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REC'D & FILED

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SUSAN MERRIWETHER
CLERK

BY  DEPUTY

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

9
10 **IN THE MATTER OF THE ADMINISTRATIVE**
11 **ORDER RE:**

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

14
15 **ADMINISTRATIVE ORDER**

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

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

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

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


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


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

13 DATED this 6th day of March, 2015.

14 
15 JAMES T. RUSSELL
16 District Court Judge


JAMES E. WILSON JR.
District Court Judge

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


THOMAS R. ARMSTRONG
Justice of the Peace
Municipal Court Judge