

# DELIVERING TALENT FOR THE FUTURE

## New Employee Handbook

HR-0007-05-17 MC

City of Las Vegas



WELCOME TO THE CITY OF LAS VEGAS!

This is YOUR copy of the Employee Handbook.

Used properly, it can be a valuable resource. Keep it at your fingertips!

NAME

JOB TITLE

DEPARTMENT

DIVISION

DATE OF HIRE

## MESSAGE TO EMPLOYEES

This employee handbook is provided as a guide for employees and cannot describe in full detail all the terms and conditions of employment. Employees are subject to more detailed rules as described in the Civil Service Rules, Personnel (HR) Policies Manual, City Manager Policies, Department/Division Work Rules, Directives, etc.

**This handbook is intended as a ready reference. Expanded text can be found in the documents referenced in the above paragraph. Nothing in this handbook is intended or should be interpreted as interfering in any way with an employee's "at will" status, or with the right of the City of Las Vegas to discharge you at any time. For further details and to receive answers concerning matters not fully covered in this handbook, you should consult with your supervisor or Human Resources. The City of Las Vegas reserves the right to change the terms of this handbook at any time without prior notice.**

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## **LAS VEGAS THEN...**

Las Vegas is widely recognized as one of the world's leading tourism destinations and one of the Southwest's fastest growing cities. Many people don't know, however, that less than a century ago, Las Vegas was little more than a rail station en route to Los Angeles.

In fact, the Las Vegas Valley was first inhabited by nomadic Native Americans about 28,000 years ago. European explorers first saw the Valley in the 1500's while mapping the Santa Fe Trail. In 1855, Mormon leader Brigham Young dispatched thirty men to build a fort in the Valley to protect immigrants and the mail from Indian raids. The "town" of Las Vegas was created in May, 1905, with the completion of a railway platform and the sale of 1,200 residential lots (total sale price: \$265,000).

The City of Las Vegas was created by State statute on March 16, 1911. The City's first Mayor, Peter Buol, and four City Commissioners were popularly elected by approximately 800 registered voters. The City was so small that the Mayor and Commissioners each ran City departments.

During the 1930's, most of the country suffered through the Great Depression. The impact in Las Vegas was not quite as severe, thanks in part to construction of Hoover (Boulder) Dam, which brought thousands of jobs to Southern Nevada. At the same time, a new industry was taking hold in Las Vegas tourism.

## **...AND NOW!**

Las Vegas truly lives up to its reputation as the "Entertainment Capital of the World." But while tourism leads the way, other industries are contributing to our economic success. Between Nellis Air Force Base and the Nevada Test Site, the federal government has a significant military and civilian presence in our Valley. Non-gaming employment opportunities in the private sector are also on the rise as are many other entrepreneurial and high tech businesses. There is also much greater emphasis on education, with University of Nevada Las Vegas (UNLV) providing unlimited opportunities for students and graduates.

But Las Vegas isn't just a good place to do business or find work; it's a great place to raise a family. About 600,000 people call the City of Las Vegas home. More than 1.9 million are scattered throughout the Las Vegas valley.

## **CITY (MUNICIPAL) GOVERNMENT STRUCTURE:**

### **Legislative Branch (Setting Policy)**

The City of Las Vegas was incorporated on March 16, 1911, and since that date, has operated under various types of Commission or Council forms of government. Today our City's leadership consists of seven officials elected on a non-partisan ballot to four year terms. The mayor is elected "at-large" and City Council members are elected to represent residents living in one of six geographic areas, referred to as wards. One member of the City Council is designated as the Mayor Pro Tem, serving as the Acting Mayor in the absence of the Mayor.

The Mayor serves as the chief executive of the City and chairs the City Council. The Council is the City's legislative branch. As a legislative body, the City Council is responsible for establishing City ordinances, resolutions, special orders, and other policies which guide the functions of City government. Members develop a strategic plan, along with goals and objectives necessary to accomplish the plan.

