Administrative Policies (not in Title 3)

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ACQUIRING AND PROVIDING EMPLOYMENT REFERENCES

Acquiring and giving accurate employment references is important to Churchill County. This policy is to be followed whenever a reference or background check is being conducted for a prospective applicant for employment with Churchill County or when an inquiry is received for information regarding a current or former employee of Churchill County.

Acquiring References/Conducting Background Checks

Reference and background checks are conducted to assist Churchill County in assessing the applicant's fitness for employment with Churchill County. The process will help to ensure the accuracy of information supplied by the applicant on Churchill County's application, and verify job-related accomplishments, skills, abilities, and characteristics that help establish the applicant's qualifications for the position. All background/reference checks should be conducted by trained individuals in the Personnel Department. In preparation for a background/reference check on an applicant, the following steps will he followed:

1. Obtain a Churchill County employment application that is signed and dated by the applicant. All sections of the application must he completed.

2. Obtain approval from the applicant on the application and/or separate release form authorizing the release of information from former employers, military, educational institutions, other institutions, personal references, and other individuals listed on the application. Authorization shall include indemnification of prior employers and prospective employers for liability arising from such inquiries. Refusal to sign such a release shall eliminate the applicant from further consideration for employment.

3. Inform the applicant that you may conduct a reference background check. The applicant should he made aware that Churchill County's evaluation of his/her qualifications and suitability for employment normally includes contacting employment references to verify information provided by the applicant. Churchill County may also contact schools and educational institutions listed by the applicant, as well as personal and professional acquaintances.

4. Identify questions to be asked that are related to the essential functions of the job and are legal (non-discriminatory). A person's training, knowledge, skills, production, timeliness of work, and ability to work with others are good examples of appropriate questions. Avoid discriminatory or non-work related questions that have nothing to do with the job such as family or marital status, disabilities, age, and related areas.

5. Identify the proper individual(s) to question regarding the applicant's work performance, knowledge, skills, and abilities necessary to perform the essential functions of the job.

6. Adequately document the conversation and record refusals to provide information. A Background/Reference Check Data Collection Form will be used to document the information.

7. Keep all background/reference information strictly confidential. No employee, supervisor, or management official of Churchill County has access to such information without demonstrating a work-related need for the information as provided in this policy.

8. If using a consumer reporting agency to obtain applicant information (i.e., character, reputation, financial, criminal, and driving record), Churchill County shall:
    a. Ensure that the information received will not be used to violate any EEO legislation.
    b. Secure a completed written Disclosure Authorization & Release Form from all applicants for employment and/or employees.
    c. Assure that the information received is only used for employment purposes.
    d. Inform external "consumer reporting agencies," in writing, that Churchill County has the

applicant's and/or employee's approval for the investigation(s).

e. Provide the applicant and/or employee a copy of the report from the external "consumer reporting agency" prior to taking any adverse employment action based on the information that the external "consumer reporting agency" has provided.
f. Supply the applicant and/or employee with a description, in writing, of his/her rights under the Fair Credit Reporting Act (FCRA), in the manner as prescribed by the Federal Trade Commission, prior to taking any adverse employment action based on the information provided by the external "consumer reporting agency."

Providing References

All requests for employment information shall be referred to the Personnel Department. Only those employees of the Personnel Department trained in providing references are authorized to release information to third parties.

Churchill County has a neutral reference policy as well as a confidential information policy. As such, only the following personnel information and employment records that Churchill County maintains concerning current employees and former employees shall be provided upon request:

1. Name
2. Class/Job Title
3. Dates of Employment
4. Information regarding an employee who was terminated for violent actions in the workplace only after consultation with Churchill County's legal counsel about providing reference information about ex-employees who may be dangerous.
5. Salary
6. Employment information and opinions regarding the character, honesty, and potential for violence of Churchill County's employees may be provided to governmental employers, including, but not limited to, any federal, state, county, municipality or city employers, or any other private (non-governmental) employer where the employee's character, honesty, and potential for violence are relevant issues. Examples include, but are not limited to, jobs which involve public safety, entrustment for the care or safety of children, the elderly, or health care patients. Information requested by law enforcement agencies, in accordance with NRS Chapter 239B, will be provided.

ADOPTED October 16, 2002.

