

Carson City New Hire Orientation



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This presentation can be viewed at:

<https://www.carson.org/government/departments-g-z/human-resources/new-employee-orientation>

Agenda

- Introductions
- Risk Management
- Carson City's History & Background
- Organizational Structure
- Strategic Plan
- General Conduct Guidelines
- Ethics in Government
- Policy Tech
- Workplace Policies
 - Harassment & Discrimination
 - Workplace Violence Prevention
 - Drug & Alcohol Policy
- Resources & Benefits



Worker's Compensation

Cecilia Meyer, Risk
Management Coordinator

- cmeyer@carson.org
- (775)283-7484

Employee's rights &
responsibilities (NRS 616.050)

- Reporting procedure
 - Notice of Injury / Claim form C-1
 - Medical Treatment

Subsequent Injury Fund

- Post-hire Medical History
Questionnaire

Employee Safety Policy

- Employee Safety Procedures
 - Manual
- Departmental Procedures
- [Video](#)



State of Nevada Ethics in Government

- A public office is a public trust and shall be held for the sole benefit of the people.
- A public officer or employee must commit himself to avoid conflicts between his private interests and those of the general public whom he serves.
- Nevada Commission on Ethics
 - 7044 West Nye Lane, Suite 204, Carson City, NV 89703
 - (775) 687-5469
 - (775) 687-1279
 - www.ethics.nv.gov



“Always do right. This will gratify some and astonish the rest.”

- Mark Twain, February 1901

Our Collective Bargaining Agreements

- Carson City Employees Association (CCEA)
- Unclassified Employees
- Carson City Firefighters Association, Local #2251
- CCFD Classified Chief Officers Association
- Carson City Deputy Sheriff's Association
- Carson Sheriff Sergeants Association
- Carson City Sheriff's Lieutenants/Captains
- Fraternal Order of Police, on behalf of CC Alternative Sentencing Officers
- Unclassified Court Employees
- Juvenile Probation Officers, Marshals & Bailiffs
- Classified Court Employees

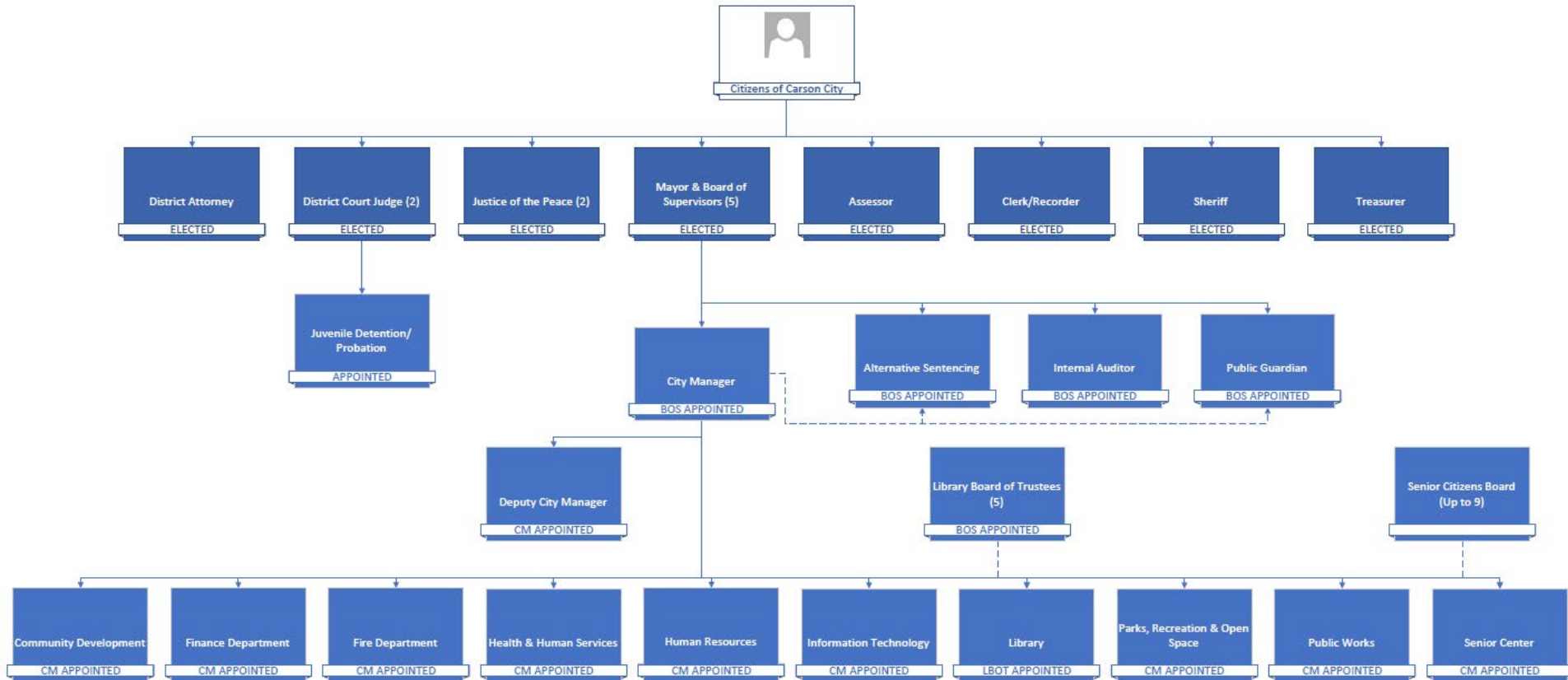
Access CBAs here.

