAL HERE

I have a responsibility to inform myself of any amendments to the statutory ethical standards as soon as reasonably practicable after each session of the Legislature (NRS 281A.500(1)(b)).

I understand that my refusal to execute and file this acknowledgement constitutes a willful violation of Chapter 281A of NRS, which may subject me to civil penalties. Further, if I am subject to removal from office pursuant to NRS 283.440, the Commission may file a complaint in the appropriate court for my removal for nonfeasance in office (NRS 281A.500(8)).

THE INFORMATION I HAVE PROVIDED HEREIN IS ACCURATE AND COMPLETE.

Date: _____ Signature: _____

Print Name:

WHO IS REQUIRED TO FILE:	WHEN (Due Date):
Appointed public officer.	Within 30 days of taking office, for each term of office.
Elected public officer who is elected at general election.	Jan. 15 th of the year following the general election, for each term of office.
Elected public officer who is elected at an election other than the general election.	Within 30 days of taking office, for each term of office.
Appointed public officer who serves at the pleasure of the appointing authority and does not have a definite term of office.	Within 30 days of taking office and then Jan. 15 th every even-numbered year while holding that office.

Statutory Ethical Standards may be obtained or requested from:

Nevada Commission on Ethics
704 W. Nye Lane, Suite 204
Carson City, Nevada 89703
775.687.5469 • 775.687.1279 fax
<http://ethics.nv.gov>

File completed form with:

Nevada Commission on Ethics
704 W. Nye Lane, Suite 204
Carson City, Nevada 89703
775.687.5469 • 775.687.1279 fax

**NEVADA DISCLOSURE OF
REPRESENTATION OR COUNSELING OF A PRIVATE PERSON
BEFORE A STATE AGENCY OF THE EXECUTIVE BRANCH**

PERSONAL INFORMATION:

NAME:	TITLE OF PUBLIC OFFICE:
ADDRESS:	
CITY, STATE, ZIP:	
TELEPHONE	E-MAIL:

I HEREBY DISCLOSE that during calendar year _____ that I represented or counseled a private person for compensation before a state agency of the executive branch and hereby make a disclosure of such representation, pursuant to NRS 281A.410.3.

NAME OF CLIENT:	
NATURE OF REPRESENTATION:	
NAME OF STATE AGENCY:	

NAME OF CLIENT:	
NATURE OF REPRESENTATION:	
NAME OF STATE AGENCY:	

If additional pages are needed, please use additional pages form, attach and indicate the number of attached pages: _____

THE INFORMATION I HAVE PROVIDED HEREIN IS ACCURATE AND COMPLETE.

Date: _____ Signature: _____

Print Name:

FILE COMPLETED FORM WITH:
Nevada Commission on Ethics
704 W. Nye Lane, Suite 204
Carson City, Nevada 89703
775.687.5469 • 775.687.1279 fax



POLICY AND PROCEDURE

Subject: Computing Resources Usage Policy

1.0 Purpose

This document formalizes the policy and procedures regarding the use of City computing resources (CCRs), including but not limited to computers, printers and other peripherals, programs, data, networks, email, the Internet, telephones, video conferencing systems, and social media. The goal of this policy is to be consistent with other City policies regarding the protection of City assets and to promote their proper use. This policy applies to any person using CCRs (herein referred to as “User” or “Users”) such as Carson City employees, elected officials, contracted personnel and volunteers, and is designed to help Users understand the City’s expectations for the use of CCRs and to help them use CCRs wisely.

2.0 User Responsibilities

It is the responsibility of Users to read, understand, and follow this policy. In addition, Users are expected to exercise good judgement in interpreting this policy and in making decisions about the use of CCRs. It is also the responsibility of any person using CCRs to understand and follow applicable department/elected office policies relating to handling of sensitive information, including but not limited to Criminal Justice Information (CJI), Protected Health Information (PHI), Personally Identifiable Information (PII), and Payment Card Industry (PCI) data. Any person with questions regarding the application or meaning of this policy should seek clarification from the Chief Information Officer. Failure to observe this policy may subject individuals to disciplinary action, including termination of employment.

3.0 Acceptable Uses

CCRs provided by Carson City empower Users by enabling them to deliver better services at lower costs. As such, Users are encouraged to use these resources to the fullest extent in pursuit of the goals and objectives of their department/elected office. Limited (incidental and occasional) personal use may be permissible during non-work time provided:

- it does not otherwise violate City policy;
- it involves no additional expense to the City;
- it does not reduce your productivity or interfere with your duties or the duties of others;
- you are already authorized to use the equipment; and
- it is legal and appropriate. (See Section 11.0 for examples of inappropriate uses).

The use of privately owned hardware and software to conduct Carson City business is strongly discouraged. Any exceptions to allow such usage must be approved by the Chief Information Officer.

