



**STATE OF NEVADA**  
**DEPARTMENT OF ADMINISTRATION**  
***Division of Human Resource Management***  
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**MEMORANDUM**  
**HR#62-15**

October 21, 2015

**TO:** Department Directors  
Division Administrators

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

**SUBJECT:** Standard Time

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Standard Time will begin on Sunday, November 1, 2015, at 2:00 a.m. Employees who are working a shift during this time will gain an hour of work.

As explained in NAC 284.220, subsection 2:

"An employee, other than an exempt classified employee or exempt unclassified employee, who is required to work an additional hour during his or her scheduled shift because of a change of time to standard daylight time is entitled to receive overtime pay or compensatory time as approved by the agency."

If you have additional questions, please contact the Division of Human Resource Management's Central Payroll Section at (775) 687-9077.

LE:kj/tp

cc: Payroll Clerks  
Agency Personnel Liaisons  
Agency Personnel Representatives