



STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
Division of Human Resource Management
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MEMORANDUM
HR#69-16

September 1, 2016

TO: DHRM Listserv Recipients

FROM: Peter Long, Administrator *Peter Long*
Division of Human Resource Management

SUBJECT: EMPLOYEE HANDBOOK REVISIONS – September, 2016

The Division of Human Resource Management has updated the [State of Nevada Employee Handbook](#) now available on the Division's website. The following briefly describes several of the changes to the Handbook.

Compensation

The Compensation, Benefits, and Leave Summary example chart was updated with the new fringe benefit rates.

Insurance Benefits and Retirement Program

The Insurance Benefits and Retirement Program sections were also updated. Please visit the Public Employee Benefit Program's website www.pebp.state.nv.us, and the Public Employees' Retirement System's website at www.nvpers.org to access program information directly.

Attendance and Leave

The Department of Labor revised the language included in the Employee Rights and Responsibilities under the Family Medical Leave Act posting, and the corresponding language has been updated in the Employee Handbook.

The subsection regarding administrative leave was updated to reflect recent amendments to NAC 284.589. You may access the publication [Rules for State Personnel Administration](#), which includes the changes outlined above, as well as other changes, on the Division of Human Resource Management's website.

Please contact Michelle Garton at mgarton@admin.nv.gov or (775) 684-0136 if you have any questions regarding the State of Nevada Employee Handbook.