

Minden Branch:
1625 Library Lane
Minden, NV 89423
P:775.782.9841
F:775.782.5754



Lake Tahoe Branch:
233 Warrior Way
Zephyr Cove, NV 89448
P:775.588.6411
F:775.588.6464

P.O. Box 337 • Minden, NV 89423

library.douglascountynv.gov

**Douglas County Public Library Board of Trustees
SPECIAL MEETING
Notice and Agenda**

May 5, 2022

The Douglas County Public Library Board of Trustees will hold a special meeting at **9:00 a.m.** on **Wednesday, May 11, 2022** in the Meeting Room of the Minden Library, 1625 Library Lane, Minden, NV. The meeting will be in-person and will not be simultaneously streamed via YouTube or Zoom®. Below is an agenda of all items scheduled for consideration.

Agenda

The Library Board encourages the respectful consideration of all views by members of the public. In order to ensure that every individual desiring to speak before the Library Board has the opportunity to express his or her opinion, it is requested that the audience refrain from disruptive behavior that may interrupt, interfere or prevent the speaker from commenting on items that are for possible action by the Library Board.

1. **Public comments.** [No Action]

At this time, public comment will be taken on those items that are within the jurisdiction and control of the Library Board of Trustees. Public comment will not be taken on agenda discussion items because a public hearing is not legally required.

Public Comment is limited to five (5) minutes per speaker. No action may be taken on a matter raised under this item of the agenda until the matter itself has been specifically included on an agenda as an item upon which action will be taken.

If members of the public wish to comment on a specific agenda item scheduled for action, please make comments when the Library Board of Trustees considers that item and the item is opened for public comment.

2. **For possible action.** Discussion on approval of the agenda. The Library Board of Trustees reserves the right to take items in a different order to accomplish business in the most efficient manner, to combine two or more agenda items for consideration, and to remove items from the agenda or delay discussion relating to items on the agenda.

3. **For possible action.** Interview of the Library Director candidate finalist(s) and discussion on the recruitment process including: possible extension of a conditional offer, determination on salary/benefits, or other appropriate next steps in the process. Candidate finalist(s) is: Timothy DeGhelder.

4. Closing public comments.

At this time, public comment will be taken on those items that are within the jurisdiction and control of the Library Board of Trustees or those agenda items where public comment has not already been taken.

5. For possible action. Adjournment.

According to the provisions of NRS 241, this notice and agenda has been posted at or before 9:00 a.m. on the third working day before the meeting at the following locations:

Douglas County Library, 1625 Library Lane, Minden NV,

<https://library.douglascountynv.gov/>

Douglas County website,

https://douglascountynv.granicus.com/ViewPublisher.php?view_id=1

State of Nevada website, <https://notice.nv.gov>

Supporting materials are available at the Minden Library, 1625 Library Lane, Minden, NV or at the Douglas County website address listed above. A request for copies of the supporting materials may be directed to:

Veronica Hallam, Administrative Services Manager

Douglas County Public Library

1625 Library Lane, Minden, NV 89423

775-782-9841

vhallam@douglas.lib.nv.us

Reasonable efforts will be made to assist and accommodate members of the public who are disabled and wish to attend the meeting. Please contact Veronica Hallam at 782-9841 before May 11, 2022 for arrangements.

Library Board of Trustees

Library Director Selection Process

Title: For possible action. Interview of the Library Director candidate finalist(s) and discussion on the recruitment process including: possible extension of a conditional offer, determination on salary/benefits, or other appropriate next steps in the process.

Candidate Finalists:

Tim DeGhelder (interview appx. 9:30 a.m.)

Options for Action:

1) Move to select a candidate to extend an offer for the Library Director position conditioned on passing background/reference checks.

1)(a) Discuss and move to approve a starting salary, starting date and moving expenses, or authorize Human Resources and CPS to negotiate terms, as appropriate.

2) Move to not select one of the candidate(s) and request re-initiating posting of the position and recruitment.

2)(a) Discuss and move to approve extending contract with CPS HR Consulting.

2)(b) Discuss and move to request the Human Resources Department to re-initiate posting of the position and recruitment.

2)(c) Discuss and move to request the Human Resources Department and CPS HR Consulting to revisit and review the existing candidate pool for other potential candidates.