Churchill County
Annual Leave Conversion Program
Calendar Year 2011 and Forward

The purpose of the Annual Leave Conversion Program is to allow general county employees who are not under a collective bargaining agreement to elect to convert Annual Leave hours to the County upon meeting certain criteria. The program should facilitate employees to work additional hours for the general county without losing annual leave in excess of the maximum carryover at calendar year end. The cost of the Conversion program would be less than the additional cost of contract labor or consultants to perform the work while the employees are off on annual leave.

I. <u>Eligibility Requirements under Annual Leave Conversion Program:</u>

a. Employees may elect to participate in the County's annual leave accrual conversion program if they meet the criteria established within this policy.
b. The employee must have five years of service with Churchill County.
c. Employee must have a satisfactory or above performance evaluation within the last twelve months.
d. Employee must have accrued as of the first pay period in November in excess of 200 hours of annual leave.
e. The employee must use at least 50% of the current year accrued annual leave as of the end of the year of the buyback to be eligible.
f. The amount of the conversion is limited to employee reducing their annual leave balance to 200 hours subject to conversion in 20 hour increments. Ie.. 20, 40, 60… For example, an employee with 296 hours of annual leave at December 1st could convert up to 80 hours of annual leave.
g. The conversion must be approved by the employee's Department Head before submittal to the Comptroller's Office. Department Heads must receive approval from the County Manager. The Department Head or County Manager has the authority to disapprove the conversion if he/she feels the circumstances warrant disapproval.
h. The conversion will be in the form of purchase of retirement service credit with PERS or contribution into the employee's 457 Deferred Compensation account.
i. The total number of county employees approved for this plan in a given year will be limited to 15% of the total number of county employees enrolled in the Public Employees Retirement System. In the event that the number of applicants exceeds 15% in any year, the County will order the applicants by seniority to determine eligibility. Any applicant denied on the basis of seniority will have priority in the subsequent year.

II. <u>Procedures</u>

1. On or before November 15th of each calendar year, each eligible employee shall submit a conversion request to the Comptroller's Office on the designated form.
2. The request will be reviewed by the Comptroller's Office and Human Resources to ensure compliance with eligibility requirements, and the employee shall be notified in writing as to the status of the request.
3. The calculation date shall be the ending date of the first pay period in November.
4. In calculating the incentive conversion amount, the Comptroller shall use the following factors:

a. Employee's current rate of pay
b. Number of hours eligible for buy-back in 20 hour increments (The wage rate multiplied by the number of eligible hours will be the total compensation used for the selected payment election
c. Employee's payment election method: PERS or Deferred Compensation election.
d. Any other factors the Comptroller deems necessary to make the calculation.
e. If approved, payments for eligible hours shall be made on behalf of the employees by December 31st.
f. Employees who are eligible for this program must submit the request by November 15th of each calendar year. Payment for the hours requested shall be processed and paid by December 31. This scheduled time frame will be the only opportunity for eligible employees to participate in this program each year. Compensation for the hours shall be made at the employee's current rate of pay.

III. <u>Review and Other Provisions:</u>

This program is voluntary and subject to periodic review by the Board of County Commissioners. Each application is subject to review to determine the financial advantage to the County. The Board of County Commissioners retains the option to reject any or all requests to participate if it is not determined to be advantageous to the County.

The Board of County Commissioners retains the option to waive any of the requirements under this policy if, in the opinion of the board, there are extenuating circumstances.

This policy shall be effective upon adoption.

Adopted this 20th day of October, 2010. (Originally adopted in 12/05; modified in 10/10)

Voluntary Computer Purchase Assistance Program

Churchill County strongly advocates the growth of computer technology. In order to encourage employees to utilize computers in the home for personal use, Churchill County has developed a Voluntary Computer Purchase Assistance Program as a benefit for its employees. This personal use will assist the employee in becoming more computer literate and advances their computer skills. The employee understands they are prohibited from doing County work at home for Churchill County.

Under this Voluntary Program, employees may borrow up to $2,000 (interest-free) from Churchill County to purchase a home computer. The employee must pay the first 10% of the purchase price and borrow the remaining 90% up to the $2,000 limit. An employee has up to 18 months to pay off the no-interest loan, through payroll deductions. This interest fee loan is allowed by IRS as a tax-free event due to the $2,000 limit and is not subject to withholdings. If the employee leaves before the 18-month period, the employee agrees to pay off the balance of the loan through deduction from their last payroll check. In the event that there is not enough money in the last check to cover the remaining balance, the employee is liable for the difference. The employee will be required to payoff the outstanding balance.

