



STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
Division of Human Resource Management
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MEMORANDUM
HR#70-15

November 6, 2015

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

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

SUBJECT: REVISED FORMS AND REPLACEMENT PAGES

The Division of Human Resource Management is pleased to announce that several forms have been revised and are now available on our website. Additionally, the State of Nevada Alcohol and Drug Program has been updated and a replacement page is now available. A brief summary of the changes are included below.

Attendance and Leave

The [Family and Medical Leave Act \(FMLA\) Medical Release](#) (NPD-81) form has been revised to allow a health care provider to include more information when an employee is "released to work with restrictions." The revised form provides a space for the health care provider to indicate whether the restriction would be permanent, or is expected only to last until a specific date. This form had been previously updated online and has a revision date of 7/15.

Hearings Before the Hearing Officer

The Request for Hearing Regarding Dismissal, Suspension, Demotion or Involuntary Transfer (NPD-54) form has been renamed the [Appeal of Dismissal, Suspension, Demotion or Involuntary Transfer](#) form. It has been simplified to be more user-friendly, and has also been converted to a fillable PDF format.

Performance Reports

The references to longevity pay, which was eliminated during the 2015 Legislative Session, have been removed from the newly revised [Employee Appraisal & Development Report](#) (NPD-15) form. Also, a reminder has been added to the top of the form stating that a discussion about its contents must take place between the employee and his or her supervisor. A note was added in the Job Elements section explaining that whole number ratings, not fractions, are to be used to rate individual job elements.

Please note that the Employee Appraisal & Development Report has a new revision date of 11/15. Please begin using this new form. Central Records will accept forms dated either 7/13 or 11/15 until February 1, 2016. After February 1, 2016, Central Records will only accept the revised NPD-15 dated 11/15.

Recruitment/Employment

The [Essential Functions Job Analysis](#) (ADA-1) form was revised to remove a reference to an abolished regulation and to update references to other documents. This form had been previously updated online and has a revision date of 7/15.

The revisions to the Medical Inquiry in Response to an Accommodation Request (NPD-86) form reduces the health care provider standard language at the beginning of the form. The instructions have also been expanded and sample questions have been adjusted. The changes to the instructions and questions have been made, in part, so that the form can be used for a request relating to the hiring process, or a request relating to a benefit of employment, e.g. a supervisor with a vision impairment taking an online mandatory supervisory training class. Because customized questions must be inserted on page 1 of the form, it is available in Word format and can be found under Recruitment/Employment in the [Forms](#) area of the Division's website.

Separations from Service

The Resignation from State Service or Notice of Transfer has been renamed the [Notice of Transfer or Resignation](#) (NPD-45) form. This form now includes a space for a resigning employee to acknowledge that his or her notification of separation given to the agency is 'less than 2 weeks' notice, and a checkbox has been added to the signature area for the appointing authority or designee (e.g. supervisor) to waive the requirement for 2 weeks notice. By the employee initialing this section, he or she understands that if the 'less than 2 weeks' notice is not waived, the agency may indicate this (using the code TERM/082) on the employees' separation paperwork. This code will be entered into Data Warehouse, and may have a negative impact if the individual applies for a position with the State in the future. Further, the intent is that the waiver will be signed off by the appointing authority or designee. This should not be determined by an agency's personnel representative. This section does not apply to transferring employees.

State of Nevada Alcohol and Drug Program

Significant changes have been made to the collection sites for alcohol and drug testing in Elko, Nevada. As such, the [State of Nevada Alcohol and Drug Program](#) has been updated and replacement pages have been created to replace [Appendix IV](#).

If you have any questions, please contact Michelle Garton at mgarton@admin.nv.gov or (775) 684-0136.