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6 **IN THE FIRST JUDICIAL DISTRICT COURT OF THE STATE OF NEVADA AND THE**
7 **CARSON CITY JUSTICE/MUNICIPAL COURT**
8 **IN AND FOR CARSON CITY**
9

10 IN THE MATTER OF THE ADMINISTRATIVE
11 ORDER RE:

21 OP 00001-1B

12 COMPENSATION FOR THE JUVENILE
13 PROBATION OFFICERS, MARSHALS AND
14 BAILIFFS

15
16 **ADMINISTRATIVE ORDER**

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18 WHEREAS, the First Judicial District Court and the Carson City Justice/Municipal
19 Court, hereafter referred to as "Courts," filed Administrative Order #21OP000011B on
20 December 9, 2021 amending the Compensation for the Juvenile Probation Officers,
21 Marshals and Bailiffs.

22 WHEREAS, it has been brought to the Courts' attention that a benefit relating to holiday
23 pay for work on a holiday was inadvertently omitted from the December 9, 2021, Administrative
24 Order #21OP000011B, now therefore;

25 IT IS HEREBY ORDERED that an employee who is required to work on a holiday
26 which falls on the employee's regular day off shall receive two and one half (2.5) times the
27 regular rate of pay for all hours actually worked. If an employee only works a partial shift,
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1 the remainder of the holiday will be paid at straight time. An employee who is required to
2 work on a holiday which falls on the employee's regular workday shall receive two and one
3 half (2.5) times the regular rate of pay for hours worked.

4 IT IS FURTHER ORDERED that in lieu of receiving compensation as specified above
5 and subject to the supervisor, an employee may elect to receive the regular rate of pay for
6 the hours worked on the holiday and earn compensatory time off at straight time for the
7 hours worked on the holiday.


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9 IT IS FURTHER ORDERED that contributions to Nevada Public Employee's
10 Retirement System (PERS) must be made in accordance with the definition of
11 "compensation" as that term is defined by NRS 286.025(1), as may be amended. "Holiday
12 Pay" is defined by PERS Official Policy 1.19 as of the effective date of this Administrative
13 Order as: "Compensation for work actually performed during an official holiday as defined by
14 NRS 236.015 which is in addition to the compensation paid to all employees who do not
15 work, providing the total working hours do not exceed the working hours of a normal
16 workweek or pay period as certified by the public employer."

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18 IT IS FURTHER ORDERED that the City shall be required to comply with the
19 applicable provisions of NRS and any regulations adopted thereto, and applicable PERS
20 policies, and to make contributions to PERS only when an employee actually works on a
21 holiday as identified by this Administrative Order.


22 IT IS FURTHER ORDERED that this Administrative Order be retroactive to
23 December 9, 2021.


24 IT IS FURTHER ORDERED that the Administrative Order shall be filed with the First
25 Judicial District Court Clerk's Office and copies disseminated by the Clerk to the Carson City
26 Manager's Office, Carson City Human Resources Department, Carson City Finance
27 Department, and the Carson City District Attorney's Office.
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1 DATED this 29 day of December 2021.

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5 JAMES T. RUSSELL
6 District Court Judge


JAMES E. WILSON JR.
District Court Judge

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7 
8 THOMAS R. ARMSTRONG
9 Justice of the Peace
10 Municipal Court Judge


KRISTIN N. LUIS
Justice of the Peace
Municipal Court Judge

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