In order to qualify, an employee must be a fulltime employee who is not on probationary status. Employees may purchase one computer every thirty-six (36) months under this program.

The Board of County Commissioners can revoke this program at anytime it does not feel it is in the best interest of the County.

In essence, the Program is a "double reimbursement" Program. The procedures are as follows:

1. The employee purchases the computer from the vendor of their choice. This can be done via whatever method the employee chooses. Several companies offer 90 days "same as cash" deals.
2. The employee presents an invoice to the Churchill County Comptroller from the vendor showing the cost of the personal computer. The employee can seek reimbursement for 90% of the total purchase price.
3. The employee signs an agreement, which indicates the amount that will be taken from the first two paychecks of each month and indicates the duration of the loan.
4. At the next regularly scheduled check run, the County will reimburse the employee for the cost of the computer.
5. The employee then reimburses the County via the agreed-to payroll deduction.
6. If the employee leaves before the 18-month period, the employee agrees to pay off the balance of the loan through deduction from his/her last payroll check. In the event that there is not enough money in the last check to cover the remaining balance, the employee is liable for the difference.

CONFIDENTIAL INFORMATION

Identification of Confidential Information

The following types of personnel information and employment records that Churchill County maintains concerning current employees, former employees and applicants for employment are confidential:

1. All information in the application for employment including, but not limited to, letters of reference and résumés or his/her status as eligible for employment.
2. All information that the employer received or compiled concerning the qualifications of an applicant or an employee including, but not limited to, reports by employers, law enforcement officials, or other individuals concerning the hiring, promotion, performance, conduct or background of applicants or employees.
3. The rating or remarks concerning an applicant by members of an evaluation board or results from any testing or screening process for employment.
4. Materials used in examinations, including answers on any written exam or suggested answers for an oral interview.
5. Information in an employee's file or record of employment which relates to his/her:
   a. Performance.
   b. Conduct, including any disciplinary action taken.
   c. Race, ethnic identity or affiliation, sex, disability, or date of birth.
   d. Home address or telephone number.
   e. All information concerning the voluntary or involuntary termination of an employee, excluding the dates of employment.
6. The name of any beneficiary of an employee.
7. All medical information concerning an employee or applicant including, but not limited to, pre-employment and post-employment medical and psychological examinations, disability and reasonable accommodation made, drug testing, pregnancy, doctor's excuse, and any other medical information that an employee or applicant voluntarily provides or the employer requests.
   - Notations on attendance sheets that an employee has taken sick leave is not a confidential record.
   - All confidential medical information shall be kept in files segregated from other personnel and employment records.
8. All information contained in a confidential investigative file.
   - All confidential investigative files shall be kept in files segregated from other personnel and employment records.

Access to Confidential Information

Access to confidential records is restricted to the following unless specifically provided in a separate policy:

1. Except as otherwise provided in this section, access to the materials for an examination and information relating to an applicant which are relevant to a decision to hire that person is limited to employees with a business need to know the information.
2. Access to an employee's file of employment containing those items listed above as confidential is limited to:
   a. The employee.
   b. The employee's representative when a signed authorization from the employee is presented.
   c. The Churchill County Manager, Churchill County Personnel Office, or his/her designated representative.
   d. Persons who are authorized pursuant to any state or federal law or an order of the court.

ADOPTED October 16, 2002.

CHURCHILL COUNTY POLICY/PROCEDURE

FURLOUGH POLICY

Policy

It is the Policy of Churchill County to initiate a mandatory furlough due to necessary budget adjustments to accommodate impacts caused by the recession and continued stagnant economy. Regular employees – including probationary, grant-funded, and part-time employees – will be subject to furlough. Due to the nature of scheduling for 24/7 operations, this policy will not apply to employees working in 24/7 operations at the Sheriff's Office nor to employees who work as Detention Specialists in the Juvenile Detention Facility. Employees are strictly prohibited from performing any work during the time they are on furlough leave. This includes checking work-related e-mail and voice mail. Departments are to implement this policy in such a way so as to minimize the impact on the public.

1) Unpaid furloughs shall occur as stipulated by Resolution, formal action, or during the budget process by the Board of County Commissioners.

2) Non-exempt (hourly) employees will be required to take the required number of hours off.

