

284.132	Temporary classifications	4
284.134	Individual reclassification of position to higher level: Status of incumbent	4
284.138	Reclassification or reallocation of class or position to higher grade as result of occupational study: Status of incumbent.....	5
284.140	Reclassification of class or position to lower grade: Status of incumbent	5
284.150	Class specifications.....	6
284.152	Appeal of allocation of position or change in classification	7

**COMPENSATION
SECTION C**

284.158	Range of pay based on full-time employment; semimonthly or biweekly payment; payment of part-time, intermittent, per diem and positive reporting employees	2
284.170	Rate of pay: Initial appointment	2
284.171	Rate of pay: Reinstatement	2
284.172	Rate of pay: Effect of promotion	2
284.173	Rate of pay: Effect of demotion	3
284.175	Rate of pay: Effect of transfer	4
284.176	Rate of pay: Effect of reappointment.....	4
284.177	Rate of pay: Effect of reemployment.....	4
284.179	Rate of pay: Minimum step for continuous employees hired before 1975	4
284.180	Rate of pay: Nonclassified or unclassified employees or other certain employees appointed to classified service	5
284.182	<i>Adjustment and retention of pay progression date; restoration of date of appointment and pay progression date</i>	5
284.186	Date of promotion coinciding with pay progression date.....	6
284.194	Merit pay increase: Granting or withholding; delay because of administrative or clerical error	6
284.196	Merit pay increase: Credit for service under certain circumstances	7
284.204	<i>Adjustment of steps within same grade</i>	7
284.206	Special adjustments to pay	8
284.208	Compensation for dangerous duty	11
284.210	Differential rate of pay for qualifying shift	11
284.214	Compensation for being called back to work; compensation for person required to appear as witness	12
284.218	Compensation for standby status	13
284.220	Change of time to or from daylight saving time.....	13
284.228	Shift trading: Agreement; responsibilities.....	13
284.242	Overtime: Authorization	17
284.245	Overtime: Consideration of paid-leave status in calculation	17
284.248	Overtime: Employee who works in two positions; exceptions	17
284.250	Overtime: Compensation	18
284.2508	Compensatory time: Use	18
284.252	Compensatory time: Request for payment for certain portions.....	18

284.253	Compensatory time: Rate of pay	19
284.2535	Compensatory time: Firefighters	19
284.254	Compensatory time: Payment upon transfer	19
284.255	Holidays: Holiday pay	20
284.256	Holidays: Compensation for working	21
284.257	Holidays: Designation of time for holiday pay; adjustment of work schedule if holiday occurs on employee's day off	22
284.258	Compensation for time spent traveling.....	22
284.290	Retained rates of pay	23
284.292	Notification of uncollected overpayment	24
284.294	Reimbursement for furnishing own tools	24

**FILLING VACANCIES IN EMPLOYMENT
SECTION D**

Recruitment

284.295	Determining type of recruitment.....	1
284.297	Considerations regarding determination to expand recruitment to open competition.....	2
284.2975	Designation of class for which applicants for promotion are not normally available	2
284.301	Length of recruitment.....	2
284.305	Continuous recruitment	2
284.309	Notice of recruitment: Publicized job announcement	3
284.313	Limitation of competition in recruitment; applications	3
284.317	Investigations of applicants; minimum age requirement.....	5
284.321	Convictions: Disclosure; factors for consideration.....	5
284.325	Preferences for veterans	6

Examinations

284.329	Competitive examinations: Use and administration.....	7
284.333	Centers for assessment: Selection and training of assessors; administration of examinations.....	8
284.338	Minimum passing scores; computation of final scores	8
284.341	Review of examinations; disputes regarding results.....	8
284.345	Correction of errors in rating, scoring or computing results	9
284.349	Retaking examination for same class	10
284.353	Allocation of time used by employees for examinations and interviews....	10

Lists of Eligible Persons

284.358	Types of lists and priority for use.....	10
284.360	Reemployment lists; certification or waiver of lists.....	11
284.361	Use of lists and consideration of eligible persons	12
284.364	Lists of persons with disabilities who are eligible for temporary limited appointments	14

performance was due. The date on which a report on performance is received by the Administrator or an employee of the Division of Human Resource Management is the date on which the report is filed.

3. If a merit pay increase is withheld as provided in subsection 2 because a rating of performance was substandard, the employee's pay progression date must not be affected.

4. If a merit pay increase is delayed solely because of an administrative or clerical error, the increase must be made effective on the date on which the increase was properly due.

[Personnel Div., Rule III part § G, eff. 8-11-73]—(NAC A by Dep't of Personnel, 10-26-84; 10-18-89; 11-16-95; R031-98, 4-17-98; R043-99, 9-27-99; R147-01, 1-22-2002)

NAC 284.196 Merit pay increase: Credit for service under certain circumstances. (NRS 284.065, 284.155, 284.175)

1. Service in any provisional, temporary, special disabled or emergency status that is immediately followed by probationary or permanent status must be credited toward eligibility for a merit pay increase.