4.0 No Expectation of Privacy

CCRs are the property of Carson City and are to be used in conformance with this policy. All data, application software, files, messages, documents, and other electronic information located on CCRs are owned by the City and may be subject to open records requests. Unless specifically restricted by statute, the City may exercise the right to inspect any User's CCR, any data contained in it, and any data sent or received by that CCR in pursuit of legitimate needs for supervision, control, and the efficient and proper operation of the workplace. Users should be aware that network administrators, to ensure proper network operations, may monitor network traffic and collect and review records of activity related to CCRs. Use of CCRs constitutes express consent for the City to monitor and/or inspect any data that Users create or receive, any messages they send or receive, and any web sites that they access.

5.0 Data Confidentiality

While performing their duties, Users often have access to confidential or proprietary information, such as personal data about identifiable individuals or commercial information about business organizations. Under no circumstances is it permissible for Users to acquire access to confidential information unless such access is required by their jobs. Under no circumstances may Users disseminate any confidential information that they have rightful access to unless such dissemination is required by their jobs.

6.0 Copyright Protection / Software Licenses

Software programs are protected by United States copyright law. Software publishers can be very aggressive in protecting their property rights from infringement, and any violations of copyright may have a significant fiscal impact on the City. It is Carson City's policy to be fully compliant with copyright laws and to have legal licenses for all software used by the City. There are no exceptions. As such, the following requirements must be followed:

- Software cannot be loaded onto City devices until it has been approved by the Chief Information Officer and is properly licensed by the City.
- Software will not be copied from City devices or otherwise removed from City property for personal use. Unauthorized copying constitutes theft.
- Privately owned software will not be loaded onto City devices unless approved by the Chief Information Officer and proper licensing is verified.

7.0 Malware and Phishing

Users must exercise reasonable precautions to prevent the introduction of malware into the City's networks. All electronic files obtained from outside the City networks must be checked for malware BEFORE being used. If at any time you suspect that malware is on your computer or that you clicked on a phishing link, notify Information Technology immediately at 775-283-7000; this is the best way to help limit the impact on CCRs.

Email attachments and phishing are the most frequently used method for transmitting malware and tricking you into giving up your password or other confidential information. To minimize

exposure, Users must observe the following email safety precautions whenever accessing the City's email system:

- Watch for signs of phishing, such as an urgent or unusual tone, spelling or grammatical errors, inconsistencies in email addresses and links, very brief emails, requests for payment, and notices pertaining to your network account.
- Never open an attachment within an email from an unknown company or person, or someone not expected.
- If you open an attachment and see unusual activity on your computer afterwards, that may indicate that the attachment contained malware.
- When in doubt, contact the sender of the email to verify validity of the email.

8.0 Password and Network Security

Most City computers are connected to a local area network, which links computers within the City. It is important that Users take particular care to avoid compromising the security of the network because problems can spread to other computers. The use of passwords, multifactor authentication, and the physical security of computer hardware are the primary means of maintaining security. The following guidelines relate to network security:

- User IDs and passwords are uniquely assigned to Users to identify that person to the network. Users must never share their passwords with anyone else and must promptly notify Information Technology if they suspect their passwords have been compromised.
- Users are responsible for all activity conducted under their User ID. Users should always log off or have a password-protected screen saver in operation before leaving a PC unattended.
- Passwords must be changed at least semi-annually and must not be stored in an easily accessible place.
- Never use the same or similar passwords for City use as for personal use. The best practice is to use a different password for each web site so that if one is compromised, hackers can't use the same password to access other web sites.
- Personally owned devices that connect to the internet (like laptops, tablets and smart phones) are prohibited from connecting to City business network(s) via wired or wireless connections. However, personally owned devices being used solely for City business can connect to the City network(s) through (1) City guest or vendor wireless Internet network(s), or (2) the City's approved employee VPN software.
- The use of personal VPN software is prohibited on CCRs.

9.0 Smartphones and Tablets

The procurement and use of Mobile Devices such as smartphones and tablets are subject to the same guidelines as all other computer hardware. Additional guidelines for using Mobile Devices are as follows:

- Use of a Mobile Device must support a valid City business function.
- Mobile Devices must be supported by the City Mobile Device Management (MDM) system.
- A privately-owned Mobile Device cannot be used to conduct City business without the approval of the department head/elected official.

See also the Mobile Device Allowance Policy.

10.0 Social Media Usage Policy

Using social media during work time on City equipment or personally owned devices connected to City network, is prohibited unless it is work-related as authorized by User's supervisor or consistent with this policy. See also the Unacceptable Behavior Policy.

11.0 Email and Internet Usage Policy

Email and Internet access are provided as resources to be used to conduct City business. Employees are encouraged to use the Internet for research, education and professional development and communications that further the mission and goals of their department/elected office. Use of the Internet is a privilege which constitutes the acceptance of responsibilities and obligations, and access may be revoked for unacceptable activities. The following guidelines were developed to protect the quality and integrity of the City's email and Internet resources, and to provide Users with appropriate standards of behavior.

