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MEMORANDUM
PERD #57-10

TO: Designees for Rules Distribution

FROM: Teresa J. Thienhaus, Director
Department of Personnel 

DATE: November 4, 2010

SUBJECT: Revision #11, Rules for State Personnel Administration

Attached is Revision #11 to the *Rules for State Personnel Administration* (NRS and NAC Chapter 284). Changes reflect regulations that were approved by the Legislative Commission's Subcommittee to Review Regulations on October 15, 2010. Updates to the table of contents are also included.

This revision can be added to your rulebook by replacing the existing page with a similarly numbered page. Revisions 1–11 are also available separately on our website at www.dop.nv.gov for downloading and printing to update an existing hardcopy. In addition, the complete text of the *Rules for State Personnel Administration* with all revisions is available on our website.

Updated pages with corresponding sections of the rulebook are listed in the chart below:

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Please insure everyone on your distribution list receives a copy. If you have any questions regarding this information, please contact Mark Evans at (775) 684-0149 or mevans@dop.nv.gov.

Thank you for your assistance.

Attachment

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TJT:me/vk

cc: Department Directors
Division Administrators
Agency Personnel Liaisons
Agency Personnel Representatives

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[Personnel Div., Rule X § D, eff. 1-18-82]—(NAC A by Dep't of Personnel, 10-26-84; R082-00, 8-2-2000; A by Personnel Comm'n by R022-05, 10-31-2005)

NAC 284.494 Request for training. (NRS 284.065, 284.155, 284.343) A request for training to be provided by the Department of Personnel must be completed on a form provided by the Department of Personnel and approved before the training is begun if:

1. The cost involved will be charged to the budgetary category for training; or
2. Release time from the employee's regular job will be granted for the training.

[Personnel Div., Rule X § E, eff. 1-18-82]—(NAC A by Dep't of Personnel, 10-26-84; 5-27-86)

NRS 284.338 states, "Reports: Training in proper preparation. An employee who is required to prepare a report on the performance of an employee who holds a position in the classified service must, before he prepares the report, have received training in its proper preparation. The training must be:

1. Provided within 6 months of the employee's appointment; and
2. Provided or approved by the Director."

NAC 284.496 Classes and training concerning prevention of sexual harassment. (NRS 284.065, 284.155, 284.343)

1. Within 6 months after an employee is initially appointed to state service, the employee shall attend a certified class concerning the prevention of sexual harassment.
2. At least once every 2 years after his initial appointment to state service, an employee shall attend a certified refresher class or training concerning the prevention of sexual harassment.
3. An appointing authority may require an employee to retake any part or all of the classes or training required by subsections 1 and 2, or to participate in any additional classes or training deemed necessary by the appointing authority.
4. The appointing authority shall retain the proof of completion by an employee of a class or training required by this section.
5. The Department of Personnel will certify the classes and training concerning the prevention of sexual harassment required by this section.

(Added to NAC by Personnel Comm'n by R096-03, 10-30-2003, eff. 1-1-2004)

NAC 284.498 Training of supervisory and managerial employees. (NRS 284.065, 284.155, 284.343)

1. Except as otherwise provided in this section:
 - (a) Within 6 months after an agency initially appoints an employee to a supervisory position or managerial position, the employee shall attend a training class concerning the evaluation of the performance of employees.
 - (b) Within 12 months after an agency appoints an employee to a supervisory position or managerial position, the employee shall attend at least one training class *which has been approved by the Department of Personnel* in each of the following areas:
 - (1) Equal employment opportunity;
 - (2) Interviewing and hiring;
 - (3) Alcohol and drug testing;
 - (4) Progressive disciplinary procedures; and
 - (5) Handling grievances.
2. **Every 3 years**, a supervisor or managerial employee shall attend training *which is approved by the Department of Personnel*. Such training must include, *without limitation*, training classes *in each of the topic areas* described in subsection 1.
3. The appointing authority, at its discretion, may accept, in lieu of the training required by subsection 1, supervisory or managerial training *classes which are approved by the Department of Personnel and* taken by the employee during the **12 months** immediately preceding his appointment.