Carson City's Structure

- Carson City is unique in that it is a consolidated municipality. The City, in many cases, can choose which laws it deems appropriate from the Nevada Revised Statutes (NRS), depending upon the circumstances.
- The City is now governed by a 5-member Board of Supervisors, consisting of 4 elected Supervisors and the Mayor.
 - They serve 4 year terms.
 - Each of the Supervisors must reside in their respective ward (1 – 4).
 - There are 8 departments managed by elected officials and 10 departments managed by appointed officials.



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

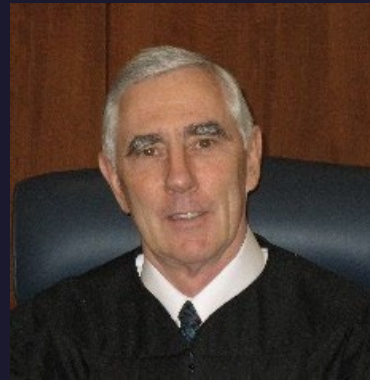
COURTS



The Honorable
Thomas Armstrong



The Honorable
Kristin Luis



The Honorable
James T. Russell



The Honorable
James Wilson

Strategic Plan

- What is strategic planning?
 - Strategic planning is an organization's process of defining its strategy, or direction, and making decisions on allocating its resources to pursue this strategy.
- Carson City's strategic plan
 - Focusing attention on those things most important to the community
 - Aligning efforts throughout the organization
 - Measuring results
 - Improving those results



Our Strategic Goals

- Economic Development

- Cultivate a vibrant, diverse, and dynamic economy that attracts and retains businesses and a skilled workforce.

- Efficient Government

- Provide our community with efficient services in a transparent and financially responsible manner.

- Organizational Culture

- Foster innovation, productivity, and professional growth through a cohesive, ethical, and positive work environment.

- Quality of Life and Community


- Promote educational, cultural, and recreational opportunities that contribute to the health and well-being of our community.

- Safety

- Ensure a safe community through proactive and responsive protection of life and property.

- Sustainable Infrastructure

- Develop and maintain a sustainable public infrastructure to meet the current and future needs of our community.



<https://www.carson.org/home/showdocument?id=46268>



Our Mission, Vision, and Values



Mission

- To Preserve and Enhance the quality of life and heritage of Carson City for present and future generations of residents, workers and visitors.