Unless related to your job, it is unacceptable to use the City's Internet and email resources for inappropriate uses such as:

- for any purposes which violate a Federal, State, or local law;
- to benefit personal interests;
- forwarding or transmitting City business emails to personal email or cloud storage accounts;
- to access online gambling sites;
- for purposes not directly related to the mission, duties, or work tasks of the City's departments/elected offices during work time;
- for private business, including commercial advertising;
- to access or share indecent or obscene material including any form of pornography;
- for downloading to or distribution of software;
- for any use that interferes with or disrupts network Users, services, or equipment;
- to intentionally make copies of any software, electronic file, program, or data without a prior, good faith determination that such copying is, in fact, permissible;
- to intentionally misrepresent themselves electronically as others or circumvent established policies defining eligibility for access to information or systems;
- for political purposes, fundraising, or public relations activities not specifically related to City government activities;
- to misrepresent the City's programs or policies in their communications;
- to transmit or use communications that contain ethnic slurs, racial epithets, or anything that may be construed as harassment or disparagement of others based on race, national origin, sex, age, disability, or religious beliefs;
- to access resources, including web sites and news groups, that are inappropriate in a business setting; or
- to perform any activity that may compromise the integrity of the City and its business in any way.

End of Policy



Carson City Employee Training Acknowledgement Form

I, _____, hereby acknowledge that I attended orientation, and I received the following training:

- _____ Workplace Harassment/Discrimination Training
- _____ Carson City Workers' Compensation and Safety Training
- _____ PolicyTech Training

I further acknowledge that I have received the following:

- _____ General Conduct Guidelines
- _____ Workers' Compensation
 - Brief Description of Rights & Benefits
 - Carson City Workers' Compensation Claim Reporting Procedure
- _____ Carson City Organization Chart, Pay Periods Table, and Pay Code Information
- _____ Carson City Employee Safety Procedures Manual
- _____ PolicyTech login information, username, and password
- _____ Nevada Ethics in Government Manual

I understand and agree that it is my responsibility to read and comply with all Carson City policies and procedures and that I must review the policies and procedures on PolicyTech at carson.policytech.com within the first 30 days of employment.

I further understand that it is my responsibility to read and comply with all Department/Elected Office policies, procedures, standard operating procedures and general orders applicable to my position.

I further understand that it is my responsibility to read and understand new or amended policies, procedures, standard operating procedures and general orders applicable to my position.

I further understand and agree to consult my supervisor or the Human Resources Department with any questions I may have concerning the interpretation and/or application of Carson City policies and procedures or the Department's/Elected Office's policies, procedures, standard operating procedures and general orders applicable to my position.

Signature

Date

EMPLOYEE RIGHTS AND RESPONSIBILITIES

The Nevada Occupational Safety and Health Act was created to allow you to do your job in a safe and healthy workplace. But it is up to you to make sure that job safety works. Here are some tips to help you stay safe on the job.



Know and follow all safety rules set by:

- + Your employer
- + The Nevada Occupational Safety and Health Act
- + State of Nevada Occupational and Health Administration (NVOSHA)

You can get copies of all Nevada safety and health standards from the Safety Consultation and Training Section of the Division of Industrial Relations or on the web at www.4safefw.state.nv.us. Also, your employer may be required to have a written workplace safety program.

If your employer requires personal protective equipment, such as hard hats, safety shoes, safety glasses, respirators, or hearing protection, you are responsible to wear and/or use the equipment.

If you do not know how to safely use tools, equipment or machinery, be sure to ask your supervisor.

If you see something that's unsafe, report it to your supervisor. That's part of your job. Give your employer a chance to fix the problem. If you think the unsafe condition still exists, it is your right to file a complaint with NVOSHA. The Division will not give your name to your employer.



Stop and Learn Your Rights and Responsibilities

The Division of Industrial Relations of the Nevada Department of Business & Industry helps employers provide a safe and healthful workplace. This document explains the rights and responsibilities of both employers and employees in creating a safe working environment.



WORKPLACE SAFETY IS EVERYONE'S RESPONSIBILITY.

I have (check one) read this document or viewed the video, entitled "Nevada Workplace Safety: Your Rights and Responsibilities" and I understand my rights and responsibilities for safety in the workplace.

Employee Name (please print) _____ Date _____

Employee's Signature _____

Place of Viewing Video _____

Employer's Name (please print) Carson City

Employer's Signature (or representative) Shane McGowan

Any employee who does not understand this document should contact his or her supervisor, employee representative or the Division of Industrial Relations of the Nevada Department of Business & Industry.

Las Vegas: (702) 486-9140

Reno: (775) 688-3730

Elko: (775) 778-3312

Toll-Free: (877) 472-3368

There are laws that protect you if you are punished for filing a safety and health complaint. If you feel you have been treated unfairly for making a safety and health complaint, you have 30 days from the date of the punishment to file a discrimination complaint with NVOSHA.

Whistle Blower Hotline - (702) 486-9097

Most on-the-job injuries are covered by Workers' Compensation Insurance. From cuts and bruises to serious accidents, coverage begins the first minute you're on the job.