Financial Impact: Any future financial impact will be based upon the direction and decision of the Library Board of Trustees.

Background Information: The Library Board of Trustees entered into a contract with CPS HR Consulting to conduct a national recruitment for the Library Director position. On February 15, 2022, CPS HR completed the stakeholder outreach in which feedback was received from various groups in order to create the recruitment brochure and better understand the Library, its staff, and the Douglas County area generally. On February 25, 2022, the recruitment brochure was completed and the advertisement for the position was officially opened on March 1, 2022. The recruitment was open for 30 days.

Following submission of resumes, a review for qualifications was conducted, phone interviews, and zoom interviews with CPS, Human Resources and Trustee Rogers. Three candidates were interviewed by the full board on May 4, 2022. This interview resulted in two candidates selected to move forward to an in-person interview. The following day, May 5, 2022, one of the candidates declined the invitation for an in-person interview.

The candidate will have approximately 60 minutes to answer questions selected by the Trustees. Questions will be asked by a representative from Human Resources to allow the Trustees to solely focus on the candidate's responses. Copies of the interview questions will not be made available prior to the meeting, but copies will be available to the Trustees and public at the meeting to ensure confidentiality and compliance with Nevada's Open Meeting Law.

Trustee members are encouraged to ask follow up relevant questions, as appropriate and time permitting. Candidates should be evaluated by the Library Board of Trustees based on the responses, experience, knowledge, public comment, skill and ability to meet the needs and interests of the Douglas County Public Library.

At the conclusion of the interviews the Library Trustees should further discuss the candidates, take public comment and determine if selection of one of the finalists for the Library Director position is appropriate.

Attachments:

Library Director Job Description
Candidate Cover Letter and Resume
Pay Plan for Library Director
Policy 200.11 Compensation
Policy 200.12 Moving Expenses

Library Director Job Description



JOB DESCRIPTION

JOB TITLE:	Library Director	FLSA:	Exempt
DEPARTMENT:	Library Services	JOB CODE:	2520
REPORTS TO:	Library Board of Trustees	DATE:	7/27/2021
		PAY GRADE:	D1

POSITION SUMMARY:

Under the direction of the Library Board of Trustees, responsible for planning, organizing and managing the functions, activities and staff of the County's Library services.

ESSENTIAL FUNCTIONS:

- Carries out policies and direction of the Library Board of Trustees.
- Manages assigned staff and directs the activities of assigned staff; coordinates, prioritizes and assigns tasks and projects; tracks and reviews work progress and activities; directs the recruitment and selection of staff; undertakes disciplinary action as required; conducts performance evaluations; ensures appropriate scheduling of staff to ensure proper operational coverage.
- Determines library funding needs, costs of services, and revenue projections; prepares an annual budget to be submitted by the Library Board of Trustees as required in NRS 379.025 (1) (d), monitors the annual budget, prepares financial statements, and approves all purchases and expenditures.
- Locates sources of outside funding, such as grants and donations; manages and writes grants and submits evaluations to grantor; manages disbursements from the Trustees' Gift Fund as directed by the Library Board of Trustees and subject to NRS 379.026 (2), directs collection and accounting of all receipts; allocates and monitors the collection budget; participates in and serves as resident agent for the Friends of the Douglas County Library, a 501(c)3 public charity.
- Directs the general day-to-day operation of the library and program planning, including circulation, reference, technical services, technology services, adult, children, and teen services, homebound services, and branch library operations.
- Oversees building management, including need for space, plans to meet those needs, project funding, and the coordination of building projects; submits recommendations on library plans, policies, services, budget, and building to the Library Board, and implements decisions; manages day-to-day facility operations such as repairs, janitorial maintenance, security issues.
- Selects library materials using a variety of sources; evaluates collection for such factors as accuracy, currency, wide coverage, usage, and balance; examines and selects materials to be discarded, repaired, or replaced; examines trade publications and materials, interviews publishers' representatives, and consults with others to select materials.
- Stays abreast of trends and innovations in the fields of technology management and administration.