3) Exempt (salaried) employees will have the following options:
   Option A: Take the furloughs as days off without pay. To comply with the federal Fair Labor Standards Act (FLSA), exempt employees who choose this option will be paid on an hourly basis for the week they take furlough days. Employees cannot exceed 40 hours worked (including furlough hours) during the week.
   Option B: Reduce their pay by the appropriate percentage for the time period and decide whether or not to take the corresponding time off.

4) The Mandatory Furlough Policy applies to all "regular" employees. Part-time, regular employees will be required to take a prorated number of furlough hours based on their percentage of full-time (40 hour per week) employment.

5) This policy does not apply to elected officials whose salaries are set by State law. An elected official may voluntarily donate back to the County a dollar amount equal to the percentage of furlough time required of his/her employees but cannot be required to do so.

6) In order to ensure equity for all affected employees, employees may not volunteer to take more than the required furlough hours or days.

7) Furlough leave pursuant to this section must be scheduled and approved in the same manner as other leave. An employee who is on furlough leave is considered to have worked that day or portion of a day, as applicable, for all purposes except payment of salary, including:
   a. Accrual of sick and annual leave;
   b. Determining the employee's pay progression date;
   c. Continuity of service and years of service for the purposes of payments pursuant to the plan to encourage continuity of service;
   d. The duration of a probationary period;
   e. Determining eligibility for holiday pay if the shift immediately precedes or follows a holiday;
   f. Determining eligibility under the Family and Medical Leave Act (FMLA);
   g. Seniority for all purposes;
   h. Health, dental, vision, and life insurance programs; and

i. The Public Employees' Retirement System (PERS) – (The exception to this is for exempt employees who choose option 3B above. Employees who choose this option will have a reduced salary reported to PERS.)

8) It is the intent of the Board of Churchill County Commissioners to limit exceptions to the requirement of furlough to identified areas of critical need. If the County determines that a position cannot be subject to furlough leave because of the need to provide appropriate services that are necessary to the protection of public health, safety, and welfare, the department head of the department and the Board of Churchill County Commissioners must make findings on the record in a public meeting that:
   a. The position is necessary for the protection of public health, safety, or welfare;
   b. The public health, safety or welfare will be significantly diminished if mandatory furlough leave is implemented for employees in these positions;
   c. No alternatives exist to provide for the protection of public health, safety, or welfare; and
   d. The department has identified and will implement other methods to reduce overall costs equal to the savings produced by furlough leave under the program.

9) In the event Churchill County's financial situation changes, the Board of County Commissioners reserves the right to change or modify the furlough policy or take any other action they deem is appropriate.

Administration of the Policy

1) Every regular employee must take unpaid furlough leave. The policy does not apply to casual and seasonal positions. An employee shall not be required to take any more or less unpaid furlough leave than required by the policy if he moves from one position to another. A new employee will only be responsible for the proportional number of hours or days of unpaid furlough leave remaining in the fiscal year. If salary savings are received by hiring a new employee at a lower rate of pay, the new employee will still be required to take the proportional amount of furlough leave.

2) Each department head will have the authority to determine the appropriate furlough days for their department's employees, taking into consideration the efficient operation of the department along with the desires of the employees. To the extent practicable, a supervisor and employee shall work together to develop a schedule in which unpaid furlough leave is taken. If a schedule cannot be agreed upon, a supervisor may direct an employee to take unpaid furlough leave on a specific day and/or at a specific time, due to business necessity. Nothing in this policy restricts, limits, or otherwise affects the statutorily required office hours for the offices of certain elected officials.

3) There is no cash value to the employee for unpaid furlough leave. If an employee leaves County service and has taken more than the required hours of unpaid furlough leave, the employee will not be reimbursed the difference.

4) Each department head shall develop a policy to define the minimum increment of unpaid furlough leave to be taken by its hourly employees. The policy may specify different increments of time for its locations and/or work groups due to business necessity. The department head shall disseminate the policy to all employees that are subject to the furlough.

5) It is the intent of the Furlough Policy to reduce budget liability due to salaries. No additional overtime, added regular time, or call back pay ***should*** occur in the same pay period as unpaid furlough leave, unless approved in advance by the Board of County Commissioners or their designated representative. Some positions, by the inherent nature of the work they perform, may be required to work overtime in the course of carrying out their regular duties, and this is allowable. When this exception occurs, furlough hours claimed during said workweek will still be counted as having been used and will be subtracted from the employee's required furlough leave "balance".