It is your responsibility to report any on-the-job injury or occupational disease immediately to your supervisor or foreman using the "Notice of Injury or Occupational Disease" C-1 Form. You have 7 days from the date of injury or knowledge of the occupational disease to turn in the completed C-1 Form to your employer. If you seek medical treatment for a work-related injury you must complete a "Claim for Compensation" C-4 Form at the emergency room or medical provider's office to initiate a claim for workers compensation.

But remember, filing a false claim will result not only in a loss of benefits, but could mean costly fines and/or jail time.

If there is a dangerous situation at work and an employee, with no reasonable alternative, refuses in good faith to expose themselves to a dangerous condition, they would be protected from subsequent retaliation. The condition must be of such a nature that a reasonable person would conclude that there is a real danger of death or serious harm and that there is not enough time to contact NVOSHA and for NVOSHA to inspect. Where possible, the employee must have also sought from the employer, and been unable to obtain, a correction of the condition.

During a NVOSHA inspection, you have the right to talk privately with the inspector and take part in meetings with the inspector before and after the inspection. You are encouraged to point out hazards, describe injuries and illnesses from these hazards, discuss past worker complaints and inform the inspector of working conditions that are not normal during the inspection. If after the inspection citations are proposed to the employer, the employer is required to post the citations where employees can see them.

EMPLOYER RIGHTS AND RESPONSIBILITIES

The Safety Consultation and Training Section (SCATS) was created to assist employers in complying with Nevada laws which govern occupational safety and health. They are available to provide a workplace hazard assessment. This service can assist employers in minimizing on-the-job hazards, and is provided at no charge.

The Division also offers no cost safety training and informational programs for Nevada employers.

A Nevada employer with 11 or more employees must establish a written workplace safety program. A safety committee is required if you have more than 25 employees or if an employer's employees are engaged in the manufacturing of explosives.

You must maintain a workplace that is free from unsafe conditions.

As an employer you are responsible for complying with all Nevada safety and health standards and regulations found in the:

- + Nevada Occupational Safety and Health Act
- + Occupational Safety and Health Standards and Regulations

Copies of all occupational safety and health standards and regulations are available from the Division of Industrial Relations (SCATS and NVOSHA) or on the web at www.4safenv.state.nv.us.



You are also responsible for ensuring that your employees comply with these same rules, standards and regulations. You must select someone to administer and enforce occupational safety and health programs in your workplace.

Before assigning an employee to a job, you must provide proper training in a language and format that is understandable to each employee:

- + Safe use of equipment and machinery
- + Personal protective gear
- + Hazard recognition
- + Emergency procedures
- + Hazardous chemicals and substances found at the jobsite or in the workplace

You must also inform all employees of the safety rules, regulations and standards which apply to their respective duties.

It is your responsibility to maintain accurate accident, injury and safety records and reports. These files must be made available, upon request, to the affected employee and representatives of NVOSHA.

The Nevada Safety and Health Poster, provided by the Division of Industrial Relations, must be posted in a prominent place on the job site.

Any accident or motor vehicle crash occurring in the course of employment which results in the inpatient hospitalization of one or more employees, the amputation of a part of an employee's body or an employee's loss of an eye must be reported by the employer orally to the nearest office of NV OSHA within 24 hours after the time that the accident or crash is reported to any agent or employee of the employer.

Any accident or motor vehicle crash occurring in the course of employment which is fatal to one or more employees must be reported by the employer orally to the nearest office of NV OSHA within 8 hours after the time that the accident or crash is reported to any agent or employee of the employer.

Nevada employers are required to secure and maintain workers' compensation insurance unless excluded by Nevada Revised Statute (NRS). There are few exceptions to this requirement. In the event of an injury or at the onset of an occupational disease, the employer must provide the C-1 Form, "Notice of Injury or Occupational Disease - Incident Report" to the injured worker. The employer is also responsible for filing an "Employer's Report of Injury" (C-3 Form) within six working days with your insurer after the receipt of a "Claim for Compensation" (C-4 Form) from a physician or chiropractor.

Additional employer responsibilities:

- + Perform tests such as air sampling and noise monitoring.
- + Prevent employee exposure to harmful substances to include chemicals, lead, asbestos, and sharps.
- + Provide hearing exams, medical testing, fall protection, machine guarding, cage-in and confined space safety equipment and protection, respirators, personal protective equipment, etc., as required by NVOSHA and OSHA standards.

The law requires that employers shall provide newly-hired employees with a copy of this document or with a video setting forth the rights and responsibilities of employers and employees to promote safety in the workplace.

Employers shall keep a signed copy of the attached receipt in the employee's personnel file to show he or she has been made aware of these rights and responsibilities.



