



**STATE OF NEVADA**  
**DEPARTMENT OF ADMINISTRATION**  
*Division of Human Resource Management*  
*Central Records*  
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**MEMORANDUM**  
**HR#18-15**

May 4, 2015

**TO:** Agency Personnel Liaisons

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

**SUBJECT:** 700 Hour Program Employment Actions

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Pursuant to the Governor's Executive Order 2013-10 on opportunities for disabled persons, the Division of Human Resource Management, Central Records has established a new employment status code for use on the Employment Status Maintenance Transaction (ESMT-A) form. The new status code will provide for tracking of the candidates being hired from a 700 hour list. Agencies should begin using the new codes effective April 27, 2015.

**NEW HIRE:** Use "ANEWH/016" personnel action code with the employment status code "7" when hiring a candidate from a 700 hour list. This indicates a temporary limited appointment for a period not to exceed 700 hours.

**CHANGE APPOINTMENT LATERAL:** Use "CHGAP/018" personnel action code and update the employment status code to the appropriate code; i.e. "A" for probationary appointment, "B" for permanent appointment, etc. If the employee will remain in the position in which they were hired, a new certified employment list will not be necessary since the employee was previously certified on the 700 hour list for the title they occupy. The probation start date and pay progression start date should reflect from their employment start date unless they were working part-time. Adjust the probation start date if the employee was working part-time and as specified in NAC 284.450.

**CHANGE APPOINTMENT 700 HOUR:** Use "CHGAP/016" personnel action code with the employment status code "7" if the employee is moving into another 700 hour appointment within the agency.

**TRANSFER IN or TRANSFER OUT:** Use “TRIN/016” or “TROT/016” personnel action code when the employee transfers between agencies as a 700 hour employee. The TROT/016 personnel action code is used by the agency the employee is leaving with an employment status code “I”. The agency in which the employee is transferring to would use the TRIN/016 personnel action code with an employment status code “7”.

**TERMINATING:** Use “TERM/016” personnel action code with the employment status code “T” for employees terminating State service.

**REHIRE:** Use “RHIR/016” personnel action code with the employment status code “7” when rehiring an employee with prior employment as a 700 hour employee. 700 hour employment is temporary limited employment; therefore, employees would not have reinstatement rights after a break in service.

Central Records has updated the Personnel Action/Reason Appendices [Appendix B - Personnel Action Reason Codes \(PACT/PART\)](#) and the Employment Status Appendices [Appendix C - Employment Status](#).

If you have any questions or concerns please do not hesitate to contact your Central Records Representative.