Vision

- A leader among cities as an inviting, prosperous community where people live, work and play.

Values

- Customer Service!
- We value our residents, business, and visitors by committing to provide efficient and effective customer service.

Remember –
You are the
face of
Carson City!



Culture & Integrity

- We value an environment that fosters a proactive, team-oriented approach to delivering solutions.
- We value an ethical and accountable government that is open, accessible, and a responsible steward of public funds.

Fraud, Waste, & Abuse Hotline



- Purpose: A Fraud, Waste, and Abuse (FWA) Program is a mechanism for employees or members of the public to report activities perceived to be misconduct, violations of City policy or ethics, theft, waste, or misuse of City assets. The objective of a FWA program is to identify and stop loss of City resources and act as a deterrent to fraud, waste, and abuse.
- Reports of fraud waste or abuse should be reported to:
 - Toll-Free Telephone:
 - English speaking USA and Canada: (855) 900-0026 (not available from Mexico)
 - Spanish speaking North America: (800) 216-1288

(from Mexico user must dial 001-800-216-1288)
 - Website: <https://www.lighthouse-services.com/carson>
 - Email: internalauditor@carson.org (please note that this email is not confidential).

○ Medical emergencies and threats to persons should be reported to 911.

We want you to help make our government better serve all of Carson City.

Workplace Policies

www.carson.policytech.com

POLICYTECH™

Policy & Procedure Management

Username

Password

Log in

[Forgot password?](#)

The screenshot displays the PolicyTech web application interface. On the left is a dark navigation sidebar with the following items: Home, My Dashboard, My Tasks (with a red notification badge '5'), Documents, Search, Browse (highlighted with a dashed border), Favorites, Recent, New, Assessments, Campaigns, and Reports. The main content area is titled 'BROWSE' and features a user profile 'Megan McCarthy' in the top right. Below the title are filters for 'Site' (Carson City, Nevada), 'My Relationship' (All), and 'Status' (Published). A search bar with the placeholder 'Find...' is present. A 'Departments' filter dropdown is open, showing a list of categories with counts: [All], Alternative Sentencing (79), Assessors Office (9), Audit Committee Policies (2), Board of Supervisors (2), Clerk Recorder (3), Community Development (3), Cooperative Extension (1), District Attorney (4), District Court (2), and Executive Offices (8). The main content area contains the text 'Click an item on the left to view its contents.'

PT PolicyTech®
Policy & Procedure Management

Documents ^

Search

Browse

Favorites

Recent

My Tasks ¹

Reports

^ 4 Read/Complete

Title

- Workplace Violence Prevention Policy (v.2)
- Equal Employment Opportunity (v.3)
- Confidential Electronically Stored Information (v.1)
- Drug & Alcohol Policy (v.4)

PT Carson City Cash Handling Policy v.1 - Google Chrome

Secure | <https://carson.policytech.com/dotNet/documents/?documentid=961>

Carson City Cash Handling Poli... v.1 ☆

View Document Overview

Mark as Read ▼

Attachments Tools

Carson City

Cash Handling Policy and Procedures

General Conduct Guidelines

- Acceptance of Gifts
- Access to the Workplace
- Appearance and Dress Code
- Appearance of Office
- Drug Free Workplace and Substance Abuse
- E-mail
- Employees Assistance Program
- Gas / Credit Cards
- Media / Press
- Outside Employment
- Personal Conduct
- Personal Property
- Personnel Records
- Political Activities
- Professional Relationships with Clients
- Resignation from Employment
- Safety
- Search of Property
- Smoking
- Solicitations
- Use of Carson City Equipment, Resources, and Telephones

Harassment & Discrimination

- 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.
- Training



Online Training: Knowledge City

Please follow these instructions to complete your online harassment and cyber security trainings through Knowledge City:

- Go to <https://carson.knowledgecity.com/> (Google Chrome works best)
- Select “Use My Company Credentials” – you will need to log in with a username and password. Please use the username and password you use to log in to your City computer/email.
- Click on the “Library” menu, then under “Compliance Courses” select “Sexual Harassment Prevention”.
- From the list of courses, select “Sexual Harassment Prevention: Employees” and complete that course.
- On the “Library” menu, select “Computer Basics” under “Computer Courses”.
- From the list of courses, complete the course titled “Information Security for End Users”.
- Once completed, send a copy of the completion certificate to me.