JOB DESCRIPTION

LIBRARY DIRECTOR

ESSENTIAL FUNCTIONS: (continued)

- Directs the development and implementation of technology in the library, including such factors as choosing an automated system, determining types and level of technology services, and securing funding for technology development.
- Develops, reviews, and manages departmental goals and objectives; assesses community needs; assures departmental activities are in compliance with all applicable laws, policies, regulations, timelines, and goals; prepares and analyzes corresponding statistical reports; presents research and proposes policies to Library Board of Trustees; monitors 501(c)3 for compliance in record keeping.
- Acts as advocate for library services to the community, as well as governing bodies such as the Board of Commissioners, community groups, schools, businesses, and State and Federal legislators; responsible for publicizing library services in the media, directing outreach efforts to groups such as day care and homebound, and overseeing in-house communication such as displays, handouts, flyers, and brochures; represents the library to various community and professional groups such as Friends of the Library, the Nevada Library Association, and the Chamber of Commerce; promotes a good working relationship with the Douglas County offices and representatives and provides support and/or services to other County departments/divisions, as appropriate.
- Ensures compliance with all pertinent Federal, State, and Local laws and Minimum Standards for Public Libraries in the State of Nevada; prepares and files Annual Reports to the Board of County Commissioners, Technology Plan, and the annual update of the DCPL Long Range Plan with the Nevada State Library and Archives.
- Works to strengthen regional communication and cooperation, coordinates use of resources for mutual benefit; supports regional and state-wide initiatives relating to literacy; coordinates use of facilities for most effective and cost-efficient use of public resources.
- Represents the County with dignity, integrity, and a spirit of cooperation in all relationships with staff and the public.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Education and Experience:

Master's Degree in Library Sciences, or a closely related field; AND seven (7) years of managerial experience in a library environment; OR an equivalent combination of education, training and experience.



JOB DESCRIPTION

LIBRARY DIRECTOR

Required Knowledge and Skills

Knowledge of:

- Principles and practices of employee supervision, including selection, work planning, organization, performance review and evaluation, and employee training and discipline.
- Principles and practices of public library operations.
- County, state, and federal laws, statutes, ordinances related to library services.
- Administrative principles and practices, including goal setting, program development, implementation and evaluation, and the management of employees through multiple levels of supervision.
- Principles and practices of developing teams, motivating employees and managing in a team environment.
- Principles and practices of finance and accounting, including public bond financing methods, public and private funding sources and complex budget development, administration, and control.
- Computer systems related to library operations.
- Standard office practices and procedures, including records management.
- Communicating effectively in oral and written forms.
- Techniques for dealing with a variety of individuals from various socio-economic, ethnic and cultural backgrounds, in person and over the telephone.

Skill in:

- Planning, organizing, supervising, reviewing and evaluating the work of others.
- Training others in policies and procedures related to the work.
- Developing and implementing goals, objectives, procedures and work standards.
- Developing effective work teams and motivating individuals to meet goals and objectives and provide customer services in the most cost effective and efficient manner.
- Planning, organizing and administering a comprehensive library services program.
- Administering programs and staff through subordinate supervision.
- Providing customer services in the most cost effective and efficient manner.
- Preparing clear and concise reports, policies, procedures, correspondence and other written materials.
- Making effective oral presentations to large and small groups.
- Using initiative and independent judgment within general policy guidelines.
- Dealing successfully with a variety of individuals from various socioeconomic, ethnic and cultural backgrounds, in person and over the telephone.

REQUIRED CERTIFICATES, LICENSES, AND REGISTRATIONS:

- Nevada Driver's License.

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.



JOB DESCRIPTION

LIBRARY DIRECTOR

PHYSICAL DEMANDS & WORKING ENVIRONMENT:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Mobility to work in a typical office setting, use standard office equipment, and to drive a motor vehicle in order to visit work sites and attend meetings; strength and agility to lift and carry up to 20 pounds; vision to read printed materials and a computer screen; and hearing and speech to communicate in person or over the telephone.

CONDITIONS OF EMPLOYMENT:

1. *Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.*
2. *Employment is contingent upon successful completion of background/screening.*
3. *Douglas County participates in E-Verify and will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each applicant's Form I-9 to confirm work authorization. All candidates who are offered employment must complete Section 1 of the Form I-9 along with the required proof of their right to work in the United States and proof of their identity prior to starting employment. Please be prepared to provide required documentation as soon as possible after the job offer is made.*

I have read and understand the contents of this Job Description, and I have received a copy of this Job Description for my records.