ADDITIONAL INFORMATION

If you require further information or would like to obtain copies of safety and health standards, videos of this pamphlet in English and Spanish or more copies of the pamphlet, contact the following:

State of Nevada Department of Business & Industry, Division of Industrial Relations, Safety Consultation and Training Section

Southern Nevada
 3360 W. Sahara Avenue
 Suite 100
 Las Vegas, NV 89102
 (702) 486-9140
 Fax: (702) 486-8711

Northern/Central Nevada
 4600 Kietzke Lane
 Suite E-144
 Reno, NV 89502
 (775) 688-3730
 Fax: (775) 688-4478

Northeastern Nevada
 350 West Silver Street
 Suite 210
 Elko, NV 89801
 (775) 778-3312
 Fax: (775) 778-3412

Or Call, Toll-Free
 1 (877) 4SAFENV (472-3368)
www.4safenv.state.nv.us

State of Nevada Department of Business & Industry Division of Industrial Relations NVOSHA

Southern Nevada
 3360 W. Sahara Avenue
 Suite 200
 Las Vegas, NV 89102
 (702) 486-9020
 Fax: (702) 486-7214

Northern Nevada
 4600 Kietzke Lane
 Suite F-153
 Reno, NV 89502
 (775) 688-3700
 Fax: (775) 688-4378

A video of this information is available in English and Spanish through the Division of Industrial Relations, Safety Consultation and Training Section. This document may be copied. For additional copies, contact the Division of Industrial Relations or visit www.4safenv.state.nv.us.

**SUBSEQUENT INJURY FUND
POST-HIRE MEDICAL HISTORY QUESTIONNAIRE**

Purpose: The post-hire medical history questionnaire is provided to you after being hired and contains questions about your past injuries and medical conditions. These injuries and medical conditions do not have to be related to any of your previous occupations. The questionnaire serves as notice to Carson City of your pre-existing injuries and medical conditions and the information will only be used if you sustain a work related injury that may be eligible under the Subsequent Injury Account (see below). You should not consider this form to represent a request for an accommodation under the ADA. If you have a disability that needs an accommodation, you must notify Human Resources.

Subsequent Injury Account (SIA): Many years ago, the State of Nevada created a program called the Nevada Subsequent Injury Account to encourage employers to hire and retain employees with pre-existing medical conditions. Should you have a work-related injury/illness; the answers you provide on this form will help to facilitate reimbursement from the SIA to Carson City for the costs related to your workers' compensation claim. Your workers' compensation benefits will not be affected.

Employee Acknowledgment:

I acknowledge that Carson City has offered employment to me beginning on _____, 2020.

I acknowledge that the purpose of this form is to assist Carson City in seeking reimbursement from the Subsequent Injury Account should I have a work related injury while employed with Carson City.

I understand that the information contained on this form will be kept confidential and will not be maintained in my personnel file.

Employee Name: _____ **Position:** _____

Employee Signature: _____ **Date:** _____

1. Have you ever been diagnosed and/or treated for any of the following conditions or diseases? Circle "Yes" or "No" below.

Herniated Disc (spine)	Yes	No	Eye injury	Yes	No
Surgical removal of disc/fusion	Yes	No	Epilepsy	Yes	No
Disease process of spine	Yes	No	Cancer	Yes	No
Lung disease/condition/defect	Yes	No	Color Blindness	Yes	No
Heart disease/conditions/defects	Yes	No	Chest pain	Yes	No
Arthritis/rheumatism	Yes	No	Sleep disorders	Yes	No
Right knee injury	Yes	No	Anxiety disorders	Yes	No
Left Knee injury	Yes	No	Hearing impairment	Yes	No
Right shoulder injury	Yes	No	Whiplash (neck)	Yes	No
Left shoulder injury	Yes	No	Muscle/tendon tears	Yes	No
Right arm/hand injury	Yes	No	Neck injury	Yes	No
Left arm/hand injury	Yes	No	Diabetes	Yes	No
Right leg/foot injury	Yes	No	Blood disorders	Yes	No

Left leg/foot injury	Yes	No	High blood pressure	Yes	No
Back injury	Yes	No	Allergies	Yes	No

If you circled "Yes" on any injury/condition on #1, please briefly explain: _____

2. Are you currently or have you ever been under the care of a health care professional for any serious injury or medical condition not listed above? **Circle Yes or No.** If yes, please briefly explain:

3. Have you ever had a previous work related injury/illness in Nevada or any other state? **Circle Yes or No.** If yes, please provide the date of injury/illness, they type of injury/illness and the employers name:

- a. _____
- b. _____
- c. _____

4. Has any health care professional ever given you an impairment rating? **Circle Yes or No.** If yes, please provide the reason and the percentage of impairment given: _____

I certify that to the best of my knowledge, the information I have given in the Subsequent Injury Post-Hire Medical Questionnaire is complete and correct.

Employee Signature _____ Date _____

 TO BE COMPLETED BY RISK MANAGEMENT

Reviewed by: _____ Title: _____
 Date: _____



Carson City- Employee Self Service (ESS) Guide



What is Employee Self Service?

- Employee Self Service is a website that is connected to the City's Human Capital Management program called Munis.
- You can view your personal information and payroll information (e.g. paychecks, accruals, etc.) and access the time and entry system- either Telestaff (Sheriff & Fire) or ExecuTime (all other employees).
- Employee Self Service empowers the employee to make changes to their personal information.