The Council conducts regular public meetings in the Council Chambers on the first and third Wednesdays of each month. Each Council member, including the Mayor, has an equal vote in matters that come before the Council. While the Council has no standing subcommittees, members serve on numerous local boards and commissions.

### **Judicial Branch**

The judicial branch of City government is comprised of six Municipal Court Judges, elected at-large to six year terms. The Las Vegas Municipal Court was established by the Las Vegas City Charter, Article IV, and is governed by the general provisions of Nevada Revised Statute (NRS) 5.010. It is a trial court of record with limited jurisdiction over infractions of Las Vegas municipal ordinances, criminal misdemeanor offenses, traffic violations, and civil ordinance actions (not exceeding \$2,500) that occur within city limits.

## **CITY DEPARTMENTS & OFFICES**

All City departments and offices, with the exception of the Offices of the City Attorney and the City Auditor, are under the direction of a Deputy City Manager who, in turn, reports to the City Manager. The City Manager, City Attorney, and City Auditor receive direction from the Mayor and the City Council.

The following is a list of City departments and offices:

Building and Safety Department  
City Attorney's Office  
City Auditor's Office  
City Clerk's Office  
Economic and Urban Development Department  
Emergency Management  
Finance Department  
Fire and Rescue Department  
Human Resources Department  
Information Technologies Department  
Municipal Court  
Office of the City Council  
Office of the City Manager  
Office of Communications  
Office of Community Services  
Office of Cultural Affairs  
Office of Legislative Affairs  
Office of the Mayor  
Office of Strategic Services  
Operations and Maintenance Department  
Parks and Recreation Department  
Planning Department  
Public Safety Department  
Public Works Department  
Youth Development and Social Innovation

## **ABSENTEEISM & TARDINESS**

It is the employee's responsibility to be thoroughly familiar with his/her department's policy on attendance. It is also the employee's responsibility and an essential function of all classifications to be at work, on time, and mentally, physically and emotionally able to perform their job.

## **AMERICANS WITH DISABILITIES ACT**

In accordance with the Americans with Disabilities Act (ADA), the City of Las Vegas is committed to making reasonable accommodation for individuals with disabilities. For information regarding ADA compliance, contact Human Resources.

## **BACKGROUNDS**

The City of Las Vegas, Human Resources Department will conduct various types of background investigations to determine the candidates' suitability for positions within the City, as determined appropriate by the Human Resources Director or designee. Depending on the classification, the background may include some or all of the following:

- Applicant information
- Criminal history
- Employment history
- Education verification
- Pre-placement physical
- Suitability assessment
- Drug screening
- Personal references

All offers of employment are conditional upon candidates successfully completing each applicable background requirement. Failure to complete this requirement can result in disqualification, termination and/or ineligibility period.

## **BENEFITS**

It is important to understand the benefits provided to you as a City employee. Reference updated information on benefit programs on the INTRANET, under DEPARTMENTS, HUMAN RESOURCES, BENEFITS.



## **BOARDS & COMMISSIONS**

Meeting the needs of our growing population requires the active participation of our citizens. One aspect of that participation is citizen involvement in the twenty one boards and commissions which provide support and assistance to the City Council. For a full list of boards and commissions, reference INTRANET, DEPARTMENTS, CITY CLERK'S OFFICE.

## **CIVIL SERVICE BOARD (CSB)**

The CSB is responsible to ensure that Civil Service Rules are followed. CSB is composed of five members. The Civil Service Rules cover employment policies such as recruitment, hiring, transfers, and promotions, job descriptions, and separations for positions in the classified service. Reference Civil Service Rules on the INTRANET, under DEPARTMENTS, HUMAN RESOURCES, REFERENCES.

## **BULLETIN BOARDS**

Bulletin boards are located throughout the City. It is in the employee's best interest to review the bulletin boards regularly, since they will often contain announcements of promotional opportunities, training courses, employee meetings, and other special events.