PRINT NAME: _____

SIGNATURE: _____ **DATE:** _____

Candidate Cover Letter and Resumé

The year of 2022, it is my 27th anniversary since I graduated library school in 1995. Giving great customer service in our communities has been a fulfilling journey. I have had the pleasure of getting most of my experience in one library district. My library district had an 18 million dollar budget and served 360,000 people. We circulated over 5.5 million items and had over 2,000 programs from 12 locations. I was responsible for all aspects of one location: staff, hiring, evaluating, volunteers, budget, building, community outreach, volunteers and programming. My budget was over one million dollars and when I attended monthly board meetings it was my job to answer any questions about my location.

Being a senior level staff member, I was a member of committees that helped plan for the future of our library district.

I enjoyed being part of the management team. I love giving the tools to my staff so they can go beyond ordinary service. I also like doing outreach and getting the community involved. Libraries keep evolving to our customer needs. Right now there is a lot going on. How exciting!

I took a semi-retirement break and taught English in Thailand for over three years.

I returned to America in 2021 to take a library director job in Paris Texas. This is a department head position where all library responsibilities are part of the job. The community structure in Paris is also very similar to the size in Douglas County. The job description is also identical.

I am very interested in the Library Director position and I would enjoy seeing if we are a good match.

My experience of teaching english in Thailand has also given me the appreciation of different communities and cultures.

I can interview on-line and travel to your location for an interview.

I look forward to hearing from you.

Take care, Timothy DeGhelder

Timothy G. DeGhelder

4261 Castlegate, Paris TX, 75462

timothydeghelder@gmail.com

Career Goal Give the best possible library services to the general public.

Library Director Paris Public Library

June 2021 to Present

- In charge of \$735,000 budget with 11 FTE
- Responsible for developing new trends of service (see annual report)
- Materials and programming for population of 50,000 citizens
- Developed new community partnerships
- Responsible for building needs and modifications
- Provided a safe and secure workplace
- Created an atmosphere where staff can develop and grow
- Responsible for political and community connections
- Created a three year strategic plan for future direction of the library
- Promoted digital and electronic services

English Teacher in Thailand for SINE Education

Kumphawapi High School July 2018 to May 2021

- Teach daily lessons to over 700 students each week
- Keep students motivated through positive reinforcement and feedback
- Give speaking and listening tests
- Become involved in school activities as needed
- This position requires preparation and practice to be more successful

Library Experience (21+ years)

Branch Manager at St. Charles City-County Library District

Kisker Road Branch & Deer Run Branch 2001-2017 (16 Years)

- Branch budget (responsible for planning and implementation)
- Coordinator for homebound services as part of Deer Run management duties 2008-2011
- Coordinator of successful in branch volunteer program
- Responsible for all customer service and policy implementations
- 20 hours each week giving general reference services
- Collection development for the branch
- Represent district on committees involving policies, training and special projects
- In charge of hiring, training, motivation, evaluation and supervision of employees
- Develop branch budget for personnel, materials, building maintenance and Information Technology
- Keep employees on task with positive interaction and communication
- Responsible for building maintenance and security
- Attend all board meetings and inform on branch progress
- Raise money for Friends of the Library selling materials in the branch

Information Resource Manager for Nonprofit Services at St. Charles City-County Library District 1996-2001 (5 years)

- Helped develop and created initial services for countywide nonprofits
- Coordinated Materials- For Nonprofit Collection
- Gave Group and Individualized Tours of Collection
- Provided Outreach For Nonprofit Organizations in St. Charles County
- Organized digital materials for electronic use, including maintaining nonprofit web page
- Worked With Metropolitan Association of Philanthropy to Coordinate Area Services

- Helped Nonprofit Groups With Research Pertaining to Specific Needs
- Helped New Organizations Develop In Metropolitan Area
- Worked with Community College and Community Council to Develop Seminars

Corporate Management Experience **Business Retail**

Warehouse Foods Inc. (Shop-n-Save, Price Chopper) **1981-1994**

Shift Manager responsible for all operations- Seven Years on Management Team- (Super Center- Sales \$400,000 avg/week)

- Supervised 40 employees with 10 departments
- Scheduled employees
- Processed payroll for 150 employees
- Verified daily financial reports, trained employees
- Evaluated employees
- Administered store policy
- Planned operations agenda
- Purchased products
- Calculated bank deposits
- Inventoried stock
- Maintained customer satisfaction through personal interaction