How Does Employee Self Service Impact Me?

At this time you will be able to:

- View current and past payroll information.
- View current and past W2 information and change your W4.
- View/Change your home address information.
- Add/View/Change your personal e-mail address.
- Add/View/Change your phone information.
- Add/View/Change emergency contact information.
- Enter the time entry system to complete your timesheet.
- Link to employee resources



<https://selfservice.carson.org>

 Munis Self Service



Carson City Self Services

Home

Welcome to Carson City's Employee Self Service portal!

Please click [here](#) to log in.





Home

Citizen Self Service

Login

Username

Password

Log in

Once you arrive at the login page, enter the same username and password you use to sign into your computer. Note: This is tied to Active Directory, so any time you change your password, you will need to use the new password to login here too. Please remember the password is case sensitive.



Welcome to Employee Self Service

Launch ExecuTime



Announcements

Welcome to Carson City's Employee Self Service Program. For links to the City's policy manual and health insurance plans, please click on the resources menu icon at the top of this page. Thank you for being a valuable member of the Carson City team, if you need additional resources, please don't hesitate to contact Human Resources at (775) 887-2103. Have a great day!

Personal information

[More](#)

BRUKETTA, MELANIE

1839 WALNUT CT
CARSON CITY, NV 89703

Phone

:
HOME PHONE MIGRATION: 7752913434

Email

Alternate email: melbruketta@gmail.com



Time off

[Show current balances](#)



Note: accruals are only current from the last pay period.

[Show time off taken](#)



Paychecks

[Show paycheck amounts](#)



Benefits of Electronic Paystubs

- Your paystub will come to you. You will no longer have to wait until you return to the office.
- No more piles of paper to store and shred.
- Convenient and hassle-free. You have the ability to go online and view your payroll information.
- Easily store your paystub.

Welcome to Employee Self Service


[Launch ExecuTime](#)

Announcements

Welcome to Carson City's Employee Self Service Program. For links to the City's policy manual and health insurance plans, please click on the resources menu icon at the top of this page. Thank you for being a valuable member of the Carson City team, if you need additional resources, please don't hesitate to contact Human Resources at (775) 887-2103. Have a great day!

Personal information

[More](#)

BRUKETTA, MELANIE


Email
Alternate email: melbruketta@gmail.com

HOME PHONE MIGRATION: 7752913434

Time off

[Show current balances](#)

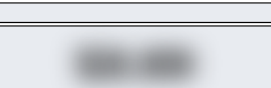


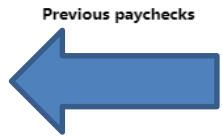
[Show time off taken](#)



Paychecks

[Show paycheck amounts](#)


Year to date



Tools
[Paycheck simulator](#)
[View last year's W2](#)
[Change your W4](#)

Electronic Paystub

ESS Mobile Service URL



[Copy to clipboard](#)

ESS And Employee Resources



The screenshot shows the top navigation bar of the 'Munis Self Service' website. The header is dark blue with the 'Munis Self Service' logo on the left and three icons (graduation cap, document, question mark) on the right. Below the header, the main content area is white. On the left, there is a vertical navigation menu with links for 'Home', 'Employee Self Service', 'Benefits', 'Life Events', and 'Certifications'. The main content area features a 'Welcome to Employee Self Service' heading, a 'Launch ExecuTime' button, and an 'Announcements' section with a welcome message. A 'Personal information' section is also visible at the bottom right of the main content area.

If you click on the paper next to the graduation cap you will see a drop down box that will take you to options for employee resources such as benefit information and training.

This screenshot shows a close-up of the top navigation bar with the dropdown menu open for the document icon. The dropdown menu is titled 'Resources' and contains the following links: 'City Policy & Procedure Manual', 'Hometown Health (Medical Ins.)', 'Anthem Dental', 'EyeMed Vision', 'Teladoc', and 'KnowledgeCity-Training'. A blue arrow points to the 'KnowledgeCity-Training' link.



ANNUAL HARASSMENT TRAINING


- You can access KnowledgeCity, the City's harassment training provider.
- Harassment training must be completed each year and attached to your performance review.
- Evaluations received by Human Resources without the training certificate attached will not be processed until the certificate is received.



What Should I Do Now?

- Review the information in the personal information section. Update address, phone information and email.
- Enter emergency contact information.
- Enter a personal email address. This information is needed to receive electronic paystubs and other documents after leaving City employment.