4. In addition to the training otherwise required by this section, *the Department of Personnel* or an appointing authority may require a supervisor or managerial employee to retake any part or all of the training required by this section, or to participate in any additional training or other classes deemed necessary by the *Department of Personnel* or appointing authority.

5. As used in this section:

(a) "Managerial position" means a position which is held by an employee who:

- (1) Formally evaluates supervisors;
- (2) Is involved in the hiring and firing of subordinate staff;
- (3) Determines organizational structure within a component of the organization; and
- (4) Develops, monitors and implements policies to accomplish long-range goals.

(b) "Supervisory position" means a position which is held by an employee who:

- (1) Formally evaluates staff;
- (2) Is involved in the hiring and firing of subordinate staff; and
- (3) Establishes policies which affect the performance or behavior of subordinate staff.

[Personnel Div., Rule X part § F, eff. 1-18-82]—(NAC A by Dep't of Personnel, 10-26-84; 5-27-86; 10-18-89; 3-23-94; R197-99, 1-26-2000; A by Personnel Comm'n by R182-03, 1-27-2004; **R057-10, 10-15-2010**)

NAC 284.504 Certification of employees who prepare forms for Records or Payroll Sections of Department of Personnel. (NRS 284.065, 284.155, 284.343)

1. An employee of the State who performs the work involving the preparation of forms for the Records or Payroll Sections of the Department of Personnel must be certified in the preparation of forms and the procedures which are used in the respective sections. The certification must be obtained within 6 months of the employee's appointment to the position and is accomplished by the employee's attendance at the appropriate training class which is offered by the Department of Personnel.

2. Continued certification requires biennial attendance at a Department of Personnel's sponsored class in payroll and records procedures.

3. The appointing authority and the supervisor of an employee described in subsection 1 are responsible for ensuring that the employee complies with the provisions of subsections 1 and 2.

(Added to NAC by Dep't of Personnel, eff. 10-26-84; A 7-14-88)

NAC 284.506 Responsibilities of Department of Personnel. (NRS 284.065, 284.155, 284.343) The responsibilities of the Department of Personnel include:

1. Reviewing the training records of state agencies which have approved training to check for compliance with NRS 284.343 and NAC 284.482 to 284.522, inclusive.

2. Providing consultative services, when requested, to assist state agencies in assessing the needs for training, developing training plans, and establishing systems of records for training.

3. Providing training which applies throughout the State and specialized training which is based on the expertise and resources available.

4. Making recommendations for the improvement of an agency's training program when requested.

5. Reviewing requests for training and making the final approval or disapproval for training provided, paid for or coordinated by the Department of Personnel.

[Personnel Div., Rule X § G, eff. 1-18-82]—(NAC A by Dep't of Personnel, 10-26-84; **R189-09, 4-20-2010**)

NAC 284.510 Responsibilities of appointing authorities. (NRS 284.065, 284.155, 284.343) The responsibilities of the appointing authority of each state agency include:

1. Ensuring that its training activities comply with the provisions of NRS 284.343 and NAC 284.482 to 284.522, inclusive.

2. Ensuring that sufficient money is available before approving training requests.

3. Making the final approval or disapproval of requests for training except for training provided, paid for or coordinated by the Department of Personnel.
 4. Ensuring that the agency's training program is based on a systematic approach.
 5. Providing training opportunities for all job categories in the agency.
 6. Ensuring that a system exists for evaluating the effectiveness of training activities.
 7. Keeping adequate statistical records of training activities.
- [Personnel Div., Rule X § H, eff. 1-18-82]—(NAC A by Dep't of Personnel, 10-26-84)

NAC 284.514 Educational leave stipends. (NRS 284.065, 284.155, 284.175, 284.343, 284.345)

1. A stipend for an educational leave of up to three-fourths of an employee's base rate of pay may be paid if money is available for that purpose and the course of study meets the requirements set forth in NAC 284.485.

