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ANDREW LOWLATT  
CLERK  
*Andrew Lowlatt*  
CITY

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

IN THE MATTER OF THE ADMINISTRATIVE  
ORDER RE:

COMPENSATION FOR THE JUVENILE  
PROBATION OFFICERS, MARSHALS AND  
BAILIFFS

**RECEIVED**

**DEC 13 2021**

**Carson City  
Human Resources**

**ADMINISTRATIVE ORDER**

WHEREAS, the First Judicial District Court and the Carson City Justice/Municipal Court, hereafter referred to as "Courts," filed an Administrative Order on June 21, 2021 amending the Salary Schedule and Benefits for the Juvenile Probation Officers, Marshals and Bailiffs.

IT IS HEREBY ORDERED effective January 1, 2022, all employees will receive a 1.0% cost-of-living increase. The bottom and top of each salary grade will be adjusted in accordance with the cost-of-living increase as stated above.

IT IS FURTHER ORDERED effective July 1, 2022, and on July 1 of each year thereafter through and including July 1, 2025, or until further order of the court, all employees will receive a 2% cost-of-living increase. The bottom and top of each salary grade will be adjusted in accordance with the cost-of-living increase as stated above.

1 IT IS FURTHER ORDERED that the previous merit ratings established in the  
2 Administrative Order filed on June 21, 2021 are hereby amended. Effective July 1, 2022,  
3 and upon each successive annual performance evaluation date, on the recommendation of  
4 the employee's supervisor or appointing authority, an annual merit increase of 3.0% will be  
5 granted to employees in recognition of receiving a "meets expectations" performance  
6 evaluation or better. An employee who receives a rating of "below expectations" will not  
7 receive an annual merit increase for that evaluation period. The maximum merit and cost-  
8 of-living increase an employee can receive is 5%.

9 IT IS FURTHER ORDERED that employees who are required to be on standby time  
10 shall be compensated as follows:  
11

- 12 a. Employees shall receive 15% of their regular hourly rate of each hour, or fraction  
13 thereof, spent on standby time.
- 14 b. Employees shall be paid at the rate of one and one half (1.5) times their regular  
15 hourly rate for each hour, or fraction thereof, of actual work.
- 16 c. Employees who are on standby time on any holiday observed by the court, shall  
17 receive 15% of their regular hourly rate for a period of not less than 24 hours. If  
18 the employee is called back to work, the 15% will be paid only on the hours  
19 actually spent on standby.  
20

21 IT IS FURTHER ORDERED that a maximum of 300 unused vacation hours will be  
22 allowed to accumulate from year to year. Earned annual leave in excess of 300 hours must  
23 be taken prior to January 1 of each year, or such excess may be forfeited. An employee  
24 who has earned annual leave in excess of the maximum specified above and who, through  
25 no fault of his or her own, is unable to use such excess annual leave prior to January 1 of  
26 the year following the year in which such leave is accumulated, shall be compensated for  
27 the amount of annual leave in excess of the maximum.  
28

1 IT IS FURTHER ORDERED that ten (10) days bereavement leave at full salary will  
2 be allowed an employee for each death of a member of the immediate family. Such leave  
3 shall be charged to the employee's earned sick leave but, will not be computed for purposes  
4 of determine well days. Immediate family shall include spouse, significant other, parent,  
5 brother, sister, child, stepchild residing with the employee, grandparent or grandchild or  
6 corresponding relation by affinity. Family sick shall be limited to 80 hours per fiscal year  
7 unless an excess amount is approved by the employee's supervisor.  
8

9 IT IS FURTHER ORDERED that at the election of the employee, up to but not more  
10 than 80 hours of accumulated compensatory time may be paid to the employee on the first  
11 pay day in July and then again on the first pay day in December of each fiscal year, up to a  
12 maximum of not more than 160 hours in a fiscal year.

13 IT IS FURTHER ORDERED that Carson City shall pay 100% of the employee's  
14 premium for group health insurance coverage and 65% of the dependent's group health  
15 insurance coverage for the cost of the plan selected by the employee except that Carson  
16 City will only pay 50% of dependent coverage if the employee elects coverage under the  
17 high deductible plan. If Carson City only offers a high deductible plan to is employees, then  
18 the employees covered under this Administrative Order and the Salary and Benefits for the  
19 Juvenile Probation Officers, Bailiffs and Marshals Administrative Order filed on June 21,  
20 2021, will receive a subsidy of 65% toward the covered dependent's group health insurance  
21 premiums under that plan.  
22


23 IT IS FURTHER ORDERED all other provisions of the Administrative Order filed on  
24 June 21, 2021 with respect to the Salary and Benefits for the Juvenile Probation Officers,  
25 Marshals and Bailiffs, not modified in this Administrative Order, are to remain in full force  
26 and effect.


27 IT IS FURTHER ORDERED that the Administrative Order shall be filed with the First  
28 Judicial District Court Clerk's Office and copies disseminated by the Clerk to the Carson City


1 Manager's Office, Carson City Human Resources Department, Carson City Finance  
2 Department, and the Carson City District Attorney's Office.

3 DATED this 9<sup>th</sup> day of December, 2021.

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6   
7 JAMES T. RUSSELL  
8 District Court Judge

9  
10   
11 JAMES E. WILSON JR.  
12 District Court Judge

13  
14  
15   
16 THOMAS R. ARMSTRONG  
17 Justice of the Peace  
18 Municipal Court Judge

19  
20   
21 KRISTIN N. LUIS  
22 Justice of the Peace  
23 Municipal Court Judge