



STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
Division of Human Resource Management
209 E. Musser Street, Suite 101 | Carson City, Nevada 89701
Phone: (775) 684-0150 | <http://hr.nv.gov> | Fax: (775) 684-0122

MEMORANDUM
HR#62-18

November 16, 2018

TO: DHRM Listserv Recipients

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

SUBJECT: RULES FOR STATE PERSONNEL ADMINISTRATION

The Division of Human Resource Management has republished the [*Rules for State Personnel Administration*](#), which includes another recent codification of Chapter 284 of the Nevada Administrative Code (NAC).

Please be aware that during codification, Section N was retitled to “Adjustment of Certain Grievances; Complaints Concerning Rights of Certain Employees to Express Breast Milk Under Certain Circumstances.” Additionally, several regulation leadlines were also changed during codification, and are reflected in this republished version.

In addition, the publication includes changes in bold and italic font that were recently adopted by the Personnel Commission and approved by the Legislative Commission. These changes are in effect but not yet codified, and are identified with “Revision #1” in the footer. Please see a brief description of the substantive changes below.

Disciplinary Procedures

A new regulation has been added to NAC 284 to require an employee to report the suspension, revocation or cancellation of a professional or occupational license, certificate, permit or driver’s license within five working days if it is listed as required in one of the items of documentation provided to the employee included in the regulation. This new regulation has an effective date of October 25, 2018.

The amendments to NAC 284.646 and 284.650 incorporate a failure to report pursuant to the new regulation described above into the disciplinary regulations. These regulations also have an effective date of October 25, 2018.

Use of Alcohol or Drugs

The amendment to NAC 284.890 provides additional options for an appointing authority to actively ensure that an employee has appropriate transportation following a screening test that does not immediately establish that an employee is not impaired. This regulation has an effective date of October 25, 2018.

A new regulation has been added to NAC 284 to outline what situations would constitute a refusal to submit to a screening test. The regulation is based on the U.S. Department of Health and Human Services' standards for federal drug testing programs which are adopted in NAC 284.882. This new regulation has an effective date of September 27, 2018.

Please Note: It is necessary to use the [Rules for State Personnel Administration](#) publication as a reference to NAC 284 because the Law Library on the Nevada Legislature's website does not reflect all regulations that have been approved and are currently in effect.

Please ensure that everyone on your distribution list receives a copy. If you have any questions, please contact Michelle Garton at mgarton@admin.nv.gov or (775) 684-0136.

PL:mg/cl