



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

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