



STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
Division of Human Resource Management
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MEMO PERD #32/13

July 8, 2013

TO: Department Directors
Division Administrators
Agency Personnel Liaisons
Agency Personnel Representatives
Designees for Rules Distribution

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

SUBJECT: Revised Forms and Revision #2, Rules for State Personnel Administration

The following links are [replacement pages for Revision 2](#) to the (NRS and NAC Chapter 284), reflecting changes stemming from the 2013 Legislative Session. Also provided is the link updating the [Employee Appraisal & Development Report \(NPD-15\)](#), as well as the accompanying [instructions](#). The following is an explanation of the changes:

Furlough Regulation – effective 7/1/13

[AB 511](#) requires employees to take 48 hours of furlough in each year of the 2013 – 2015 biennium. [Emergency Furlough regulations](#) were adopted by the Personnel Commission to extend the effective date of the current furlough regulation. The replacement pages simply reflect the new effective dates and update the reference to the bill requiring furlough. Please see NAC 284.531 Furlough Leave in the *Rules for State Personnel Administration* publication.

Agencies will not be required to complete new *Request for Department of Administration Exception* forms for positions which previously received approval. Any new positions will require approval. [Forms and instructions](#) are currently available on our website.

Employee Appraisal & Development Report (NPD-15) – effective 7/1/13

AB 321 amended NRS 284.337 and now requires supervisors to provide employees information relating to the Merit Award Program at the time of the employee's performance appraisal. The Employee Appraisal & Development Report has been revised to include a new section to document that this information has been provided. The instructions for the appraisal have also been revised to explain how this can be done and documented in box 17 of the appraisal form. An Informational Note related to this change has also been included in the *Rules for State Personnel Administration* publication on page G-4.

Additionally, the appraisal form has been modified to include a received date and initial line in box 12. Please review the instructions for when and how this should be used. The form name has also been changed to "State of Nevada Employee Appraisal & Development Report."

Please note that the Employee Appraisal & Development Report has a new revision date of 7/13. Please begin using this new form. Central Records will accept an NPD-15 form dated either 4/13 or 7/13 until October 1, 2013. After October 1, 2013, Central Records will only accept the revised NPD-15 dated 7/13.

Shift Differential Regulation expiration – effective 7/8/13

Changes made to NAC 284.210 Differential rate of pay for qualifying shift on December 30, 2011 will expire on **July 7, 2013**. The *Rules for State Personnel Administration* publication has been revised to reflect the version of the regulation that will be in effect on 7/8/13.

Removal of Human Resource Management Forms Section from Appendix

In addition to the above changes to the *Rules for State Personnel Administration* publication is the removal of the Human Resource Management Forms section of the Appendix. Please see the Forms/Publications section of the Human Resource Management Website under Resources for the most current forms available.

Please note that NAC 284 on the Nevada Legislature's Law Library webpage does not reflect all regulations that are approved and in effect. The complete text of the *Rules for State Personnel Administration*, including **all** revisions, is available on

the Human Resource Management website under Resources, Forms & Publications at www.hr.nv.gov.

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

SECTION	PAGE NO.
Cover Pages	Cover pages
Table of Contents	iii-vi, x-xii
Compensation	C11-C28
Reports on Performance	G1-G4
Attendance and Leaves	I5-I6
Appendix – Human Resource Management Forms	Removed
Appendix – NRS References	Pages 5-8

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.

Thank you for your assistance.

LE:mg/tp

cc: HRM Employees