## **CHANGE OF EMPLOYEE DATA PROCEDURE**

Each employee's personal records, including beneficiary designations and emergency contacts information, must be kept up to date. Report any changes of name, address, or other pertinent information to the Human Resources Department immediately. The form is available on the INTRANET, under DEPARTMENTS, HUMAN RESOURCES, REFERENCES, HUMAN RESOURCES FORMS, "Employee Data Change Form." (Policy HR.08) CITY OF LAS VEGAS EMPLOYEE HANDBOOK

## CITY OF LAS VEGAS - CODE OF ETHICS GUIDELINES

The City of Las Vegas Code of Ethical Guidelines defines acceptable behavior for all city employees based on our city values of:

**Achievement:** To act with excellence; continuously improve and accomplish goals.

**Creativity:** To act with confidence and courage as we try new things, take risks and have fun!

**Teamwork:** To act collaboratively by combining individual strengths and uniting around common goals.

**Integrity:** to act with truthfulness and transparency

**Ownership:** To act with personal pride and accountability  
NOW! Employees should be living these values every day.

The Code of Ethical Guidelines is designed to further underscore the meaning of the value "Integrity" by going into more detail on the moral principles and commitments that should be undertaken by city employees as they serve the public. These guidelines help reinforce what the city of Las Vegas stands for and what to expect when doing business with our great city and the expectation that the city has for all of its employees. The goal is to promote and maintain an ethical organization built on the highest standards of personal and professional behavior, and to enhance trust within the organization and with the public. The city's Code of Ethical Guidelines focuses on four (4) key areas:

1. Honesty
2. Pride
3. Responsibility
4. Service

### 1. Honesty

- Employees will not use their positions or city resources for personal gain.
- Employees will not accept any gifts or favors that have a cumulative value of over \$200 in any given calendar year. Gifts to a department as a whole may be accepted but must be made available to all employees of the department not just to the benefit of a small number of employees (holiday gift baskets). Further the gifts should not be accepted if they influence or affect their duties to serve the taxpayers.

- Employees will carry out their responsibilities in a manner to bring respect to their profession. Their department, and to the city.
- Employees should use city resources for business purposes only.
- Employees will not use or attempt to use their city position to obtain special privileges for themselves or others.
- Employees will not endorse private companies.

## **2. Pride**

- Employees will always conduct themselves in a way that reflects positively on themselves and the organization.
- Employees will be dedicated to the highest ideals of honor and integrity in order to merit the respect and confidence of the public.

## **3. Responsibility**

- Employees will maintain a sense of social responsibility as a trusted public servant
- Employees will work to reach the ideal that the function of local government is to serve the best interests of all people.
- Employees should not engage in outside political or other activities that directly conflicts with their city responsibilities in a way that compromise their ability to perform objective public service.
- Employees will seek to improve the quality and image of public service.
- Employees shall maintain in confidence information obtained in the course of professional activities.

## **4. Service**

- Employees will treat all citizens fairly and equitably,
- Employees will provide courteous and excellent customer service.
- Employees will serve the public in a way that makes the community a better place.

## **CITY OF LAS VEGAS – POLICIES AND PROCEDURES**

It is essential to understand and adhere to all City policies and procedures. Reference the INTRANET, under DEPARTMENTS, HUMAN RESOURCES, HUMAN RESOURCES LINKS.

## **CITY PROPERTY, SECURITY, PRIVACY, AND SEARCHES**

To promote safety and to ensure compliance with City of Las Vegas policy and state and federal law in the workplace, the City of Las Vegas reserves the right, at all times, and without prior notice, to inspect and search any and all City of Las Vegas property. Inspections may be conducted at any time and in the presence or absence of the employee. A non-exhaustive list of examples of City property includes: desks, storage areas, work areas, lockers, file cabinets, credenzas, computer systems, office telephones, modems, facsimile machines, duplicating machines, and City vehicles. Except as provided in this policy, all such areas and items must be kept clean and are to be used for work purposes only.