2. Service in a seasonal position must be credited toward eligibility for a merit pay increase. An incumbent in such a seasonal position must complete 1 year of full-time equivalent service before he or she is eligible for a merit pay increase.

(Added to NAC by Dep't of Personnel by R147-01, eff. 1-22-2002; A by Personnel Comm'n by R182-03, 1-27-2004)

NAC 284.204 Adjustment of steps within same grade. (NRS 284.065, 284.155, 284.175)

1. The Division of Human Resource Management may approve an adjustment of steps within the same grade to:

(a) Allow an appointing authority the flexibility to adjust the rate of pay for a position that will be filled by a person from a pool of eligible persons who are applying for the position on an open competitive basis in order to:

(1) Meet a difficult recruiting problem in which an effort to recruit a person for a position or class has failed to produce at least five eligible persons who are available to work, or the recruitment for the position or class has been deemed historically difficult. Such an adjustment of steps may be approved by the Division of Human Resource Management for a class for a period of 1 year.

(2) Employ a person whose education or experience is superior to those of another eligible person and who exceeds the minimum qualifications of the class. Any experience or education which is considered by the appointing authority pursuant to this subparagraph must be given a greater weight for those areas which are directly related to the position than general education and experience.

(b) Maintain an equitable relationship in the status of steps among the employees of the appointing authority if a disparity exists. An adjustment will not be granted pursuant to this section if the disparity in steps is:

(1) Among employees of different *departments or* agencies; or

(2) A result of:

(I) The length of service of employees;

(II) An adjustment in pay which was attained in a former class; or

(III) An adjustment in pay for an employee who resides in a particular geographical area.

(c) Maintain an appropriate differential, not to exceed two steps, between the base rate of pay of a supervisor and the base rate of pay of an employee who is in the direct line of authority of the supervisor. An adjustment may be granted pursuant to this paragraph if, before the adjustment, the

base rate of pay of the employee is the same or greater than the base rate of pay of the supervisor.

2. Before granting an adjustment of steps pursuant to this section, the appointing authority must submit a request on a form prescribed by the Division of Human Resource Management to the Division of Human Resource Management which:

(a) Specifies the qualifying conditions and justification for the request; and

(b) Certifies that the appointing authority has, where applicable:

(1) Considered the requirements for the pay required to meet the need described in subparagraph (1) of paragraph (a) of subsection 1;

(2) Considered the qualifications of any other eligible person who is available for work for the purposes of subparagraph (2) of paragraph (a) of subsection 1;

(3) Ensured that the adjustment is feasible on the basis of its fiscal effects; and

(4) Prepared and maintained an accurate record of the consideration of the factors listed in this section.

3. If an adjustment of steps pursuant to this section is approved by the Division of Human Resource Management, the effective date of such an adjustment is the date on which a request that complies with subsection 2 is received by the Division of Human Resource Management or the personnel office of the *department or* agency at which the employee who is receiving the adjustment is employed. If a request for an adjustment of steps is delayed because an administrative or clerical error prevented the delivery of the request, the effective date must be determined by the appointing authority and must be based on the date on which the request should reasonably have been submitted. A retroactive adjustment must not exceed 6 months from the date on which the Division of Human Resource Management receives the request.

4. An adjustment of steps which is made pursuant to subparagraph (1) of paragraph (a) of subsection 1 may be revoked when:

(a) The recruiting problem which caused the adjustment was due to the geographical location of the position; and

(b) The employee *moves from one position to another position in either a different area within the department or agency in which the employee is currently employed or a different department or agency than the department or agency in which the employee is currently employed, and a similar* recruiting problem does not exist *in the new area, department or agency.*

↳ The employee must be placed at the step he or she would have received if he or she had not received the adjustment.

(Added to NAC by Dep't of Personnel, eff. 8-14-90; A 7-1-94; R197-99, 1-26-2000; R147-01, 1-22-2002; R015-02, 5-2-2002; A by Personnel Comm'n by R134-12, 10-4-2013; **R060-16, 6-28-16**)

NAC 284.206 Special adjustments to pay. (NRS 284.065, 284.155, 284.175, 284.340, 284.384)

1. The Division of Human Resource Management may approve a special adjustment to the pay of an employee pursuant to this section. A request for a special adjustment to pay may be initiated by an employee, the appointing authority or the Division of Human Resource Management. A special adjustment to pay does not constitute a promotion.

2. An employee may receive a special adjustment to pay equivalent to 5 percent of the employee's base rate of pay during any period in which:

(a) The employee works out of his or her class on a continuing basis and performs essentially all the duties and responsibilities of a position classified at a higher grade. To receive the increase, the employee must be assigned duties and responsibilities of the higher grade which are clearly demonstrated in the class specification and carry out the duties and responsibilities for at least 16