2. An employee's request for such a stipend must be endorsed by his appointing authority and be accompanied by a copy of the employee's agreement to return to work for the State. The request will be reviewed, and a recommendation made, by the Department of Personnel. Before the employee is given the stipend to engage in the proposed college program, his request must be approved by the State Board of Examiners.

3. An agency may not have more than 2 percent of its full-time workforce receiving such a stipend at any one time except that an agency with less than 50 full-time employees may have one employee receiving such a stipend.

[Personnel Div., Rule X § I, eff. 1-18-82]—(NAC A by Dep't of Personnel, 10-26-84; R082-00, 8-2-2000; R147-01, 1-22-2002)

NAC 284.518 Requirements for educational leave stipends. (NRS 284.065, 284.155, 284.175, 284.343, 284.345) With the exception of intermittent course work not leading to the awarding of a degree, no person may be granted a stipend for an educational leave until he has, in addition to fulfilling the requirements set forth in NRS 284.343:

1. Completed 1 year of continuous employment in the state service; and
2. Agreed to return to the agency within 30 working days after the completion of the course.

[Personnel Div., Rule X § J, eff. 1-18-82]

NAC 284.522 Procedure for appeal. (NRS 284.065, 284.155, 284.343, 284.384) Except in a matter concerning stipends for educational leaves as to which a decision of the State Board of Examiners is final, any appeal concerning a matter under NAC 284.482 to 284.522, inclusive, must be made in accordance with the grievance procedure set forth in NAC 284.658 to 284.6957, inclusive.

[Personnel Div., Rule X § K, eff. 1-18-82]—(NAC A by Dep't of Personnel by R082-00, 8-2-2000)

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NRS 281.147 states, “Leave of absence for duty as American National Red Cross disaster technician. Any public officer or employee of the State or any agency thereof, or of a political subdivision or an agency of a political subdivision, who is classified by the American National Red Cross as a disaster technician must be relieved from his duties, upon the request of the American National Red Cross and the approval of his employer, to assist the American National Red Cross during an emergency or disaster described in NRS 414.020 which occurs in this state or California, Oregon, Idaho, Utah or Arizona, without loss of his regular compensation for a period of not more than 15 working days in any calendar year. No such absence may be a part of the annual vacation of the public officer or employee which is provided for by law.”

NRS 284.357 states, “Deduction from salary for service during working hours as volunteer firefighter, volunteer medical technician, volunteer reserve member of police department or sheriff’s office or volunteer ambulance driver or attendant prohibited.

1. All employees, whether in the classified or in the unclassified service of the State of Nevada, must be paid their salaries as fixed by law without diminution on account of any time spent away from state employment while acting as:

- (a) Volunteer firefighter of any regular organized and recognized fire department in the protection of life or property;
- (b) Volunteer emergency medical technicians certified pursuant to chapter 450B of NRS;
- (c) Volunteer reserve members of a police department or a sheriff’s office; or
- (d) Volunteer ambulance drivers or attendants,

↳ during working hours or fractions thereof which should otherwise have been devoted to state employment.

2. As used in this section, “volunteer ambulance driver or attendant” means a person who is a driver of or attendant on an ambulance owned or operated by:

- (a) A nonprofit organization that provides volunteer ambulance service in any county, city or town in this state; or
- (b) A political subdivision of this state.”

NAC 284.587 Civil leave with pay for certain volunteers or when absence is necessary to meet disaster or emergency. (NRS 284.065, 284.155, 284.345) Civil leave with pay must be granted to an employee who meets the requirements of NRS 284.357, and may also be granted by the appointing authority to an employee whose absence from the job is necessary to meet a disaster or emergency.

(Added to NAC by Dep’t of Personnel, eff. 10-26-84; A by R146-01, 1-18-2002)

NRS 284.345 states in part, “Regulations for attendance and leaves of absence;

1. the Commission shall adopt regulations for attendance and leave with or without pay or reduced pay in the various classes of positions in the public service.”