Associations and Organizations

- Professional Associations over the years- LLAMA, ALA, PLA, MLA
- Secretary of the St. Charles City-County Library Foundation and web developer 1999-2008
- Mid-Rivers Optimist 1999-2004
- Co-Chair & Founder Volunteer Management Forum 1998-2000
- Tender Loving Pets- Founder & Board President 1999-2002
- Chair of Trivia Night Fundraiser for Library Foundation 1999-2008
- Vision Leadership Program Graduate 2000
- Community Council Board Member 2000-2001
- University Alumni Association of Missouri St. Louis
- Volunteer- St. Louis Tax Association- IRS 2006
- O'Fallon Chamber Board Member 2010-2014
- O'Fallon Optimist Board Member 2016- 2017
- Citizen's Police Academy Graduate 2011
- Dual Track with St. Charles City-County Library District 1999-2007

Education

- **Master of Public Policy Administration- 2007** University of Missouri at St.Louis
Accredited by the National Association of Schools of Public Administration and Affairs (NASPAA)
- **Graduate Certificate Studies- 2007** (18 hour graduate studies), University of Missouri at St. Louis,
Nonprofit Management and Leadership
- **Master of Library Science, ALA accredited- 1995** University of Maryland, Graduate Assistantship
- **Bachelor of Science, Education- 1993** University of Missouri at St. Louis, Worked full-time in
earning 100% of educational and personal expenses.

References

Timothy DeGhelder

Worked with Lisa for many years at St. Charles City-County Library District and in the grocery business. (Warehouse Foods Inc.)

Lisa Kimmel

40159 Pelican point parkway

Gonzales Louisiana 70737

Cell. [REDACTED]

Email. Lisakimmel@hotmail.com

Worked with Steve 21 years

Steve Wilmes, Network Administrator

St. Charles City-County Library District

77 Boone Hills Drive

St Peters MO 63376

[REDACTED]

stevewilmes@gmail.com

Worked with Trevor for 15+ years

Trevor Rees, Business Resource Manager and assistant manager

St. Charles City-County Library District

[REDACTED]

Trevor.rees3@gmail.com

Worked with Gino teaching english in Kumphawapi, Thailand

Eugene (Gino) Scheepers

Kumphawapi High School. As part of SINE English Teachers.

scheepersgino@gmail.com

Currently working with Tracy Clark- Children's Librarian

Paris Public Library

[REDACTED]

tclark@paristexas.gov

Current Library Advisory Board President and City Manager contacts given on request

**Douglas County Pay Plan
Library Director**

DOUGLAS COUNTY PAY PLAN

Effective 4/2/2022

PAY GRADE	TITLE	GRADE CODE	HOURLY MIN	HOURLY MID	HOURLY MAX	ANNUAL MIN	ANNUAL MID	ANNUAL MAX
D1	Library Director	2520	42.85	53.56	64.27	89,128.00	111,404.80	133,681.60

Douglas County Policies

Policy 200.11 Compensation

Policy 200.12 Moving Expenses

**DOUGLAS COUNTY ADMINISTRATIVE
POLICIES AND PROCEDURES**

NUMBER: 200.11
EFFECTIVE DATE: 02/05/98
LAST REVISED: 12/19/02,
06/05/03, 08/05/04, 09/07/06,
10/19/06, 01/07/16, 10/05/17,
11/15/18, 12/16/21
LAST REVIEWED:
AUTHORITY: BOC
COUNTY MANAGER: PC
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SUBJECT: COMPENSATION