The City of Las Vegas may limit the number and type of personal belongings an employee may display or store in their work area. Restrictions will be based on safety, available space, hygiene and appropriateness of the personal belongings. The City of Las Vegas' computer systems and other technical resources, including any voice or E-mail systems, are provided for City business only and are also subject to random review and investigation if necessary.

The City of Las Vegas recognizes that employees may occasionally find it necessary to use City telephones for personal business. Such calls must be kept to a minimum and should be made only during break or lunch periods. All personal long distance telephone calls must be approved in advance by a supervisor and logged by date and time. Employees who make personal long distance calls will be charged for the call(s). Employee's who are issued cell phones will use them exclusively for company business. The City of Las Vegas may limit or restrict the use of personal wireless communication devices while on duty. Employees should consult with their supervisor for specific rules governing their assigned work unit.

## **COLLECTIVE BARGAINING AGREEMENTS**

It is very important to understand provisions of the collective bargaining agreement(s) relevant to your position as an employee, supervisor or manager. Reference all collective bargaining agreements on the INTRANET, under DEPARTMENTS, HUMAN RESOURCES, REFERENCES.

1. Las Vegas City Employees Association (LVCEA)
2. International Association of Firefighters – Supervisory (IAFF SUPERVISORY)
3. International Association of Firefighters – Non Supervisory (IAFF NON SUPERVISORY)
4. Las Vegas Police Protective Association (LVPPA)
5. Las Vegas Police Officers Association (LVPOA)

## **CUSTOMER SERVICE: OUR HIGHEST PRIORITY**

The City of Las Vegas has a proud tradition of service excellence. As a City of Las Vegas employee, you are expected to provide all our customers—citizens, guests, other government entities and agencies, and other City departments— with consistently prompt, accurate, and courteous service.

Remember that your words and actions seldom go unnoticed by the public. Employees should always speak and act in ways which bring honor to our organization and to public service. Any questions about how to meet your customer service responsibilities should be referred to your supervisor.

You are now a public servant you work for the leaders and citizens of this great City. Always keep that in mind.

## **DRIVER'S LICENSE**

All employees who required to drive City Vehicles and/or equipment are required to possess a valid Nevada driver's license for the class of vehicle driven. This license must be in the employee's possession when operating City equipment. If the employee's license is suspended or revoked, or if it expires, the employee is required to notify his or her supervisor immediately. If you are required to have a commercial drivers' license (CDL) that license must be maintained as a minimum qualification for the job.

## **EMPLOYEE ARRESTS AND CONVICTIONS**

Employees are required to notify their Department Director or the Director of Human Resources of any arrests and/or convictions within 48 hours of such action. The Human Resources Department will determine if there is a relationship between the arrest and/or conviction and the job which the employee performs, and if that relationship would warrant any disciplinary, up to and including termination of employment action.

## **EMPLOYEE CONDUCT**

Documents such as the Personnel Policies Manual, Code of Ethics, Collective Bargaining Agreement(s), Civil Service Rules, Safety Manual, and your departmental work rules, define the standards of conduct that the City of Las Vegas deems critical to your continued employment. These standards, however, are not all-inclusive. Management reserves the right to interpret these rules, and to take corrective action, up to and including termination, when warranted. Reference the INTRANET, under DEPARTMENTS, HUMAN RESOURCES, HUMAN RESOURCES LINKS.

## **EMPLOYEE RECOGNITION PROGRAMS**

### **Employee of the Month**

Each month, the City recognizes one employee whose job performance, dedication to duty, outstanding service or heroism has set a strong, positive example for other employees to follow.

Any regular, full-time employee below the Division Manager classification may be selected as **Employee of the Month**, and ANYONE can nominate an employee for this designation. Nomination forms are available in all departments or by contacting Human Resources. Attention should be paid to the selection criteria contained on the form.

### **Employee of the Year**

Employees of the month are eligible to be recognized as employee of the year. There is one (1) **Employee of the Year** selected from the 12 monthly designees based on the selection criteria.