NAC 284.588 Civil leave with reduced pay when performing certain service in time of war or emergency. (NRS 284.065, 284.155, 284.175, 284.345) An employee in the public service who performs active military service in the Armed Forces of the United States or any other category of persons designated by the President of the United States or the Governor of this State, including, without limitation, the Commissioned Corps of the Public Health Service, in time of war or emergency, is entitled to civil leave with reduced pay pursuant to this section for the period of such service. The pay that such an employee is entitled to receive pursuant to this section is the difference between the pay he would have otherwise received as a state employee and his pay for active military service. If his pay for active military service is greater than the

pay he would have otherwise received as a state employee, the employee will not receive any additional pay pursuant to this section while he is in active military service.

(Added to NAC by Dep't of Personnel by R146-01, 1-18-2002, eff. 2-4-2002)

NAC 284.589 Administrative leave with pay. (NRS 284.065, 284.155, 284.345)

1. An appointing authority may grant administrative leave with pay to an employee:

(a) To relieve the employee of his duties during the active investigation of a suspected criminal violation or the investigation of alleged wrongdoing;

(b) For up to 30 days when the appointing authority initiates the leave to obtain the results of an examination concerning the ability of the employee to perform the essential functions of his position;

(c) For up to 30 days to remove the employee from the workplace when he has committed or threatened to commit an act of violence;

(d) For up to 2 hours to donate blood; or

(e) To relieve the employee of his duties until the appointing authority receives the results of a screening test pursuant to NRS 284.4065.

2. The appointing authority, upon approval of the Risk Management Division of the Department of Administration, may extend administrative leave with pay granted to an employee for a purpose set forth in paragraph (b) or (c) of subsection 1.

3. *If an employee is granted administrative leave with pay pursuant to subsection 1 or 2, the employee must be available:*

(a) *By telephone to the supervisor of the employee; and*

(b) *To report to a work site or another location, as directed by the supervisor of the employee,*

↳ during regular business hours.

4. Except as otherwise provided in subsection 5, an appointing authority or the Department of Personnel may grant administrative leave with pay to an employee for any of the following purposes:

(a) His participation in, or attendance at, activities which are directly or indirectly related to the employee's job or his employment with the State but which do not require him to participate or attend in his official capacity as a state employee.

(b) Closure of the employee's office or work site caused by a natural disaster, *pandemic* or other similar adverse condition when the employee is scheduled and expected to be at work. An appointing authority may designate certain employees as essential and notify them that they are required to report to work.

(c) *Closure, as a result of a pandemic, of a school or a center of facility that provides day care services which is attended by the employee's dependent child or the temporary cancellation, as a result of a pandemic, of a program attended by the employee's dependent child. An appointing authority may designate certain employees as essential and notify them that they are required to report to work.*

(d) His appearance as an aggrieved employee or a witness at a hearing of the Committee.

(e) His appearance as an appellant or a witness at a hearing conducted pursuant to NRS 284.390 by a hearing officer of the Department of Personnel.

(f) His appearance to provide testimony at a meeting of the Commission.

5. An appointing authority or the Department of Personnel shall grant administrative leave with pay to an employee for a purpose set forth in paragraph (d), (e) *or* (f) of subsection 4 if:

(a) The employee requests the administrative leave for a period of time that is reasonably needed for him to testify at the hearing or meeting;

(b) The employee requests the administrative leave at least 2 weeks before the leave is needed, unless such notice is impractical; and

(c) The absence of the employee will not cause an undue hardship to the operations of his appointing authority or adversely impact the provision of services to clients or to the public.

6. An appointing authority shall grant administrative leave with pay to an employee for any of the following purposes:

(a) The initial appointment and one follow-up appointment if the employee receives counseling through an employee assistance program.