- I. PURPOSE:** To establish policy and procedures for compensating employees.
- II. POLICY:** The County shall utilize a standard compensation structure for all employees, which will be maintained to meet all criteria associated with the concepts of internal and external equity. The structure will be monitored to ensure the maintenance of a fair and equitable pay system that will assist the County in recruiting and retaining a highly competent work force.
- A. CLASSIFICATION/COMPENSATION PLAN:**
Jobs with similar duties and responsibilities are assigned to the same salary grade. Each salary grade will consist of a minimum, midpoint, and maximum pay rate. Employees may progress in pay via pay for performance merit increases and salary adjustments between the minimum and maximum salary rates. Employee pay rates will not exceed the maximum pay rate. The only positions authorized to exceed the maximum pay rates within ranges are those which are redlined or frozen due to a change in the County's compensation plan and approved by the Board of County Commissioners.
- B. ESTABLISHMENT OF NEW CLASSIFICATIONS AND RESTRUCTURING OF A POSITION'S RESPONSIBILITIES:**
1. Data necessary to analyze positions and determine accurate placement of classifications within the compensation structure will be gathered through job analysis and/or 'desk audits', which will be administered through Human Resources.
 2. When there is an indication that an employee is working above or below the established responsibilities for a position, a study may be initiated at the request of a Department Head/Elected Official, which will be conducted in accordance with the Reclassification policy.
- C. HIRING NEW EMPLOYEES:**
1. New employees will normally be hired at the entry level (minimum pay rate) of the appropriate pay grade.

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2. Management will have the authority to hire employees up to ten percent above the minimum of the salary range, if needed. In specific hiring situations, the Department Head/Elected Official may submit for the County Manager's authorization a hiring rate up to the mid-point of the applicable salary range, with supporting documentation demonstrating the specific need for the higher starting salary.
3. The Board of County Commissioners may authorize a hiring rate above the mid-point of the applicable salary range. The Board will be provided with supporting documentation demonstrating specific recruitment needs and/or skills and knowledge possessed by the applicant when such a request is initiated.

D. PROMOTIONS, DEMOTIONS AND TRANSFERS:

Promotions, demotions and transfers will be administered in accordance with established policies.

E. WORKING ABOVE CLASSIFICATION:

1. Where an employee is assigned in writing on a temporary basis to perform the full range of duties of a higher classification for eighty (80) or more working hours, the employee will receive 5% above normal base pay for non-supervisory duties.
2. When an employee is assigned in writing on a temporary basis to perform the full range of supervisory duties of a higher classification for forty (40) or more working hours, the employee will receive 10% above base pay for supervisory duties.
3. When an employee is assigned in writing on a temporary basis to perform the full range of supervisory or management duties of a higher classification for forty-five (45) or more calendar days, and the employee's supervisor determines the employee is acting in the role of the higher classification, the employee may receive either the minimum of the pay range of the higher classification or 10% above the employee's base pay, whichever is greater.
4. Working Above Classification pay will be paid retroactive to the first day such duties were fully assumed.

F. CALL BACK:

1. Call Back Defined
Call-back is defined as compensation earned for returning to duty after an employee has completed a regular shift, is off duty for any period of time, and is requested to return to duty with less than 12 hours notice. An employee called to return to work while on Standby Status, described in Subsection H, has notice that he/she may be requested to return to duty and therefore does not qualify for call back pay.
2. Call Back Pay
Call back is paid at one and one-half (1.5) times the employees hourly rate and is paid for a minimum of two (2) hours or time actually worked,

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whichever is greater. There will be no overlapping of premiums in that if an employee works less than two (2) hours on the initial call-back and is then called back on duty a second time during the initial two hour period. The employee will not be entitled to additional overtime pay unless the total time worked for both call-backs exceeds two (2) hours. In such cases, the employee will be paid for the total hours worked.

3. Call Back and PERS

The State of Nevada Public Employees' Retirement System (PERS) has set forth the following policies for when call-back compensation is eligible for PERS:

For employees with an effective date of membership on or before June 30, 2008: Call-back is defined as compensation earned for returning to duty after a member has completed his regular shift, is off duty for any period of time, and is requested to return to duty with less than 12 hours notice.

For employees with an effective date of membership on or after July 1, 2008: Except as it may conflict with NAC 284.214, call-back is defined as compensation earned for returning to duty after a member has completed a regular shift and is requested to return to duty with less than 12 hours notice to respond to an emergency, except for any member who is: (1) called into work while on standby status, (2) not required to leave the premises where he or she is residing or located at the time of notification in order to respond, or (3) called back to work if the work begins 1 hour or less before or after his or her scheduled work shift.

For employees with an effective date of membership on or after January 1, 2010: Call-back is defined as compensation earned for returning to duty within 12 hours after one's regular working hours to respond to an emergency. "Emergency" means a sudden, unexpected occurrence that is declared by the governing body or chief administrative officer of the public employer to involve clear and imminent danger and require immediate action to prevent and mitigate the endangerment of lives, health, or property.