### **A.C.T.I.O.N. Team Recognition**

This program was established to recognize a group of City employees who, working as a team, exemplify the City's vision, mission, values and priorities. A team is a group of two or more full-time employees in good standing, either appointive or classified (non-probationary.)

FOR MORE INFORMATION REGARDING RECOGNITION PROGRAMS, call the Office of Administrative Services at 229-6501 or visit the Recognition Program page on the City's SharePoint site.

### **EQUAL EMPLOYMENT OPPORTUNITY**

It is the policy of the City of Las Vegas to ensure equal employment opportunity in regards to all terms and conditions of employment. An Affirmative Action plan (AAP) has been established and implemented at the City of Las Vegas.

### **FAMILY & MEDICAL LEAVE**

In accordance with the Family & Medical Leave Act, City employees with more than one (1) year of continuous service who have worked at least 1,250 hours during the previous twelve months may be eligible for up to twelve work weeks of unpaid leave during a twelve month period for the following purposes:

- For the employee's own serious health condition.
- For the birth of a child, or the placement of a child with an employee for adoption or foster care;
- To care for a spouse, son, daughter, or parent with a serious health condition;

Those employees who accrue annual and sick leave may be required to use this time in conjunction with FMLA leave. Employees shall provide thirty (30) days advance notice, if possible, when applying for leave under this policy. For more information, contact Human Resources. The City of Las Vegas has the right to assign FMLA time for extended periods of absence as defined above, regardless of whether the afflicted employee requested it.

## **INTERNET/INTRANET**

The city internet is a valuable source of Information and should be referenced to as often as practicable. The City Manager posts a blog on the intranet, so it is recommended that you visit this site often. Reference all applicable policies regarding internet use and restrictions on the INTRANET, under DEPARTMENTS, INFORMATION TECHNOLOGIES, POLICIES & PROCEDURES.

## **JOB DESCRIPTION**

All employees are responsible for maintaining ALL minimum qualifications listed in their job description including licenses, certifications, etc. Reference your job description on the INTRANET, under DEPARTMENTS, HUMAN RESOURCES, REFERENCES.

## **JOB REFERENCES**

No City employee is authorized to give a job reference and those who do so are acting outside of the scope of their employment. Reference Human Resources policy, HR 3.01.01, "Administration of Personnel Records Policy."

## **MANDATORY COMPLIANCE TRAINING**

All City employees are required to complete mandatory compliance training in Harassment Prevention, Workplace Violence Prevention and Drug and Alcohol Awareness and Compliance Certification at least once every two years. Supervisors may be required to complete additional mandatory classes. The Human Resources Department tracks and monitors compliance with mandatory training. Your Supervisor / Department has access to these training records to ensure your compliance with mandatory compliance training courses.

## **MILITARY LEAVE**

When an employee enters a recognized branch of the Armed Forces of the United States, they shall be granted military LWOP for the duration of the employee's active service. An employee holding reserve status in any of the regular branches of the Armed Forces of the United States of America or the Nevada National Guard who is obligated or ordered to serve on training duty shall be granted paid military leave as provided in NRS 281. Classified Employees: Refer to appropriate collective bargaining agreement. Hourly/Temporary Employees: Temporary, part-time and hourly employees may receive military leave as set forth in NRS 281.145.



## **OUTSIDE EMPLOYMENT**

Employees considering employment outside their regular job with the City must obtain prior written permission and an Outside Employment Request form must be completed by the employee, approved by their Department Head and submitted to the HR Director for final approval. The purpose of this policy is to prevent any conflicts of time and/or interest posed by outside employment for City employees. Full-time employees are limited to 24 hours per week of outside employment. Outside Employment Request forms may be obtained from your supervisor.

## **PROHIBITION OF LETHAL WEAPONS**

Possession of firearms as those defined by the Nevada Revised Statutes N.R.S 202, are not permitted on City property unless otherwise permitted in accordance with N.R.S. 202. Detection devices may be utilized to ensure a safe working environment.

