Brian Sandoval
Governor

Jeff Mohlenkamp
Director

Lee-Ann Easton
Administrator

STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
Division of Human Resource Management

100 N. Stewart Street, Suite 200 | Carson City, Nevada 89701
Phone: (775) 684-0150 | www.hr.nv.gov

MEMO PERD #46/13

October 17, 2013

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

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

SUBJECT: NOTICE OF WORKSHOP - Amendment to NAC 284

The regulation change included with this memorandum is being proposed for permanent adoption. In order to review the proposed regulation and solicit comments from interested persons, a workshop will be held at 1:30 p.m., November 6, 2013 at the Legislative Counsel Bureau, Room 2135, 401 S. Carson Street, Carson City, NV and by video conference at the Grant Sawyer Building, Room 4406, 555 East Washington Avenue, Las Vegas, Nevada. An informational note explaining the nature and purpose of the proposed change precedes the regulation.

Please circulate or post the enclosed *Notice of Workshop to Solicit Comments on Proposed Permanent Regulation* along with the text of the proposed regulation, or otherwise notify your employees.

LE:cr/tp

Enclosures

NOTICE OF WORKSHOP
TO SOLICIT COMMENTS ON PROPOSED PERMANENT REGULATION

The Division of Human Resource Management, 100 N. Stewart Street, Carson City, Nevada, telephone number (775) 684-0148, is proposing the permanent adoption of the regulation pertaining to Chapter 284 of Nevada Administrative Code. A workshop has been set for 1:30 p.m. on November 6, 2013 at the Legislative Counsel Bureau, Room 2135, 401 S. Carson St. Carson City, Nevada and by video conference at the Grant Sawyer Building, Room 4406, 555 East Washington Avenue, Las Vegas, Nevada. The purpose of the workshop is to solicit comments from interested persons on the following general topic that may be addressed in the proposed regulation:

Regulation Leadline:	**NAC #**
Military leave with pay	New

A copy of all materials relating to the proposal may be obtained at the workshop or by contacting the Division of Human Resource Management offices at 100 Stewart Street, Suite 200, Carson City, Nevada, telephone number (775) 684-0136, or 555 East Washington Avenue, Suite 1400, Las Vegas, Nevada, telephone number (702) 486-2900. A reasonable fee for copying may be charged.

This Notice of Workshop to Solicit Comments on Proposed Permanent Regulation has been sent to all persons on the agency's mailing list for administrative regulations and posted at the following locations.

CARSON CITY
Blasdel Building, 209 E. Musser St.
NV State Library and Archives, 100 N. Stewart St.
Legislative Counsel Bureau, 401 S. Carson St.

LAS VEGAS
Grant Sawyer State Office Building,
555 E. Washington Ave.

This Notice of Workshop to Solicit Comments on Proposed Permanent Regulation has been sent to:
ALL STATE AGENCIES
ALL NEVADA COUNTY PUBLIC LIBRARIES

NOTE: *We are pleased to make reasonable accommodations for individuals with disabilities who wish to attend the meeting. If special arrangements for the meeting are necessary, please notify the Division of Human Resource Management, in writing, at 100 N. Stewart Street, Room 200, Carson City, Nevada 89701-4204 or call Michelle Garton at (775) 684-0136, no later than five working days before the meeting.*

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REGULATIONS WORKSHOP*

DATE: November 6, 2013

TIME: 1:30 p.m.

PLACE:

Legislative Counsel Bureau	Grant Sawyer Building
Room 2135	Room 4406
401 S. Carson St.	555 East Washington Ave
Carson City, Nevada	Las Vegas, Nevada

The sites will be connected by videoconference. The public is invited to attend at either location.

AGENDA

1. Call To Order

2. Review of proposed changes to NAC 284

Regulation Leadline:	NAC # :
Military leave with pay	New

3. Adjournment

***** This workshop will be conducted in accordance with the Open Meeting Law (NRS 241.020).

NOTE: Comments by the general public will be taken following a description of the proposed regulation changes. Public comment may be limited to 15 minutes per person at the discretion of the staff member conducting the workshop.

If anyone has questions or wish to discuss in further detail, the item scheduled for this regulations workshop, please contact Michelle Garton at (775) 684-0136.

Notices have been posted on the Division of Human Resource Management's website at www.hr.nv.gov and at the following locations:

Division of Human Resource Management - Blasdel Building, 209 East Musser Street, Carson City, Nevada
Library and Archives - 100 N. Stewart Street, Carson City, Nevada
Legislative Building – 401 S. Carson Street, Carson City, Nevada
Grant Sawyer Office Building - 555 East Washington Avenue, Las Vegas, Nevada

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Explanation of Proposed Change: This amendment, proposed by the Division of Human Resource Management, will clarify the how provisions of NRS 281.145 will be applied to public officers and employees of the Executive Department of State Governor. This includes clarifying the meaning of the term "working day" and the allowance of 39 days of paid leave as provided for in AB 364 of the 2013 Legislative Session.

New Section. Military leave with pay. (NRS 281.145)

1. This section applies to any public officer or employee of any agency of the Executive Department of the State Government.

2. As used in this section "work schedule" means the standard schedule for a position; short-term fluctuations, one-time events, overtime, standby and callback are not considered unless the change becomes the regularly assigned schedule.

3. As used in this section "working day" means a period of work consisting of the number of hours regularly scheduled and does not include overtime, standby or callback.

4. Pursuant to NRS 281.145, military leave with pay must be granted to a public officer or employee:

a. Whose work schedule does not include any portion of Saturday or Sunday, a maximum of 15 working days of military leave with pay in a calendar year to serve under orders.

b. Whose work schedule includes any portion of Saturday or Sunday, a maximum of 39 working days of military leave with pay in a calendar year to serve under orders.

(1) If a public officer's or employee's work schedule is changed to no longer include any portion of a Saturday or a Sunday in a calendar year, the public officer or employee will be entitled to no more than 15 working days of military leave with pay after the change of schedule and a total of 39 days for the calendar year.

(2) If a public officer's or employee's work schedule is changed from not including any portion of Saturday or Sunday to including any portion of Saturday or Sunday in a calendar year, the public officer or employee will be entitled to a maximum of 39 working days of military leave with pay for the calendar year from the effective date of the change of the public officer's or employee's work schedule but is not eligible for more than 15 days of military leave prior to the change of schedule. If more than 15 days of leave is taken to serve under military orders prior to the employee being eligible for up to 39 days, military leave with pay cannot be granted retroactively.

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October 16, 2013

Regulation Small Business Impact Statement

The Division of Human Resource Management has determined that the adoption of the attached proposed regulation does not impose a significant economic burden on small businesses, nor will it restrict the formation, operation or expansion of small business.

These regulations only impact the classified service of Executive Branch departments and the Nevada System of Higher Education.

I certify that to the best of my knowledge or belief, a concerted effort was made to determine the impact of the proposed regulation on small business and that the information contained in this statement is accurate.

Lee-Ann Easton

Lee-Ann Easton, Administrator

10/16/13

Date