 **Munis Self Service**

Home

Employee Self Service

Benefits


Life Events

Certifications

Employee Notifications

Pay/Tax Information

Performance Evaluations

Personal Information 

The following tasks can be performed in ESS. *(Note: not all tasks are functioning at this time, you will be notified as they are rolled out in the future.)*

- Enroll in benefits
- View copies of certificates
- Receive Department/Office and City-wide notifications
- View pay/tax information
- View performance evaluations
- View and revise personal information



Personal Information

General Contact

Home

Employee Self Service

Benefits

Life Events

Certifications

Employee Notifications

Pay/Tax Information

Performance Evaluations

Personal Information

Add/View Changes

Job Information



Name
BRUKETTA, MELANIE

Preferred name

Employee ID
760

SSN
XXX-XX-XXXX

Active status
ACTIVE

Personnel status
FULL TIME SALARY

Email address
MBruketta@carson.org

Alternate email address
melbruketta@gmail.com

Primary location
HUMAN RESOURCES

Check location

Hire date
6/26/1995

Service date
6/26/1995

Original hire date
1/1/0001

Supervisor
NANCY M PAULSON

Supervisor email
npaulson@carson.org

[Edit](#)





Personal Information

General Demographics Contact



Name
BRUKETTA, MELANIE

Preferred name

Employee ID
760

SSN
XXX-XX-XXXX

Active status
ACTIVE

Personnel status
FULL TIME SALARY

Alternate email address

Primary location
HUMAN RESOURCES

Check location

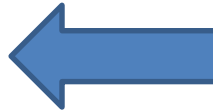
Hire date
6/26/1995

Service date
6/26/1995

Original hire date
1/1/0001

Supervisor
NANCY M PAULSON

Supervisor email
npaulson@carson.org



Changes can be made to preferred name and to your alternate email address. We Encourage you to create your alternate email address and keep it updated because the City will use this email address to contact you if you leave City employment. E.g. W-2

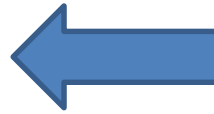
Save

Cancel



Personal Information

General Demographics **Contact**



Addresses [Add new](#)

Home Address
1839 WALNUT CT
CARSON CITY NV 89703

[Edit](#)

“Contact” there are a number of fields you can update and we encourage you to keep these fields updated.

Emergency Contacts [Add new](#)

Telephones [Add new](#)

Listed
Opting out of text messages
[Edit](#) | [Delete](#)

HOME PHONE MIGRATION
7752913434
CELL
Listed
Opting in to text messages
[Edit](#) | [Delete](#) | [Make primary](#)



Changing the W-4

Home

Employee Self Service

Benefits

Life Events

Certifications

Employee Notifications

Pay/Tax Information

YTD Information

W-2

1099-R

W-4

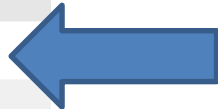
Paycheck Simulator

Total Compensation

Payroll Calendars

Performance Evaluations

Personal Information





Pending W-4 Request

NoReply@MUNIS.com

Sent: Fri 11/8/2019 3:54 PM

To: Melanie Bruketta

Your W-4 Change Request has been submitted successfully.
You will receive another email once the request has been approved.

This is a system generated message, do not respond to this email.

Example emails

-----Original Message-----

From: noreply@carson.org [mailto:noreply@carson.org]

Sent: Friday, November 8, 2019 3:59 PM

To: Melanie Bruketta

Subject: W-4 Request

This is a notification that your W-4 change request submitted on 11/08/2019 has been Approved.

Please verify the changes made are correct and contact Finance with any concerns.

This is a system generated message, do not respond to this email.

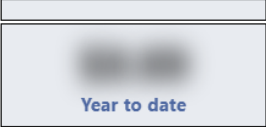


Android or IOS App


Download the ESS Mobile app on your phone and scan the QR code on your computer screen located on your ESS home page. Click "Save" and then click "Ok"

You will then sign into the system using the same username and password that you use to log in on the computer.