## **PROMOTIONAL OPPORTUNITIES**

Regular employees who have achieved regular status (i.e., successfully completed probation) are encouraged to seek promotional opportunities available throughout the City. Human Resources staff is available to assist employees in identifying skills and abilities needed for higher level positions. Background investigations and drug screens are often times a requirement of the promotional process. The City utilizes an automated applicant tracking system called NEO GOV to post available openings and accept applications electronically.

## **PROTECTED HEALTH INFORMATION**

The City of Las Vegas is committed to protecting the confidentiality of any protected health information collected about you under the regulations of the Health Insurance Portability and Accountability Act (HIPPA).

## **SAFETY**

It is every employee's responsibility to work safely. It is the City's policy to provide safe and healthful working conditions and to establish and adhere to procedures that will protect employees and the public. You will be provided with a Safety Manual. This Safety Manual contains rules, regulations, and procedures to prevent accidents and injuries; the safety responsibilities of City employees; and the administrative procedures of the City's Loss Control Program. You will also find information on the City's safety policies and procedures on the Safety First website, found on the City Intranet.

It is each employee's responsibility to review the City Safety and Loss Control Manual and comply with all City safety policies and procedures. Questions may be directed to the Safety/Loss Control Officer in the Risk and Benefits Division of Human Resources, or if you work in Field Operations, you may call the Safety Officer for that department.

The City supports a Safety Oversight Committee and various safety subcommittees, and encourages employees to get involved in improving and maintaining a safe workplace.

All employees are required to properly wear seat belts while riding or driving in a City vehicle, and to obey all traffic laws. Employees involved in a vehicular accident while driving a City vehicle are required to notify Fire & Rescue Dispatch at 229-0291 immediately.

## **SEPARATION**

Employees who separate voluntarily shall be required to provide a minimum of two weeks' notice to the City (HR 3.13.01.) All employees are required to "process out" prior to separating from City employment. Employees should contact their department to coordinate this process. This process includes the return of any city issued items including keys, charge cards (P-cards), and ID badges. In addition, those separating will be asked to complete an optional Employee Exit survey. The City reserves the right to determine a former employee's rehire eligibility status.

## **SEXUAL HARASSMENT**

The City of Las Vegas is committed to providing a work environment free of discrimination. In sustaining this commitment, the City maintains a strict policy prohibiting harassment in any form, including verbal, physical, and sexual harassment. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
- Submission to or rejection of such conduct by an individual is used as the basis for employment decisions; or,
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

The City of Las Vegas will not retaliate against any employee for filing a complaint of sexual harassment, nor will it tolerate any form of retaliation by any employee against another due to a claim or charge of sexual harassment. **If you have any questions about this policy, or wish to report a problem, you may contact your supervisor, Department Director, or the Human Resources Department.**

## **SMOKING POLICY**

Smoking is prohibited in all City owned or leased buildings, except in posted areas designated by the City Manager or his/her designee. Smoking is also prohibited within 30 feet of any City of Las Vegas owned or leased facility entrance and/or exit. Smoking is not allowed in City owned or leased vehicles. Smoking or carrying either lighted tobacco products or electronic smokeless devices shall be limited to designated areas.

## **STAFF DEVELOPMENT/TRAINING**

The City offers a wide variety of voluntary training and development opportunities to its employees. Your supervisor can require you to participate in a course designed to address a development goal. Information regarding current and future training classes is available through the Office of Strategic Services at 229-6501. Pre-registration is required (with department approval) to attend training courses, including computer training. Employees can register for training classes through Oracle on the City intranet, but must obtain their supervisor's authorization to attend classes during working hours.

## **USE AND ABUSE OF DRUGS AND ALCOHOL**

While on duty or on City premises, City employees are prohibited from:

- possessing (having on their person, in their personal effects, or under their control), using, selling, or distributing alcohol, illegal drugs, drug paraphernalia, and non-prescribed controlled substances;
- misusing or abusing prescribed drugs or over-the-counter drugs;
- having present in their body, alcohol, illegal drugs, non-prescribed controlled substances or mind-altering drugs in any amount;
- being in a condition unfit to work due to drug or alcohol use.