G. SHIFT DIFFERENTIAL:

1. For actually working any assigned shift in a department having a 24-hour operation at least half of which includes the hours between 11:00 p.m. and 7:00 a.m., an eligible employee will receive an additional \$1.45 per hour for each hour actually worked between the hours of 11:00 p.m. and 7:00 a.m. as shift differential pay. To qualify, the employee must work at least one-half of the qualifying shift or the employee must work the shift immediately preceding or following the qualifying shift. The Department Head/Elected Official shall have full discretion to assign an employee to work qualifying shifts.
 - a. Exempt employees are eligible for shift differential when assigned to a

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qualifying shift for a minimum of 5 consecutive work days.

H. STANDBY STATUS:

1. Standby Status means a non-exempt employee who is off duty, but is assigned to be available to perform occasional work, if necessary. The employee is not required to remain on the employer's premise(s) and may leave his/her residence, but must:
 - a. Remain available for notification to work during specified hours;
 - b. Be ready to respond in a reasonable time to calls for their services;
 - c. Be readily available at all hours by telephone or other communication devices;
 - d. Refrain from activities which might impair the employee's ability to respond to a location, answer a call or otherwise perform their duty; and
 - e. Allowed to use the time during which he/she is waiting for notification to work for his/her personal pursuits.
2. Standby Status shall be assigned in writing and shall be compensated at a rate of \$4.50 per hour.
3. Any non-exempt employee who is on Standby Status and begins the performance of his/her regular duties after being contacted to work ceases to be on Standby Status and qualifies for regular or overtime pay at a rate of one and one-half (1.5) times his/her normal base hourly wage for actual time worked, whichever is applicable, consistent with Title 20 of the Nevada Revised Statutes. Upon completion of the work, he/she returns to Standby Status for the remainder of the time he/she has been directed to be available to work.
4. An employee shall continue to receive the Standby Status pay provided in subsection 2 for any hour where regular or overtime pay is received for actual time worked and the actual time worked is less than an hour. If an employee receives regular or overtime pay for the entire hour, the employee will not receive Standby Status compensation for that hour.
5. Exempt employees are not entitled to Standby Status pay.

I. PROFESSIONAL CONSULTATION STATUS:

1. Professional Consultation Status means an exempt employee who is off duty, but is assigned to be available to perform occasional work, if necessary. The employee is not required to remain on the employer's premise(s) and may leave his/her residence but must:
 - a. Remain available for notifications to respond to inquiries or report to work as appropriate;
 - b. Be readily available at all hours by telephone or other communication devices;
 - c. Refrain from activities which might otherwise impair the employee's ability to respond to a location, answer a call, or otherwise perform their duty; and
 - d. Allowed to use the time during which he/she is waiting for notification to

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work for his/her personal pursuits.

2. Professional Consultation Status shall be assigned in writing by the employee's supervisor and shall be compensated at a rate of \$100 per day.
3. The Town of Minden, Elected Officials, and the appointed Public Guardian are specifically excluded from eligibility for this compensation.
4. Exempt employees, whether assigned to Professional Consultation Status or not, are not eligible for overtime compensation or compensatory time off for hours actually worked and are exempt from the provisions of the Fair Labor Standards Act and other similar regulations.

J. PEACE OFFICER STANDARD TRAINING INCENTIVE (P.O.S.T.):

1. The following positions are eligible for P.O.S.T. incentive payment, to recognize achievement of a P.O.S.T. certificate beyond the certification required for the respective positions. Incentive payment will begin in the pay period following certification submittal, review, and approval and will continue each pay period for which a qualifying position is held thereafter.
 - a. Captain and Undersheriff – compensation for only the highest-level certification held qualifies for the correlating per pay period incentive as indicated below:
 1. Supervisor - \$67
 2. Management - \$77
 3. Executive - \$96
 - b. DA Investigator and Senior Investigator; Juvenile Probation Officer, Senior Juvenile Probation Officer, Chief Deputy Juvenile Probation Officer, Chief Juvenile Probation Officer; Alternative Sentencing Officer and Chief Alternative Sentencing Officer - \$58 per pay period to recognize only the single highest certification achieved beyond the requirement identified in the job description.