Those furlough hours will be counted as hours worked (similar to vacation leave) when figuring hours worked for overtime purposes and employees will be paid overtime as appropriate.

6) Periodic reports will be run to ensure all employees are taking the required unpaid furlough days. If, by December 15th of each year, an employee has not used ½ their furlough days for the fiscal year, said employee must submit a plan, signed by their department head, indicating how they will get "caught up" by January 31 of the following calendar year.

7) Potential Furlough Uses – The following examples of the use of furlough leave are for illustrative purposes only. Department Heads retain the right to limit the use of furlough leave so as to best conduct the business of the department.

   a. Employee A, with the Department Head approval, elects to use furlough days the Friday before, and the Tuesday following, Memorial Day. The Friday before is in one pay period and the Tuesday following is in another, thus the employee will not have both furlough days affect one check, but the employee will be able to use the furlough days to create a "5-day weekend".

   b. There are two months each year that have extra paydays. Employees could elect to use unpaid furlough during those pay periods to minimize the impact of the furloughs on their paychecks.

Adopted this 5th day of December, 2013

CHURCHILL COUNTY POLICY/PROCEDURE

BUDGET MANAGEMENT THROUGH HIRING DELAYS AND ATTRITION

A. PURPOSE AND DEFINITION

The Churchill County Commission has indicated that, instead of layoffs, they would prefer to manage labor costs through hiring delays and attrition. As resources to run the county continue to decrease, the Commission recognizes that there may be a need to examine the number of employees in the workforce. Employee costs for the General Fund are budgeted at approximately 74% of the expenditures in fiscal year 2013-2014 and are expected to increase in the future.

B. POLICY

1. Hiring Delays

A. When a "regular" vacancy (part-time or full-time) occurs in any department, said position shall not be posted as an open position until it has been vacant for a period of ninety (90) days. After the 90-day period, if the position is approved to be filled as outlined in the Attrition portion of this policy, the normal recruitment process will begin. The intent is that the amount budgeted for that position for 90 days will not be expended by that department.

B. An exception to the hiring delay policy will be made for vacancies that occur during a new-hire probationary period. Grant-funded positions will be evaluated on a case-by-case basis.

C. It is the intent of this policy that only one hiring delay be imposed for each employee who separates from county employment. A higher-level employee may be replaced by a lower-level employee utilizing the normal internal promotion process, without a 90-day delay. Once the higher-level position is filled, the 90-day delay would be imposed on the lower-level position. Such a situation would not require two 90-day delays.

D. Appeal – If there are extenuating circumstances, Elected Officials and Department Heads may appeal the hiring delay policy to a Position Review Board (PRB). The PRB will be composed of the County Manager, the Comptroller, the Chief Deputy District Attorney - Civil, and the Human Resources Director. The requestor must demonstrate the hardship created by the hiring delay. Elected officials and Department Heads may appeal the decision of the PRB within 30 calendar days to the Board of County Commissioners at one of their regular meetings.

2. Attrition

During the 90-day hiring delay outlined above, the Department Head/ Elected Official must evaluate the need for the position and consider alternatives. Among ideas to be considered are the following:

A. Can the department be re-organized in a manner that results in a reduction of employees or employee expenditures?
B. Can the position be filled by a part-time position?
C. Can the position be filled through job sharing with another department?

D. Can the position be absorbed into the workload of the existing staff, or can work processes be streamlined or modified, resulting in no new hire?

E. Are there investments or technological processes that would improve the efficiency of the department and make the position unnecessary?

A position will not automatically be refilled. It cannot be filled until the Department Head/ Elected Official has received approval from the PRB. No request to the PRB shall be made until the position has been vacant at least 45 days. It is the responsibility of the requesting official to demonstrate the benefit to Churchill County by refilling the position. Elected officials and Department Heads may appeal the decision of the PRB within 30 calendar days to the Board of County Commissioners at one of their regular meetings.

This policy shall be effective upon adoption and shall remain in effect until December 15, 2014, at which time it will be reviewed by the Board of County Commissioners.

Adopted this 5th day of December, 2013

CHURCHILL COUNTY POLICY
RETIREMENT INCENTIVE PLAN

The purpose of the retirement incentive plan is to encourage eligible employees to volunteer to retire from the county's employ upon meeting certain criteria. The plan should facilitate retirement for certain employees eligible under Nevada Revised Statues, and at the same time result in salary savings to the county.