Paychecks


 Year to date	Previous paychecks	Tools Paycheck simulator View last year's W2 Change your W4
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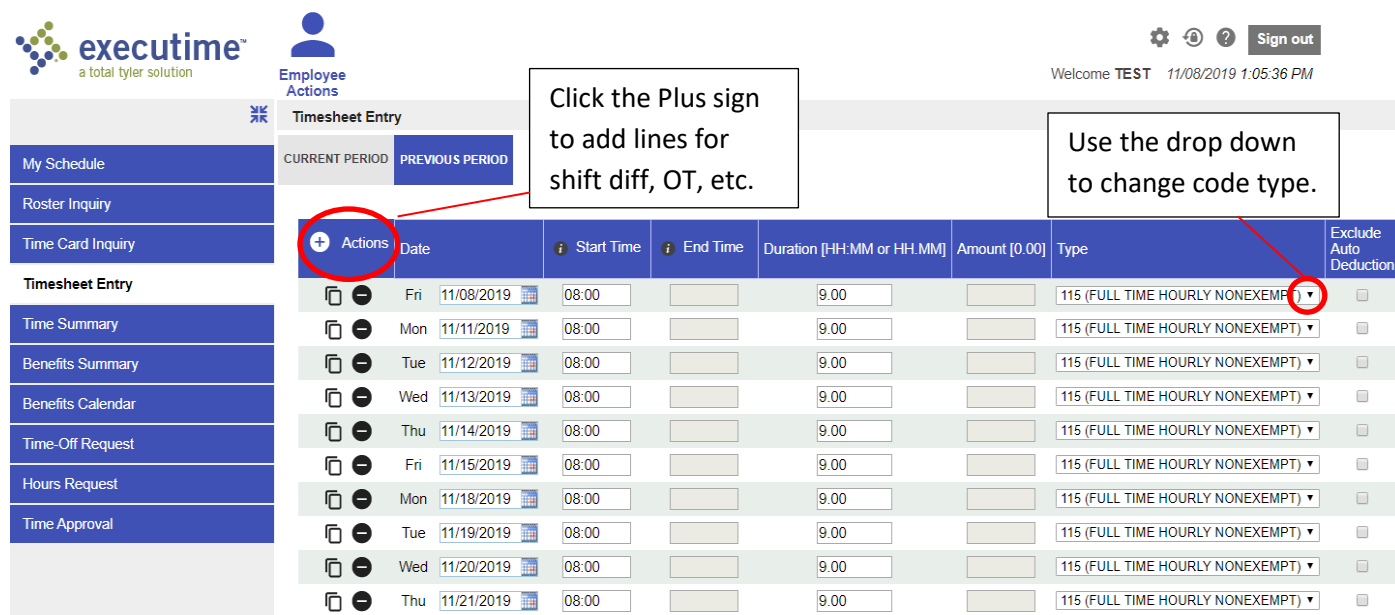
ESS Mobile Service URL



<https://selfservice.carson.org/MSS> [Copy to clipboard](#)

Instructions for Executime Time Sheet Entry for Employees

1. Launch Executime by clicking  after logging into selfservice.carson.org
2. Your Timesheet Entry screen should appear. If you have a set schedule, your scheduled days will be listed and defaulted to your base pay code (115 FT Hourly Nonexempt if you are a CCEA employee and 105 FT Salary Exempt if you are Unclassified).



The screenshot shows the Executime Timesheet Entry interface. On the left is a navigation menu with options: My Schedule, Roster Inquiry, Time Card Inquiry, Timesheet Entry (selected), Time Summary, Benefits Summary, Benefits Calendar, Time-Off Request, Hours Request, and Time Approval. The main area displays a table of time entries for the current period. The table has columns: Actions, Date, Start Time, End Time, Duration [HH:MM or HH.MM], Amount [0.00], Type, and Exclude Auto Deduction. The first row shows an entry for Friday, 11/08/2019, from 08:00 to 9:00, with a duration of 9.00 and a type of '115 (FULL TIME HOURLY NONEXEMPT)'. A red circle highlights the plus sign in the Actions column of the first row, with a callout box stating 'Click the Plus sign to add lines for shift diff, OT, etc.'. Another red circle highlights the dropdown menu in the Type column of the first row, with a callout box stating 'Use the drop down to change code type.'.






3. If you are Unclassified or have just worked your full 80 hours without any other types of pays (i.e. shift diff) and you do not need to allocate your time to a project string or override a GL account, you can just click Save. If you need to enter sick, annual, or other leave click the drop down menu in the Type column to choose the correct leave type code. To enter shift diff, overtime, call back, etc. you would click the + sign to add a line. Enter the date, start time, duration of time worked and choose the pay code in the drop down under Type. If you need to allocate your time to a project string or GL account, then you will enter the project string in the Project Strings or GL account columns. Scroll to the right to find these columns. If you know the number, you can begin typing and the possible choices will appear in the drop down. You can also click the load button and the drop down option will appear for you to find your Project String. The same options are available for the GL Account column. Note: when coding to a project string you only need to enter the project string code. Leave the GL column blank when coding to a project. Click save. A save confirmation will pop up. Click Yes.
4. Click Time Card Inquiry on the left of the screen to review your entries and check for violations. If violations are found, go back to Timesheet Entry to make corrections and save again.
5. Approve your time. The approval step only needs to be done once at the end of period once all your time is entered and reviewed. Click Time Approval on the left side of the screen. If the Approve button is greyed out, uncheck the Show Job Costing Splits box. Enter your initials and click Approve.

Time off Requests in Executime

Note: Not all departments use this feature. Ask your supervisor if this applies to you.

1. Go into the Time-off request menu on the left of your screen.
2. Click the plus sign in the upper left corner to add a request.

Employee: MCTESTERSON, TEST T

Benefit Type	340 (UNION LEAVE) ▼
Start Date	11/07/2019 
 Start Time	08:00
 End Date	<input type="text"/> 
 Benefit Hours Per Day	0.00 <small>[hh:mm] or [hh:mm]</small>
Munis Location	3038 (STREET MAINTENANCE)
Munis Work Group	NE (NON EXEMPT EE/ER PAID PERS)
Position	561 (STREET TECHNICIAN 1)

Choose the type of leave, the start date and time, end date and amount of hours requested per day. You can also enter a comment for your supervisor at the bottom of the screen. Click save.