



STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
Division of Human Resource Management
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MEMO PERD #12/13

April 17, 2013

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

FROM: Lee-Ann Easton, Administrator *Lee-Ann Easton*
Division of Human Resource Management

SUBJECT: Revised Forms

The Division of Human Resource Management has made the following updates to the forms available on our website:

Disciplinary Action

The [Specificity of Charges \(NPD-41\) form](#) has been revised to allow an agency to clarify to an employee whether or not the effective date of discipline is immediate or will follow a predisciplinary hearing. Additionally, revisions to the form emphasize that if an employee wishes to appeal the discipline, he or she must do so within 10 working days of the **effective date of the disciplinary action**. Additionally, there are now check boxes to indicate if a hearing has been scheduled pursuant to NAC 284.656, or if the discipline is immediate pursuant to NAC 284.6563.

The [Recommendation of Separation Pursuant to NAC 284.611 \(NPD-42\)](#) has also been revised to clarify to an employee whether or not the effective date of termination is immediate or will follow a hearing. Additionally, revisions to the form emphasize that if an employee wishes to appeal the termination, he or she must do so within 10 working days of the **effective date of separation**. Additionally, there are now check boxes to indicate if a hearing has been scheduled pursuant to NAC 284.656, or if the separation is immediate pursuant to NAC 284.6563.

The [Request for Hearing Regarding Dismissal, Suspension, Demotion, or Involuntary Transfer \(NPD-54\)](#) has been revised to emphasize that an appeal must be filed within 10 working days of **the effective date of action**.

Performance Reports

The [Employee Appraisal & Development Report \(NPD-15\)](#) has been revised to include an area for the printed name of the Rater, the Additional Supervisory Review, and the Appointing Authority. Please note that the revised version now has a revision date of 4/13. State Central Records will accept an [NPD-15 form](#) dated either 10/12 or 4/13 until July 1, 2013. After July 1, 2013, State Central Records will only accept an [NPD-15 form](#) dated 4/13.

Attendance & Leave

The [Request to Receive Catastrophic Leave Donations \(PAY-23\)](#) now reflects updated and additional references to NRS and NAC 284.

If you have any questions, please call Michelle Garton at (775) 684-0136.

LE/tp