



STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
Division of Human Resource Management
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MEMORANDUM
HR#47-14

August 4, 2014

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

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

SUBJECT: EMPLOYEE HANDBOOK REVISIONS – July 2014

The Division of Human Resource Management has updated the [State of Nevada Employee Handbook](#) and it is now available on the Division's website. The following briefly describes the changes to the Handbook.

The Compensation section was updated to reflect the reinstatement of Merit Pay increases as of July 1, 2014.

The Insurance Benefits section was updated to reflect changes due to the Affordable Care Act and related Nevada regulations:

- Effective May 1, 2014, the waiting period to obtain health coverage was reduced and employees now become eligible on the first of the month following 60 days of employment.
- Effective July 1, 2014, life insurance benefits increased from \$10,000 to \$25,000 for those enrolled in the Health Plan. Additionally, Flexible Spending Accounts, which previously had a use it or lose it feature, changed to allow for a carryover provision (not to exceed \$500).

The Attendance and Leave section of the Handbook was updated as a result of two of the recent changes to the Nevada Revised Statutes and the Nevada Administrative Code. These changes became effective on June 23, 2014, and are:

Administrative leave with pay:

- May be granted to employees to attend an employee-benefits orientation or session, including those related to retirement and deferred compensation.

- May be granted to employees when they have been authorized by the Governor not to report to work or to leave early during emergencies or catastrophes, except those designated as essential.
- Shall be granted to employees for telephonic, as well as in-person, consultations through the Employee Assistance Program.
- Shall be granted to employees for attendance at events coordinated by the Public Employees' Benefits Program. (NAC 284.589)

NRS 281.145, Leave of absence for military duty, was amended during the 2013 Legislative Session. As a result, a new section was added to NAC 284 to provide for the administration of such leave. Also included in the new section are definitions of several important terms utilized in the regulation.

Please visit the Public Employee Benefit Program's website www.pebp.state.nv.us to access program information directly. You may access the publication [*Rules for State Personnel Administration*](#), which includes the regulation changes outlined above, as well as other changes effective June 23, 2014, on the Division of Human Resource Management's website.

Please contact Michelle Garton at mgarton@admin.nv.gov if you have any questions regarding the State of Nevada Employee Handbook.