Each year, you will repeat this process and submit the completion certificate along with your evaluation.

My Learning

Track and manage your progress

My Courses

Assigned courses	2
Chosen Courses	1
All My Courses	2
My events	1 / 1

Course Cycles

Track and manage your progress

Course Name	Progress	Viewed	Due Date	Started	Finished	Actions
Information Security for End Users <small>Availability: 2021-03-19 - 2021-04-30</small>	100%	15/15	2021-04-30	Thu May 20 2021	Thu May 20 2021	<u>passed</u> 84%
Sexual Harassment Prevention: Managers and Supervisors <small>Availability: 2021-03-19 - 2021-04-30</small>	100%	21/21	2021-04-30	Thu May 20 2021	Thu May 20 2021	<u>passed</u> 96%

BUSINESS COURSES

- > Management
- > Leadership
- > Communication Skills
- > Career Development
- > Sales
- > Marketing
- > Human Resources
- > Soft Skills
- > Team Building
- > Customer Service
- > Project Management
- > Business Planning

COMPUTER COURSES

- > Microsoft Office 2016
- > Microsoft Office 2013
- > Microsoft Office 2010
- > Microsoft Office 2007
- > Microsoft Office 2003
- > Operating Systems
- > Adobe Creative Cloud
- > Adobe CS5
- > Adobe CS4
- > Adobe CS3
- > Apple
- > Computer Basics
- > Accounting Software
- > Engineering Software
- > Computer Programming
- > Social Media

SAFETY COURSES

- > Workplace Physical Safety
- > Workplace Area Safety
- > Workplace Equipment Safety
- > Social Safety
- > General Safety
- > Industrial Physical Safety
- > Industrial Area Safety
- > Industrial Materials Safety
- > Industrial Equipment Safety
- > Safety Administration
- > Laboratory Safety

COMPLIANCE COURSES

- > Sexual Harassment Prevention
- > HIPAA Rules And Compliance
- > Bloodborne Pathogens
- > Hazard Communication
- > Workplace Safety
- > Federal Laws And Regulations

FINANCE COURSES

- > Treasury Management
- > Regulatory & Compliance
- > Fraud Prevention
- > Teller Courses
- > Trade Finance
- > Retail Banking
- > Accounting Principles
- > Finance And Investing

Workplace Violence Prevention

- 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.
- 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.



Drug and Alcohol Policy

- Carson City maintains a strong commitment to provide a safe, efficient, and productive work environment. Employee involvement with alcohol or illegal drugs can be extremely disruptive and harmful to the workplace.
- The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited regardless of whether the employee is working or is on Carson City premises.
- Carson City has a zero tolerance.
- Employee Assistance Program



Munis Employee Self Service (ESS)



Launch ExecuTime

• SelfService.Carson.org/ess or

• Time Entry

• Personal Information

• View/Print Paycheck

Stubs

• Change W-4 Tax

Withholding

• View/Print W-2

• Leave Accruals & Balances

*(See ESS Guide in the
Orientation Manual!)*



- Home
- Employee Self Service**
- Benefits
- Life Events
- Certifications
- Employee Notifications
- Pay/Tax Information
- Performance Management
- Personal Information
- Time Off

Welcome to Employee Self Service

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!

ExecuTime

Open ExecuTime for Time Entry and Time Off Requests.