The City of Las Vegas may require employees to immediately submit to a drug test and/or may require a fitness for duty examination when there is “reasonable suspicion” that the employee is working under the influence of alcohol and/or drugs. The supervisor or designee shall transport the employee to the drug test or fitness-for-duty exam.

## **WORKERS’ COMPENSATION**

Workers’ Compensation provides medical, income replacement, and rehabilitation benefits. The City of Las Vegas Workers’ Compensation Program is self-insured and self-administered. Claims are managed by the Workers’ Compensation Section of the Human Resources Department.

**Eligibility:** employees who are injured or who acquire an occupational disease in the course of or as a result of their employment with the City of Las Vegas are eligible to apply for workers’ compensation benefits. The following rules must be followed to ensure coverage:

**1. IF YOU HAVE AN ACCIDENT WHILE ON THE JOB, NOTIFY YOUR SUPERVISOR IMMEDIATELY.**

Your supervisor has a packet of information about the workers' compensation process, along with instructions and forms that Nevada law requires BOTH supervisors and employees complete when there is a claim.

**2. FILL OUT A C-1, INITIAL REPORT OF INJURY FORM, AND SUBMIT IT TO YOUR SUPERVISOR.**

**3. IF YOU NEED MEDICAL TREATMENT (NON- EMERGENCY), GO TO A MEDICAL CLINIC OR PHYSICIAN ON THE WORKERS' COMPENSATION PREFERRED PROVIDER ORGANIZATION (PPO) LISTING. ONLY PHYSICIANS ON THIS LISTING WILL BE AUTHORIZED FOR PAYMENT.**

(NOTE: DO NOT CONFUSE THE WORKERS' COMPENSATION PPO LIST WITH THE PPO LIST USED FOR YOUR CITY EMPLOYEE HEALTH INSURANCE PLAN THEY ARE DIFFERENT!)

**4. IN THE EVENT OF AN EMERGENCY, GET TREATMENT IMMEDIATELY.**

If it is appropriate to identify your injury or illness as occupational, the employee and his/her physician must complete a C-4 "Report of Initial Treatment" form. Once the employee's supervisor is informed that the employee has received medical treatment, he/she must complete a C-3 Employer's Report of Industrial Injury form. With few exceptions, if an employee is unable to perform his/her regular job, the City will provide some TEMPORARY, transitional work assignments. If you have questions, call Human Resources (229-5048) for more information.

**WORKPLACE VIOLENCE POLICY**

Violence or the threat of violence, by or against any City of Las Vegas employee will not be tolerated. The City will cooperate with law enforcement investigation and prosecution of anyone who subjects employees to violence or threats of violence. It is the obligation of all City employees to prevent or defuse actual or implied violent behavior at work.

ALL employees are required to complete the mandatory compliance training on this topic and be familiar with the City policy regarding threats of workplace violence.

# Building a HEALTHY ORGANIZATION



## Why do we exist? (Core Purpose)

Building Community to Make Life Better

## What do we do? (Business Definition)

We Run the City

## How do we behave? (Core Values)

- **Achievement:** To act with excellence; continuously improve and accomplish goals.
  - **Creativity:** To act with confidence and courage as we try new things, take risks and have fun!
  - **Teamwork:** To act collaboratively by combining individual strengths and uniting around common goals.
  - **Integrity:** To act with truthfulness and transparency.
  - **Ownership:** To act with personal pride and accountability.
- Now!**

## How do we succeed? (Strategic Anchors)

1. **Sustainable**  
(Programs and services designed to last for generations)
2. **Iconic**  
(Performed to a high standard)
3. **Service Value**  
(Service provided in a cost-effective way)

## What is most important right now?

### (Thematic Goal)

A common issue to work toward in the short term.