(b) His attendance at a health fair which has been authorized by the Board of the Public Employees' Benefits Program.

(c) His participation in an official capacity as a member of a committee or board created by statute on which he serves as a representative of state employees. Such leave must be in lieu of other fees provided for attendance at meetings and participation in official functions of the committee or board.

(d) Up to 8 hours for preparation for *all* hearings regarding *a* suspension, demotion or dismissal *of the employee* as provided in *section 2 of LCB File No. R063-09*.

(e) Up to 8 hours for preparation for *all* hearings regarding an involuntary transfer *of the employee*.

(Added to NAC by Dep't of Personnel, eff. 10-26-84; A 8-28-85; 4-20-90; A by Personnel Comm'n, 8-1-91; A by Dep't of Personnel, 9-13-91; 12-26-91; 11-12-93; 3-23-94; 11-16-95; 10-27-97; R042-99, 9-27-99; R058-01, 9-6-2001; A by Personnel Comm'n by R038-03, 10-30-2003; R183-03, 1-27-2004; R145-05, 12-29-2005; R141-07, 1-30-2008; **R061, 10-27-2009; R081-09, 10-27-2009; R063-09, 11-25-2009; R058-10, 10-15-2010**)

NRS 281.1275 states in part, "Reduction in salary of certain public officers and employees for part-day absence from work prohibited; accounting for part-day absence; exception.

1. Except as permitted by the federal Family and Medical Leave Act of 1993, the salary of a public officer or employee of the state or any agency thereof, or of a political subdivision or any agency thereof, who is not entitled pursuant to federal or state law, local ordinance, or policy or contract of employment to earn overtime at the rate of time and one-half, must not be reduced for an absence from work for part of a day."

NAC 284.5895 Accounting for absences of exempt classified and unclassified employees. (NRS 284.065, 284.155, 284.345)

1. An absence of an exempt classified employee or exempt unclassified employee for a full workday shall be deemed to be an absence for a period equal to his regularly scheduled hours of employment on that workday.

2. Except when an absence for part of a workday is authorized for family and medical leave, an exempt classified employee or exempt unclassified employee must only account for an absence of one or more full workdays by the use of leave appropriate to the absence and is not required to account for any absence for part of a workday.

3. An exempt classified employee or exempt unclassified employee must not account for an absence for a full workday by the use of a combination of accrued sick leave and accrued annual leave unless:

(a) He is on family and medical leave; or

(b) He has been approved for catastrophic leave and the catastrophic leave is used as a supplement for the remaining sick and annual leave.

4. If an exempt classified employee or exempt unclassified employee does not have accrued leave appropriate to the absence in an amount sufficient to account for an authorized absence, the employee must be placed on leave of absence without pay for that workday unless he is approved to use catastrophic leave.

(Added to NAC by Dep't of Personnel, eff. 3-23-94; A 11-16-95; R147-01, 1-22-2002; A by Personnel Comm'n by R145-05, 12-29-2005)

NRS 281.145 states. "Leave of absence for military duty. Any public officer or employee of the state or any agency thereof, or of a political subdivision or an agency of a political subdivision, who is an active member of the United States Army Reserve, the United States

Naval Reserve, the United States Marine Corps Reserve, the United States Coast Guard Reserve, the United States Air Force Reserve, or the Nevada National Guard must be relieved from his duties, upon his request, to serve under orders without loss of his regular compensation for a period of not more than 15 working days in any 1 calendar year. No such absence may be a part of the employee's annual vacation provided for by law."

NRS 284.359 states, "Military leave of absence; reinstatement. A permanent or probationary employee who performs active military service under the provisions of any national military service or training act, or who voluntarily serves in the Armed Forces of the United States in time of war, or in such Naval types of service as the Commission by regulation may prescribe, is, upon application, entitled to leave of absence without pay for the period of such service plus a period not to exceed 90 days. If within that period he applies for reinstatement, he must be reinstated to his former class of position, or to a class of position having like seniority, status and pay, or, if those positions have been abolished, to the nearest approximation thereof consistent with the circumstances."