K. CAPTAIN EXTRA DUTY PAY:

1. Captains of the Sheriff's Office are eligible for additional compensation for additional assignments they are assigned in writing to command, beyond their Sheriff's Office Division assignments. Potential assignment examples include, but are not limited to, SWAT Commander, Crisis Negotiations Commander, Range Master, Honor Guard Commander, and K9 Commander. Incentive payment will be \$39 per pay period for each period such an assignment is made.

III. PROCEDURE:

A. WAGE AND SALARY SURVEYS:

1. At the direction of the County Manager, an annual wage and salary survey may be conducted to secure updated labor market wage data.
2. When movement is warranted, the competitive pay rate for each County position may be adjusted for internal equity—and/or to reflect the competitive

200.11

labor market. The adjustment is subject to budgetary and other considerations and is subject to approval by the Board of County Commissioners.

- B. **MAINTENANCE OF THE COMPENSATION/CLASSIFICATION PLAN:** Human Resources will be responsible for the continuous maintenance and administration of the Compensation/Classification Plan for the County. The review will include an analysis of prevailing rates of pay for similar positions in comparable labor markets by the wage and salary surveys, and will account for budgetary considerations and other related factors. On the basis of this information, the Human Resources Director will recommend to the County Manager changes to keep the Plan current, uniform and equitable. Such recommendations will be reviewed and approved or modified by the County Manager and submitted to the Board of County Commissioners for approval.

- IV. **RESPONSIBILITY FOR REVIEW:** The Internal Review Committee will review this policy as needed or at least once every 3 years.

**DOUGLAS COUNTY ADMINISTRATIVE
POLICIES AND PROCEDURES**

NUMBER: 200.12
EFFECTIVE DATE: 08/19/93
REVISED: 12/19/02, 06/05/03
AUTHORITY: BOC
COUNTY MANAGER: _____
PAGE 1 OF 3

SUBJECT: INTERVIEW AND MOVING EXPENSES

- I. PURPOSE:** To establish guidelines for reimbursement of expenses; to establish consistency; and to encourage applicants for key administrative positions to participate in the interview process.
- II. POLICY:** When it is determined by the County Manager and Human Resources Manager that a key administrative or managerial position requires extensive recruitment and that there are sufficient funds to reimburse interview expenses, this reimbursement policy shall be applicable.
- A. The Human Resources Manager and appointing authority will make an initial determination of the need for the level of recruitment and where and how long the County should advertise for the vacancy.
 - B. Any related costs associated with filling the vacancy, i.e., reimbursement of expenses, or any moving costs if applicable, will be paid by the affected department.
 - C. The Human Resources Division will coordinate with the Comptroller's office to make any necessary budgetary/expenditure transfers to cover such reimbursement costs.
 - D. Reimbursement may be for actual amounts spent, verified by receipts, for transportation costs, hotel/food, and parking. In the alternative, the decision can be made to cap and prorate such costs based on availability of funds.
 - E. The decision to provide moving reimbursement will be made by the County Manager as part of the offer of employment as well as other conditions of employment. There will be a cap of \$ 5,000 for moving reimbursement. Requests above \$ 5,000 require prior approval of the County Commissioners. The reimbursement will be justified by the level of the position and need for the level of recruitment.

- III. **PROCEDURE:** The hiring manager and Department Head/Elected Official shall coordinate with the Human Resources Divisions to pursue reimbursement of expense for position candidates.
- IV. **RESPONSIBILITY FOR REVIEW:** The County Manager and Human Resources Manager shall review this policy as needed or at least once every 5 years.

06/09/03

**REIMBURSEMENT OF INTERVIEW
AND MOVING EXPENSES
FOR KEY ADMINISTRATIVE PERSONNEL**

DATE: _____

DEPARTMENT: _____

KEY POSITION: _____

SUBMITTED BY: _____

MAKE CLAIM OR VOUCHER PAYABLE TO:	ITEM	ACCOUNT NUMBER	AMOUNT	INVOICE DATE	INVOICE NUMBER
TOTAL					

INSTRUCTIONS:

1. Complete this form.
2. Was the position recruited at a national level? YES or NO
3. Obtain the Human Resources Manager justification of the reimbursement.
4. Obtain the Comptroller’s signature as verification of salary or vacancy saving.
5. Attach this form to a claim form and complete.

Human Resources Manager’s signature

Date

Comptroller’s Signature

Date