[LAUNCH EXECUTIME](#)

Personal information

[VIEW MORE](#)

MCCARTHY, MEGAN L

CARSON CITY, NV 89703

Phone

HOME PHONE: [REDACTED]
CELL PHONE: [REDACTED]

Email

Email: MMcCarthy@carson.org
Alternate email: [REDACTED]

Time off

[SHOW CURRENT BALANCES](#)



[SHOW TIME OFF TAKEN](#)

Time Entry: Executime

Actions	Date	Start Time	End Time	Duration [HH:MM or HH.MM]	Amount [0.00]	Type	Exclude Auto Deduction	PL Acc
	Fri 09/23/2022	08:00		Hours 9.00		105 (FULL TIME SALARY EXEMPT)	<input type="checkbox"/>	
	Mon 09/26/2022	08:00		Hours 8.00		105 (FULL TIME SALARY EXEMPT)	<input checked="" type="checkbox"/>	
	Tue 09/27/2022	08:00		Hours 9.00		---300 (ANNUAL EXEMPT)	<input type="checkbox"/>	
	Wed 09/28/2022	08:00		Hours 9.00		348 (HOLIDAY PAID)	<input type="checkbox"/>	
	Thu 09/29/2022	08:00		Hours 2.00		---310 (SICK - EXEMPT)	<input checked="" type="checkbox"/>	
	Fri 09/30/2022	10:00		Hours 6.00		105 (FULL TIME SALARY EXEMPT)	<input checked="" type="checkbox"/>	
	Mon 10/03/2022	08:00		Hours 9.00		105 (FULL TIME SALARY EXEMPT)	<input type="checkbox"/>	
	Tue 10/04/2022	08:00		Hours 9.00		105 (FULL TIME SALARY EXEMPT)	<input type="checkbox"/>	
	Wed 10/05/2022	08:00		Hours 9.00		105 (FULL TIME SALARY EXEMPT)	<input type="checkbox"/>	
	Thu 10/06/2022	08:00		Hours 9.00		105 (FULL TIME SALARY EXEMPT)	<input type="checkbox"/>	

Save Reset

- Time Card Inquiry
- Timesheet Entry**
- Time Summary
- Benefits Summary
- Benefits Calendar
- Time-Off Request
- Hours Request
- Time Approval**

Time Approval

CURRENT PERIOD PREVIOUS PERIOD HISTORY

Pay Period: 07/16/2021 00:00 - 07/29/2021

	Regular	Overtime	Comptime	Benefits	Deduction	Rounding	Other	Amount	Total
	0.00	0.00	0.00	0.00	(0.00)	0.00	0.00	0.00	0.00

Initials: **Approve**

Regular Time	Employee	Supervisor	Timekeeper
0.00			

3

2

Resources & Benefits

All Employees

- [Human Resources](#)
- Employee Assistance Program (EAP)
 - [Kepro](#)
- Finance Department
- IT Department
 - Help Desk
- Carson.org
- Policy Tech
- City Wide Newsletter

Full-Time Employees

- [Collective Bargaining Agreements \(CBA\)](#)
- [NV PERS](#)
 - [New Member Booklet](#)
- Deferred Compensation
 - VOYA
- Medical Insurance
 - Anthem
- Dental Insurance
 - Renaissance
- Vision Insurance
 - Kansas City Life
- Life Insurance
 - Kansas City Life

Thank You & Welcome to Carson City!

- Main Line: 887-2103
 - Email: CCHR@carson.org
- Melanie Bruketta, HR Director
 - mbruketta@carson.org / 283-7088
- Jacque Cassinelli, Benefits Coordinator
 - jcassinelli@carson.org / 283-7043
- Alana Mills, HR Generalist
 - amills@carson.org / 283-7241
- Shane McGowan, Recruitment Analyst
 - smcgowan@carson.org / 283-7237
- Kristina Reyna, HR Generalist
 - kreyna@carson.org / 283-7237
- Valerie Griggs, HR Assistant
 - vgriggs@carson.org / 283-7141