NAC 284.594 Unauthorized and unreported absences. (NRS 284.065, 284.155, 284.175, 284.345)

1. An unauthorized and unreported absence must be considered an absence without leave and a deduction of pay must be made for the absence.

2. An *unauthorized or* unreported absence may be considered an absence without leave, and a deduction of pay may be made for the absence.

3. An employee who has an unauthorized or unreported absence may be subject to disciplinary action pursuant to **NAC 284.646 or** NAC 284.650.

4. A deduction from the pay of an exempt classified employee or exempt unclassified employee must be made in increments of a full workday.

[Personnel Div., Rule VII § G, eff. 8-11-73]—(NAC A by Dep't of Personnel, 10-26-84; 1-26-87; 11-16-95; R147-01, 1-22-2002; A by Personnel Comm'n by R145-05, 12-29-2005; **R062-09, 10-27-2009**)

NAC 284.598 Breaks in continuous service. (NRS 284.065, 284.155) The following are not breaks in continuous service:

1. Military leave for active service if the person returns from leave within 90 calendar days after an honorable discharge from military service.

2. A layoff if the employee is reemployed within 1 year after the date he was laid off.

3. A seasonal layoff if the employee is reemployed within 1 year after the end of the previous seasonal appointment.

4. A separation as a result of a permanent disability arising from a work-related injury or occupational disease, if the employee is reemployed within 1 year after the date on which he sustained the permanent disability as determined pursuant to NAC 284.6013.

[Personnel Div., Rule VII § H, eff. 8-11-73; A 7-3-76]—(NAC A by Dep't of Personnel, 8-26-83; 4-19-88; 3-1-96; A by Personnel Comm'n by R022-05, 10-31-2005; R142-05 & R145-05, 12-29-2005)

INFORMATIONAL NOTE: Certain personnel actions, such as transfers, authorized leave without pay and those separations listed above in NAC 284.598, do not constitute a break in continuous service but may result in adjustments to pay, benefits computation of seniority, and/or probationary periods as provided in this chapter.

- (e) Materials used in examinations, including suggested answers for oral examinations;
 - (f) Records and files maintained by an employee assistance program offered by the State of Nevada;
 - (g) Reports by employers, appointing authorities or law enforcement officials concerning the hiring, promotion or background of applicants, eligible persons or employees;
 - (h) The class title and agency of an employee whose name is excluded from the official roster, as provided in subsection 3 of NAC 284.714, when an inquiry concerning the employee is received;
 - (i) Any information contained on a person's application or relating to his status as an eligible person; and
 - (j) Information in the file or record of employment of a current or former employee which relates to *the employee's*:
 - (1) Performance;
 - (2) Conduct, including any disciplinary actions taken against *the employee*;
 - (3) *Usage or balance of his or her annual and sick leave*;
 - (4) Race, ethnic identity or affiliation, sex, *genetic information*, disability or date of birth;
 - (5) Home telephone number; or
 - (6) Social security number.
2. If the employee has requested that his personal mailing address be listed as confidential, his file must be so designated and list his business address.
3. The name of any beneficiary of an employee contained in the payroll document must not be released to anyone unless:
- (a) The employee dies; or
 - (b) The employee signs a release.
4. Any records in the possession of the Committee on Catastrophic Leave created pursuant to NRS 284.3627 that reveal the health, medical condition or disability of a current or former employee or a member of his immediate family are confidential.
5. Any notes, records, recordings or findings of an investigation conducted by the Department of Personnel relating to sexual harassment or discrimination, or both, and any findings of such an investigation that are provided to an appointing authority are confidential.
- [Personnel Div., Rule XVI part § C, eff. 8-11-73]—(NAC A by Dep't of Personnel, 8-28-85; 7-21-89; 7-6-92; 11-12-93; R058-01, 9-6-2001; A by Personnel Comm'n by R068-03, 10-30-2003; R182-03, 1-27-2004; R024-05, 10-31-2005; R141-07, 1-30-2008; **R065-09, 10-27-2009; R055-10, 6-30-2010**)