I. Eligibility Requirements under Retirement Incentive Plan:

a. The employee must be eligible to retire with thirty (30) years of retirement credit under the provisions of the Public Employees Retirement System of Nevada (PERS) as a result of the county's participation in this retirement plan. The county may participate in the purchase of retirement credit that places the employee in excess of thirty (30) years in PERS.

b. The county will participate in the purchase of retirement credit of up to three (3) years under the following schedule: one year at 100% purchase by the county; a second and third year at 50% purchase by the county and 50% by the employee.

c. The employee must have completed twenty-five (25) years of service with the county to be eligible for application.

d. The employee would no longer be eligible for employment in the county that would require county participation in the PERS program.

e. The county will transfer funds for the purchase of retirement credit directly to PERS.

f. The cost of purchase of retirement service credit will be calculated in accordance with the policies and regulations of PERS in effect at the time of purchase.

The total number of county employees approved for this plan in a given year will be limited to 2 % of the total number of county employees enrolled in PERS. In the event that the number of applicants exceeds 2% in any year, in the county will order the applicants by seniority to determine eligibility.

II. Separation Incentive Plan:

A separation is defined as a plan to afford an incentive for a medical retirement to those persons qualifying as follows:

a. The employee must have completed fifteen (15) years of service with the county and qualify for a medical retirement under the PERS program in order to be eligible for application.

b. The county will participate in the purchase of retirement credit of up to three (3) years under the following schedule: one year at 100% purchase by the county; a second and third year at 50% purchase by the county and 50% by the employee.

c. The employee would no longer be eligible for employment in the county that would require county participation in the PERS program.

d. The county will transfer funds for the purchase of retirement credit directly to PERS.

The cost of purchase of retirement service credit will be calculated in accordance with the policies and regulations of the PERS in effect at the time of purchase.

If, due to unforeseen circumstances, upon making a written request to the county manager, an employee may request to withdraw his/her application from the Retirement Incentive Plan or the Separation Incentive Plan. Such request may only be granted if made prior to the actual retirement of employee.

This program is voluntary and subject to periodic review by the board of county commissioners.

Each application is subject to review to determine the financial advantage to the county. The board of county commissioners retains the option to reject any or all requests to participate if it is not deemed to be advantageous to the county.

Applications for these incentives must be submitted to the county manager by December 15 of the year prior to retirement.

Any employee applying for participation in the Retirement Separation Plan or the Separation Incentive Plan must submit, with the application, a letter of resignation contingent upon approval of the application by the board of county commissioners.

The board of county commissioners will review all applications and make a recommendation by the second board meeting in January, or in a meeting that is appropriate for the funding of the applicants for that year.

The board of county commissioners retains the option to waive any of the requirements under this policy if, in the opinion of the board, there are extenuating circumstances.

This policy shall be effective upon adoption.

Adopted this _____day of October, 2000

Training Policy

Policy: It is Churchill County's policy to encourage and provide relevant training for its regular employees.

Scope: This policy applies to all regular employees of Churchill County.

Policy Details: A countywide Training Policy was adopted by the Board of Churchill County Commissioners on December 5, 2002. All full-time, regular employees are required to obtain twelve (12) hours of training in each calendar year. Part-time, regular employees are required to obtain a equivalent amount of training based upon their average work week. The amount of training required for part-time, casual employees shall be based upon the percent of full-time employment for which the employee is hired.

The twelve (12) hours of training is to be broken down as follows:

- Safety Training – 3 hours
  - Safety Training may include specific or general training in safety-related issues that are related to their work environment.
- General Training – 3 hours
  - General Training may include training in areas such as Workplace Violence, Prevention of Harassment, etc.
- Technical Training – 6 hours
  - Technical Training will include training directly related to each employee's job duties. For some employees, Technical Training may be extra safety training. For other employees, this training may be computer training.

Each department is strongly encouraged to develop a unique training program for each of its employees to address those areas related directly to an employee's job duties.

Official tracking of an employee's training hours will be done by the Churchill County Personnel Office. For in-house training conducted by Churchill County, sign-in sheets will be used to input training hours. For training received outside of Churchill County's in-house training program, employees need to submit their hours of training to the Churchill County Personnel Office through their Department Heads.