



STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
Division of Human Resource Management
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MEMORANDUM
HR#51-15

September 8, 2015

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 – September 2015

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 several of the changes to the Handbook.

Appointments and Probationary Periods

The subsection regarding promotion was updated to reflect the change to the restoration statute. When a promotional employee fails to attain permanent status in the new position, he or she must be restored to the previous position unless it has been subsequently filled by an employee with greater seniority, in a vacant position in the class the employee held before the promotion, or be placed on a reemployment list.

Compensation

The explanation of longevity pay was removed from the Handbook due to the repeal of the longevity statutes during the 2015 Legislative Session.

Additional Benefit Programs

The Employee Assistance subsection was updated due to the change in the number of counseling sessions provided per issue from two to three.

Attendance and Leave

The Attendance and Leave section was updated and explains to employees that a paid leave of absence will be granted for up to 15 working days in a calendar year for military service. Also, this section now explains that employees whose work schedule includes a Saturday and/or Sunday will receive up to an additional 24 working days of leave, and the difference between their state pay and their military pay for weekend training.

The subsection regarding furlough was removed due to the expiration of that requirement.

Additionally, the Compensation, Benefits, and Leave Summary example chart was updated with the new fringe benefit rates.

The Insurance Benefits and Retirement Program sections were also updated. Please visit the Public Employee Benefit Program's website www.pebp.state.nv.us, and the Public Employees' Retirement System's website at www.nvpers.org to access program information directly. You may access the publication *Rules for State Personnel Administration*, which includes the changes outlined above, as well as other changes, on the Division of Human Resource Management's website.

Please contact Michelle Garton at mgarton@admin.nv.gov or (775-684-0136) if you have any questions regarding the State of Nevada Employee Handbook.

LE:mg/tp