NAC 284.726 Access to confidential records. (NRS 284.065, 284.155, 284.335, 284.407)

1. Except as otherwise provided in this subsection, access to materials for an examination and information relating to an applicant or eligible person which are relevant to an appointing authority's decision to hire that person is limited to the appointing authority or his designated representative. If the name of the applicant is not disclosed and the information is used for the purposes of subparagraph 2 of paragraph (a) of subsection 1 of NAC 284.204, information relating to the education and experience of an applicant may be made available to any affected applicant, employee or the designated representative of either.
2. Except as otherwise provided in *subsections 3 and 4*, access to an employee's file of employment containing any of the items listed in paragraphs (g) to (j), inclusive, of subsection 1 of NAC 284.718 is limited to:
 - (a) The employee.
 - (b) The employee's representative when a signed authorization from the employee is presented or is in his employment file.
 - (c) The appointing authority or a designated representative of the agency by which the employee is employed.
 - (d) The Director or his designated representative.

(e) An appointing authority, or his designated representative, who is considering the employee for employment in his agency.

(f) Persons who are authorized pursuant to any state or federal law or an order of a court.

(g) The State Board of Examiners if the Board is considering a claim against the State of Nevada filed pursuant to chapter 41 of NRS which involves the employee.

(h) Persons who are involved in processing records for the transaction of business within and between state agencies.

(i) Persons who are involved in processing records for the transaction of business that is authorized by the employee.

3. Information concerning the health, medical condition or disability of an employee or a member of his immediate family must be kept separate from the employee's file in a locked cabinet. Except as otherwise provided in subsection 7, access to such information is limited to the employee, his current supervisor, and the appointing authority or his designated representative.

4. *Except as otherwise provided in subsection 7, access to information concerning the employee's usage or balance of annual leave and sick is limited to the employee, the employee's immediate supervisor and the employee's appointing authority or the designated representative of the appointing authority.*

5. Except as otherwise provided by specific statute, records maintained by an employee assistance program offered by the State of Nevada must not be released without written permission signed by the employee to whom the records pertain.

6. Upon request, the Department of Personnel will provide the personal mailing address of any employee on file with the Department to the State Controller's Office and the Internal Revenue Service.

7. The Director or the appointing authority, or his designated representative, shall authorize the release of any confidential records under his control which are requested by the **Employee-Management** Committee, a hearings officer, the Commission, the Committee on Catastrophic Leave created pursuant to NRS 284.3627, the Nevada Equal Rights Commission or a court.

[Personnel Div., Rule XVI part § C, eff. 8-11-73]—(NAC A by Dep't of Personnel, 8-28-85; 9-30-88; 7-21-89; 8-14-90; 7-6-92; 3-23-94; R042-99, 9-27-99; R082-00, 8-2-2000; R058-01, 9-6-2001; R147-01, 1-22-2002; A by Personnel Comm'n by R068-03, 10-30-2003; R024-05, 10-31-2005; R141-07, 1-30-2008; R065-09, 10-27-2009; **R059-10, 10-15-2010**)

NAC 284.730 Retention and disposal of records. (NRS 284.065) All records of the Department of Personnel will be retained or disposed of in accordance with the records retention and disposal schedule approved by the Committee to Approve Schedules for the Retention and Disposition of Official State Records.

[Personnel Div., Rule XVI § D, eff. 8-11-73]—(NAC A by Dep't of Personnel, 10-26-84; A by Personnel Comm'n by R182-03, 1-27-2004)

NAC 284.734 Prohibition against maintenance of secret files. (NRS 284.065, 284.155) Except as otherwise provided in NAC 284.718 and 284.726, no appointing authority may maintain secret files regarding any employee.

[Personnel Div., Rule XVI § E, eff. 8-11-73]